Government Notice
District Secretariat- Mannar.
Registration of Contractors & Suppliers– 2027

The District Secretariat, Mannar, hereby invites applications from qualified contractors and suppliers for registration on the official list to supply goods, services, and civil works to the District Secretariat and all Divisional Secretariats within the Mannar District for the year 2027. Application forms can be obtained from the Procurement Management Division, District Secretariat, Mannar, or downloaded directly from the official website at www.mannar.dist.gov.lk. and Applicants may also prepare their own application forms, provided they strictly follow the format of the official application.
Details for the registration fee for the Construction works are as follows.

Contract Amount	Non-Refundable Amount
Rs.10,000,000.00 same or below the contract amount	Rs. 2,000.00
Above Rs.10,000,000.00 or Rs.20,000,000.00 below the contract amount	Rs. 3,000.00
Above the Contract amount Rs.20,000,000.00	Rs. 5,000.00

Others can pay the amount Rs.500.00 each item (G.1. - G.16, S.1.- S.20.) for non-refundable deposit at account branch District secretariat Mannar directly, or for the bank account No.7041952 (Bank of Ceylon) "District Secretary, Mannar". The application should have bank deposit slip / cash receipt (Gen 172) otherwise it will be rejected.

1. Supply Items (G)	
G.1. Stationery & Office Requisition	G.09. Textiles Materials & Curtaining
G.2. Office Equipment	G.10. Sports Materials
G.3. Office Furniture and Equipment (Wooden/Steel/Plastic)	G.11. Plant & Machinery
G.4. Miscellaneous & House Hold Items	G.12. Refreshment/cooked meals/Bottled Drink/ Cool drinks
G.5. Electrical & Electronically Items	G.13. Livestock items
G.6. Hardware & Building Materials	G.14. Security Equipment
G.7. Motor Vehicle, spare parts & batteries and Tyre Items	G.15. Fisheries Equipment
G.8. Agriculture inputs and equipment	G.16. Musical Instruments

2.Service and Repairs (S)	
S.1. Repairs of Office Equipment	S.11. Cleaning service
S.2. Repair of Office Furniture	S.12. Architectural services
S.3. Repair of Motor Vehicle	S.13. Plumbing works
S.4. Vehicle Servicing & Wheel Alignment	S.14. Catering Service
S.5. Repair of Electrical & Electronically Items	S.15. Renovation and minor Repairing of Buildings
S.6. Hiring Vehicle / Transport	S.16. Refrigerator, Air Conditioner repair and maintenance & Service
S.7. Hiring of Temporary Sheds, Stage, Table, Chair & Decoration	S.17. Plant & Machinery repair and maintenance & Service
S.8. Printing Service (Digital & Offset)	S.18. All type of Welding works & Aluminum Fitting
S.9. Hiring Sound Systems, Plant machinery & Electrical	S.19. Lodging and accommodation
S.10. Security Service	S.20. Intercom & Land Phone repair and maintenance & Service

3. Construction Works (ICTAD/CIDA Registered Members Only)	
1. Construction of building work	5. Construction of Bridge
2. Construction of Roads	6. Maritime Construction
3. Irrigation & Land Drainage Canals	7. Dredging and Reclamation
4. Water Supply & Sewerage	8. Storm Water disposal and Land Drainage

General Conditions

1. Document to be furnished with the application

i. Certified copy of Business Registration/ Company Registration

ii. Certified copy of trade License Issued by Local Authorities (2026 year)

iii. If catering service copy of certificate obtained from area **PHI/MOH**.

iv. Certified copy of **ICTAD/CIDA** (Contractors Only)

The registration of suppliers and contractors will be valid only for the year 2027. Quotation will normally be invited from the list of registered suppliers and contractors. However, the **purchaser** reserves the right to invite quotations from any other source.

2. Registration will be subject to assessment and if found details given are false, the application will be rejected.

3. The Mannar District Secretary reserves the right to accept or reject any application received for registration without indicating any reasons.

4. Registered suppliers/ contractors who fail to quote promptly when requested or fail to make or not responding to quote, deliver/ complete work in time, in conformity with the samples/ conditions will be liable to be written off from the register of registered suppliers/ contractor without any prior notice and not considered in future and will be included in defaulters list.

5. The suppliers shall be registered **only for related items of goods and services** for which the business registration is made.

6. Registered societies can undertake works only under direct contracting method to the value not exceeding Rs.2,000,000.00 (Rs. Two Million) in accordance with new Procurement Guideline-2024.

7. The authenticity of the details and documents submitted by the suppliers of the goods and services for registration as specified suppliers will be verified by a team appointed by the District Secretary through direct visit or interview. If the supplier is found to be ineligible to register as a supplier of the specified goods and services, their applications will be rejected and will not be refunded the non-refundable deposit will also

8. The garages/ service stations to be registered for repairs/ maintenance of vehicle should be equipped with all basic requirements. Description of available facilities and details of skilled workmen to be submitted along with the application.

9. Bank deposit Slip/ Cash receipt (G.172) should be attached along with the perfected application and necessary documents. Duly perfected application should be forwarded to the **District Secretary, District Secretariat, Mannar** on or before **30th of November 2026 (8.30 am -3.00 pm)** all application should be sent under registered cover clearly marked "**REGISTRATION OF SUPPLIERS AND CONTRACTORS FOR THE YEAR -2027**" on the top left-hand Corner of the envelope. Late application treated Under Section 3.4 of the Procurement Manual-2024.

10. For further clarification, please do not hesitate to contact the Chief Accountant, District Secretariat, Mannar, via 023-2222214.

K.Kanakeshwaran,
Government Agent/ District Secretary,
District secretariat,
Mannar.