

REGISTRATION  
OF SUPPLIERS

2020

Name of the Supplier: .....

Address of the Supplier: .....

Category No/s to be Registered: .....

**Department of National Zoological Gardens**  
**Registration of Suppliers -2020**

1. Applications are invited from Government Departments, Government owned business undertakings, Public corporations, Reputed suppliers, Local agents, Manufacturers, Dealers, Business Organizations and Contractors who wish to register themselves with the Department of National Zoological Gardens for the supply of under mentioned goods, services & works for National Zoo, Dehiwala, Pinnawala Elephant Orphanage, Pinnawala Zoo and Safari Park, Hambanthota for the year 2020.
2. All applicants who wish to register should prepare their application themselves as the specimen given at the end of this notice.
3. If registration is sought to be more than one category of goods or services separate application should be made for each category and all applications may be forwarded in one envelope marked "Registration of Suppliers - 2020" on top left hand corner.
4. A non-refundable fee of Rs. 500/= will be charged for each and every category. Payment shall be made in cash. Cash receipt obtained from the Shroff counter of the any of following locations should be sent along with the application.
5. Documents to be furnished together with the application.
  - a. Certified copy of business registration in the relevant field
  - b. Certified copy of VAT registration (if registered)
  - c. Manufacturers authorization in the case of Local accredited agent.
  - d. Certified copy of CIDA (ICTAD) Registration certificate (for Works)
  - e. Certificates of Registration of buses available (Applicable for category No 16)
6. The suppliers registered for the 2020 should agree to offer credit facilities for a period of at least 30 days. Any applicant who does not offer credit facilities for at least 30 days or any applications received without the cash receipt and copies of certificates mentioned above will be rejected without any notice.
7. The supplier should not be previously black listed in the Department.
8. Application forms and further information may be obtained from the following addresses and all suppliers, service providers and contractors especially near the following locations are encouraged to apply for the registration.
  - I. Chief Accountant, Head Office, No. 251/2A, 251/2B, Watthegedara Junction, Maharagama.  
T.P. 0112896779, 0112712753
  - II. Deputy Director, Dehiwala National Zoo, Anagarika Darmapala Mawatha, Dehiwala  
T.P. 0112712751
  - III. Assistant Director, Pinnawala Elephant Orphanage, Pinnawala, Rambukkana  
T.P. 0352266116
  - IV. Assistant Director, Pinnawala Zoo, Pinnawala, Rambukkana  
T.P. 0352266641
  - V. Assistant Director, Ridiyagama Safari Park, Ruhunu Ridiyagama, Ambalanthota  
T.P. 0473620410
9. All applications should be handed over or sent under registered post to the Head Office of the Department of National Zoological Gardens to reach there on or before 15<sup>th</sup> December, 2019.

Director General  
Department of National Zoological Gardens  
No 251/2A/, 251/2B  
Watthegedara Junction  
Maharagama

<b>1. Goods</b>			
<b>No</b>	<b>Category</b>	<b>Description</b>	<b>Required Locations</b>
01	Hardware	Sand, Bricks, Gravel, Tiles, Metal, Rubble, Roofing sheets, Equipment, Tools, Gum & Glue, Timber, Paints, Safety Gears & Wears, Hose, Wheel barrows, Buckets, Brooms, Mamoty, Shovel , Screw drivers Hammers, Saw, Iron Bar, GI Pipe, GI sheets, Iron rods and welding rods, Nails, Hinges, Nut & Bolt, Padlocks, PVC pipes, sockets, brassware etc.	Dehiwala Zoo, Pinnawala Elephant Orphanage & Zoo Complex, Safari Park
02	Medical Supplies	Pharmaceuticals, Drugs, first aid supplies, instruments, Glassware, Chemicals and other tools etc.	- as above -
03	Stationary	Photocopy Paper, Duplicate paper, typing sheet, Cardboard files, CR books, note books, pins, clips, stapler, stapler pins, pen, pencil, ink pad, pad ink, white board markers, permanent marker, gum, Glue, calculator, puncher, Cello tape, Rulers, Binding Threads etc.	Head Office, Dehiwala Zoo, Pinnawala Elephant Orphanage & Zoo Complex, Safari Park
04	Toners	Photocopier Toner, Cartridge for Printers and Fax Machines, stencils, Printer ribbons, Ink for Duplo Machine	- as above -
05	Printing	Letter heads, Tickets, Books, leaflets and Banners etc.	- as above -
06	Textile, Garments and Shoes.	Clothing material, T-shirts, Shoes etc.	Dehiwala Zoo, Pinnawala Elephant Orphanage & Zoo Complex, Safari Park
07	Soap & Detergents	Soap, T-Pole, Dettol, Hand wash etc.	- as above -
08	Cleaning Equipment	Brooms, Ekel Brooms & Vipers etc.	- as above -
<b>2. Services and Repairs</b>			
09	Hiring of Machineries & Vehicles	Backhoe Loader, Excavator, Lorry, Boom Truck, Tractors, Vibrators, Compressors, High pressures, Water Pumps, Welding plants with welders etc.	Dehiwala Zoo, Pinnawala Elephant Orphanage & Zoo Complex, Safari Park
10	Vehicle Service, Spare Parts and Repairs	Motor spare parts, Batteries, Tires, Tubes, Repair of motor vehicles, service and interior cleaning etc.	Head Office, Dehiwala Zoo, Pinnawala Elephant Orphanage & Zoo Complex, Safari Park
11	Other Vehicle Services	Vehicle canopy, Cushion work, covers and carpeting etc.	- as above -

12	General Repairs	Machinery, Air conditioners, communication equipment, Electric Goods, Photocopy machine, Fax machine, Computers and related items etc.	- as above -
13	Cutting of Trees and Tree Branches	Cutting of unnecessary tree branches.	Dehiwala Zoo, Pinnawala Elephant Orphanage, Pinnawala Zoo, Safari Park
14	Disposal of Garbage and Sewerage	Removal of Garbage, Zoo waste , Parts of Trees and Logs and Sewerage	- as above -
15	Disposal of Construction Debris	Iron, Solid, Building Material, Plastic etc.	- as above -
16	Hiring of Buses	Air Conditioned buses with seating capacity of 20-36 on hire basis	Safari Park, Hambanthota
<b>3. Works</b>			
17	Constructions	Minor construction works & Renovation Works	Dehiwala Zoo & Gonapala Farm, Pinnawala Elephant Orphanage & Zoo Complex, Safari Park

*Specimen Application Form*  
 Department of National Zoological Gardens  
Registration of Suppliers for 2020

01. Category Name and Number expected to be registered.....
02. Expected Premise which the Goods/Services to be Delivered/Provided: .....  
 (1. Head Office, Maharagama, 2. Dehiwala Zoo 3. Pinnawala Elephant Orphanage 4. Pinnawala Zoo 5. Hambanthota Safari Park)
03. Name of the Supplier: .....
04. Office Address: .....
05. Contact Person (Name and Designation): .....  
 Telephone No. .... Mobile No: ..... Fax No: .....
06. Address of the Shop/Stores/warehouse: .....
07. Email address: .....
08. Nature of business: Individual Business / Joint Venture / Company with limited liability/ State corporation/Other: .....
09. Whether suppliers is a Manufacturer/ Accredited Agent / Distributor / Sub Agent/Whole sale Retail and Service Supplier:.....
10. Business Registration number :.....( Attach copy of registration certificate)
11. Particulars related to credit facility (Maximum credit limit and period):  
 .....
12. Other facilities available (Transport/Storage): .....  
 .....
13. Name of the Bank and account Numbers: .....
14. VAT Number: (attach copy of certificate) .....
15. ICTAD Registration No. & Grade (attach copy of certificate): .....
16. Details of the Buses Available (Applicable for Category No 16)

Type/ Model	Seating Capacity	No of Buses	Air Conditioned or not	Other Facilities

(Certificate of Registration and photographs of buses should be submitted)

16. Names of other organizations where applicant has been registered:  
 .....  
 .....

Declaration by the Applicant:

I declare and affirm that the particulars given above are true and correct to the best of my knowledge. I further affirm and declare to accept and abide by the conditions laid down in the Newspaper for the Registration of Suppliers, and to other conditions given by the Department of National Zoological Gardens before entering into an agreement. In addition to the above, I declare and affirm that I will abide by all matters imposed, relevant to the applicable tax by the Government.

Signature of the applicant: .....

Date: .....