



MINISTRY OF URBAN DEVELOPMENT & HOUSING



DEPARTMENT OF BUILDINGS

REGISTRATION OF SUPPLIERS AND SERVICE PROVIDERS FOR THE YEAR 2024

Applications are invited from suppliers and service providers, who wish to register themselves with the Department of Buildings for the supply of under mentioned goods and/or services for the year 2024.

Item No	Description	Registration Fee
Goods		
G1	Office Stationery	1000/=
G2	Toners & Ink Cartridges for Printers & Photocopiers & Fax machines	1000/=
G3	Tracing Paper Rolls & White Paper Rolls	1000/=
G4	Supply of Tyres and Car Batteries	1000/=
G5	Supply of Computer Accessories	1000/=
Services		
S1	Repairs & Services of Motor Vehicles (Cars, Vans, Double Cabs)	1000/=
S2	Carpeting and Cushioning works of Motor Vehicles	1000/=
S3	Offset Printing and Binding	1000/=

1. The application form can be obtained by the Department Website, www.buildings.gov.lk.
2. If a supplier/service provider wishes to apply for more than one category separate application should be submitted for each category.
3. The supporting documents requested in the application form should be submitted along with the application. Non-submission or partial submission of any document may lead to rejection of the application. The Director General of Buildings reserves the right to reject any application for registration without giving reasons for the rejection.
4. Quotations are generally called from the registered list of suppliers /service providers but, Department reserves right to invite quotations and purchase requirements from any other sources.
5. Any supplier or service provider who was selected to supply goods or provide services, fails in two consecutive times to respond for the invitation of quotations, will be removed from the register.

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6. Applications should be delivered or sent by registered post to the “**Director General of Buildings, Department of Buildings, 2nd Floor, “Sethsiripaya”, Battaramulla**”, to reach on or before **09-02-2024**. At top left hand corner of the envelope, it should be clearly marked as “Registration of Suppliers and Service Providers for the Year 2024”.
7. The relevant non-refundable registration fee should be paid by cash and **original receipt should be attached with the application**. Cash Payment can be done at the Head office or any zonal Chief Engineers’ Office of the Department on any working day between 9.00 a.m-3.00 p.m. As an alternative you can make the payment to Account No. 7042710 of Bank of Ceylon (Battaramulla branch), in favour of Director General of Buildings.
8. For further information, you may contact Chief Engineer (Contracts) through Tel. 011-2179708 Fax –011-2868285

Eng. (Mrs.) K.G.S. Kumudini
Director General of Buildings,
Department of Buildings,
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www.buildings.gov.lk