



Election Commission

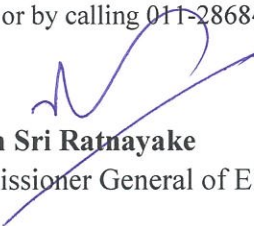
REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES – 2025

Applications are invited from registered manufacturers/suppliers/agents/individuals to supply the following goods and services to the Election Commission for the year 2025.

Item No.	Supplies	Item	
	25	Provision of cars for rent	
	26	Printing works (including data printing)	
1	Stationery/office supplies	27	Setting up name boards, banners
2	Envelopes (printed/unprinted) including data printing	28	Repair and maintenance of buildings
3	Cardboard products including cardboard boxes	29	Repair of furniture and office equipment
4	Polythene, printed polythene bags, polythene bags, polysack bags, HDPE covers and LDPE covers	30	Repairing and Servicing of Computer Servers, Printers, UPS, Scanners, Laptops, Multimedia Projectors
5	Safety stickers, PVC tape, printed sellotape, sellotape, plastic locks	31	Repair and servicing of refrigerators and air conditioners.
6	Computer accessories and software including computers, servers, printers, UPS, scanners, laptops, multimedia projectors, network devices	32	Repair and servicing of water motors, generators, fire protection system.
7	Office Furniture (Wood/Steel/Melamine)	33	Repairing and Servicing of Fingerprint Machines.
8	Office equipment and machinery (photocopiers, Duplo, fax machines)	34	Repair and servicing of photocopiers, Duplo, fax machines
9	Types of Stamps (Rubber, Polymer, Self-Ink, Date Stamps)	35	Repair and servicing of electronic devices and camera systems
10	Refrigerators and air conditioners	36	Maintenance and servicing of internal telephone systems
11	Generators and water motors	37	Vehicle repair
12	Fingerprint Machines/ Timing Machines	38	Vehicle servicing
13	Ink and master roll/ribbon for toners (photocopiers, computer printers) and duplicating machine	39	Repairing and servicing of vehicle electrical systems and air conditioning systems/ vehicle cushioning
14	Building materials (sanitary fittings, fittings including PVC/GI pipes and plumbing fittings, electrical fittings, paints)	40	Supply of computers, computer related accessories, photocopiers, printers and fax machines etc. on rental basis
15	Cameras and Security Cameras (Digital)	41	Cleaning works
16	Phones and accessories	42	Provision of private security services
17	Electrical appliances and accessories (television etc.)	43	Insect control and termite control
18	Fire protection systems and fire extinguishers	44	Trilingual services with communication equipment

19	Drinking water bottles/ water dispensers	45	Demolition of buildings and removal of scrap goods.
20	Bed sheets including curtains, pillowcases etc.	46	Interior and garden landscaping, tree removal.
21	Preparation of departmental ID cards	47	Purchase of scrap goods (disposed office equipment scrap tires and auto parts etc. and building materials etc.)
22	Purchase of Tires, accessories including tubes, batteries and car accessories	48	Event management services
23	Indelible ink marking voters	49	Provision of temporary sheds, chairs etc. equipment required for festive occasions
24	Catering (including snacks)	50	Supply of digital screens and television sets on rental basis

2. Separate payments must be made for registration for each of the supplies and services mentioned above.
3. All applications can be obtained from the Procurement Branch of the Elections Secretariat and receipt should be obtained upon cash payment of a non refundable fee of Rs. 500.00 per item. Payment can be made to the Accounts Branch of the Elections Secretariat, Rajagiriya from 9.00 am to 3.00 pm from 25 November 2024 to 13 December 2024.
4. Duly completed applications should be hand delivered to the Elections Secretariat, Sarana Mawatha, Rajagiriya along with a copy of the payment receipt before 2.00 pm on 18 December 2024. “**Suppliers/Service Providers Registration - 2025**” should be clearly written in the upper left corner of the application envelope.
5. While priority will be given to registered suppliers when calling for quotations for supplies and services, the Election Commission reserves the right to seek quotations from other suppliers as needed. Suppliers who fail to provide quotations when requested, do not deliver goods and services within the stipulated time, or do not meet the requirements and prescribed standards will be removed from the relevant supply/service register without prior notice.
6. More information can be obtained by visiting this office or by calling 011-2868441/42/43.


Saman Sri Ratnayake
 Commissioner General of Elections

Election Commission,
 Election Secretariat,
 Sarana Mawatha,
 Rajagiriya.
 25.11.2024