



Election Commission

Registration of Suppliers for Supplies and Services - 2024

Applications are invited from registered manufacturers/suppliers/agents/persons for the year 2024 to supply the following goods and services for the Election Commission.

Item No.	Item		
	Supplies	23	Preparation of departmental identity cards
		24	Purchase of tyres, accessories including tubes, batteries and car accessories
1	Stationery/office supplies	25	Hiring motor vehicles
2	Envelopes (printed / not printed) including data printing	26	Catering (including snacks)
3	Cardboard products including cardboard boxes	27	Indelible ink
4	Polythene, printed polythene bags, polythene bags, polysack bags and HDPE covers	28	Repair and maintenance of buildings
5	Security stickers, tapes, printed tapes, locks, plastic locks	29	Repair of furniture and office equipment
6	Computers and computer accessories including servers, printers, UPS, scanners, laptops, multimedia projectors, network devices and software	30	Repairing and Servicing of Computer Servers, Printers, UPS, Scanners, Laptops, Multimedia Projectors
7	Office Furniture (Wood/Steel/Melamine)	31	Repairing and servicing of refrigerators and air conditioners.
8	Office equipment and machinery (photocopiers, Duplo, fax machines)	32	Repair and servicing of water motors, generators, fire protection system.
9	Types of stamps (rubber, self-ink, date stamps)	33	Repairing and servicing of Fingerprint Machines.
10	Refrigerators and air conditioners	34	Repairing and servicing of photocopiers, Duplo, fax machines
11	Generators and water motors	35	Repairing and servicing of electronic devices and camera systems
12	Fingerprint Machines/ Time keeping Machines	36	Maintenance and servicing of internal telephone systems
13	Toner (copiers, computer printers) and ink and master rolls/ribbons for duplicating machines	37	Repairing and servicing of vehicle electrical systems and air conditioning systems/ vehicle cushioning
14	Printing works (including data printing)	38	Cleaning works
15	Building materials (sanitary fittings, fittings including PVC/GI pipes and plumbing fittings, electrical fittings, paints)	39	Hiring computers, printers and fax machines
16	Cameras and Security Cameras (Digital)	40	Provision of private security services
17	Phones and accessories	41	Insect control and termite control
18	Electrical appliances and accessories (television etc.)	42	Vehicle repair
19	Fire protection systems and fire extinguishers	43	Vehicle servicing
20	Setting up sign boards, banners	44	Trilingual services with communication equipment

21	Drinking water bottles/ water dispensers	45	Demolition of buildings and removal of debris.
22	Purchase of bed sheets, pillows etc. including curtains	46	Interior and garden landscaping, tree removal.

2. Separate payments shall be made for the registration of each of the above-mentioned supplies and services.

3. All applications can be obtained from the Procurement Branch of the Elections Secretariat upon payment of a non-refundable fee of Rs.500.00 per item in cash and the receipt shall be obtained. Fees can be paid to the Accounts Branch of the Elections Secretariat, Rajagiriya on the working days from 20th November 2023 to 08th December 2023 from 9.00 am and 3.00 pm.

4. Duly completed applications along with a copy of the payment receipt shall be submitted to the Elections Secretariat, Sarana Mawatha, Rajagiriya before 2.00 pm on 13th December 2023. **“Registration of Suppliers for Supplies and Services -2024”** shall be mentioned on the upper left corner of the application envelope.

5. The Election Commission reserves the right to call for quotations from other suppliers as required, although priority will be given in calling for quotations from registered suppliers for supplies and services. Suppliers who fail to provide quotations when requested or do not supply goods and services within the stipulated time or do not comply with the requirements and prescribed standards, shall be removed from the relevant supply/service register without prior notice.

6. For more information, please visit the office or call 011-2868441/42/43.

Saman Sri Ratnayake
Commissioner General of Elections

Election Commission,
Elections Secretariat,
Sarana Mawatha,
Rajagiriya.

20.11.2023