



DISTRICT SECRETARIAT - BATTICALOA

REGISTRATION OF SUPPLIERS, SERVICE PROVIDERS AND CONTRACTORS FOR THE YEAR - 2026

1. Applications are invited for the registration of Suppliers, Service Providers and Contractors by the Batticaloa District Secretary for the supply of goods and services listed below for the year 2026 for the District Secretariat, 14 Divisional Secretariat Divisions and all other Departments coming under the purview of the District Secretary.

01. SUPPLIES

- SU-01 Office Stationery
- SU-02 Books, Magazines and other publications
- SU-03 Office Furniture (Table, Chair, Almyrah, Computer Table, Computer Chair and Rack, etc.- made of solid wood, steel and plastic)
- SU-04 Office Equipment and appliances (Typewriter, Computer & Computer software, Duplicating Machine, Photocopier, Digital Copier, Fax Machine and all sorts of Computer Printers, etc.)
- SU-05 IT related items (USB flash drives, keyboard, mouse, hard-disk, monitor, virus-guard etc.)
- SU-06 Home appliances and equipment (TV, refrigerator, rice cooker, washing machine, fans etc.)
- SU-07 Electrical accessories & parts, fittings and network installation
- SU-08 Cooking utensils and Kitchen items
- SU-09 Clothing, Textiles Items, uniform cloths, bed sheets etc.
- SU-10 Building materials (Cement, Gravel, Soil, Red Bricks, Timber, Tiles, Sand, Granite, Limestone, Paints & varnish, etc.
- SU-11 Tyres & tubes & vehicle batteries
- SU-12 Vehicle spare parts and accessories
- SU-13 Sports and other welfare items
- SU-14 Raincoats, Boots, Shoes, Umbrellas, brief-cases, office bags, school bags etc.
- SU-15 Items related to plumbing works (Pipes and pipe connections)
- SU-16 Plastic-ware, glassware and glass items
- SU-17 Distribution of fuel items
- SU-18 Musical Instruments
- SU-19 Vehicle seats and seat covers and cushion upholstery
- SU-20 Food, desserts & snacks and bakery products
- SU-21 Supplying & fixing of shutter curtains
- SU-22 Agricultural Equipment & tools (Farming & Gardening equipment etc.)
- SU-23 Agricultural seeds, plants, planting materials, fertilizer, chemicals etc.
- SU-24 Fisheries items (canoes, net, boat, fishing box etc.)
- SU-25 Marine related tools (GPS etc.)
- SU-26 Self-employment tools (Masonry, carpentry, etc.)
- SU-27 Livestock - Cattle, Goat, Poultry etc.
- SU-28 Livestock feed items
- SU-29 Medicine for animals
- SU-30 Pharmacies (Medical Equipment and medicine suppliers)
- SU-31 Grocery Items
- SU-32 Solar system
- SU-33 Hardware items
- SU-34 Audio & Public Addressing Systems
- SU-35 Scale items (Digital weighing scale, Electronic scale)
- SU-36 Supply of Toners, Cartridges & Ribbons
- SU-37 Eggs, Meat and Vegetables

02. SERVICES

- SR-01 Printing works and producing rubber stamps & date stamps
- SR-02 Photocopying works
- SR-03 Binding books and Magazines
- SR-04 Maintenance and repairs of office Machineries such as Typewriters, Computers, Photocopiers, Duplicating Machines, Digital Copiers, Faxes and all Computer, Printers, etc.
- SR-05 Repairs and Maintenance of Refrigerators, Air Conditioners and generators
- SR-06 Repairs to Steel Furniture
- SR-07 Repairs to Wooden Furniture
- SR-08 Tailoring - clothes, curtains for doors and windows and screens
- SR-09 Writing of Name Boards, Writing of Name Boards in plastic, digital stickers and banners
- SR-10 Repairs and Maintenance of Motor Vehicles supplying required spare parts and accessories
- SR-11 Servicing & washing of vehicles including supplying of required spare parts
- SR-12 Painting & tinkering of vehicles
- SR-13 Vehicle seat covers and seat cushioning etc
- SR-14 Vehicle Air conditioning works
- SR-15 Transport of goods (hiring lorry etc)
- SR-16 Hiring of Vehicles –Passenger Transport (bus, van etc)
- SR-17 Hotels, restaurants and catering service
- SR-18 Photography, Videography, film making etc
- SR-19 Hiring exhibition and function things (canopy, tables, chairs, stage etc)
- SR-20 Insurance coverage for vehicle fleet
- SR-21 Providing Cleaning Service
- SR-22 Providing Security Service

03. CIVIL /TECHNICAL SERVICES

- ES-01 Repairs to Electrical appliances, fans and generators
- ES-02 Civil works including construction works
- ES-03 Electricity connection works
- ES-04 Water supply –servicing, repairs to pipelines
- ES-05 Welding work –iron gates, windows etc.
- ES-06 Consultation services –construction and maintenance
- ES-07 Assembling and supplying of wooden furniture in large scale
- ES-08 Assembling and supplying of aluminum doors, windows and under sheets
- ES-09 Building Repairs, Renovation and refurbishment
- ES-10 Roads - Asphalt, Surfacing, Concreting
- ES-11 Design & Building (Civil Construction, Electricity)
- ES-12 Landscaping & Beautification

- Applications should be sent by registered post to reach on or before 3.00 p.m. on 20.12.2025 to the respective addresses given below:

Chairman,
District Procurement Committee,
District Secretariat,
Batticaloa

Chairman,
Regional Procurement Committee,
Divisional Secretariat
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Note: The applications pertaining to District Secretariat & Divisional Secretariats should be sent individually to District Secretariat & Divisional Secretariats respectively.

- Applications should be sealed and marked on the top left-hand corner of the envelope as “**Registration of Suppliers/Service Providers/Contractors-2026**” and the code number of the category applied should be specified.
- Further details could be obtained from Administration Branch, District Secretariat, Batticaloa – 065-2224369 or visit our website to download the application: www.batticaloa.dist.gov.lk
- The applicant should forward separate applications for each of the above main category for registration.
- Applicants must furnish all the required details and supporting documents required in the application form.
- A payment receipt for non refundable fee of Rs.100/-should be obtained from Kachcheri, Batticaloa or relevant Divisional Secretariat Division or to the following bank accounts and the same should be attached to each application.

S.NO		Branch	Bank	ACCOUNT NO.
	District Secretariat	Batticaloa	Bank of Ceylon	0007041997
Divisional Secretariat Division				
(i)	Kattankudy	Kattankudy	Peoples Bank	065-1001-2-0001017
(ii)	Eravur Pattu, Chenkalady	Chenkalady	Peoples Bank	227-1001-9-9026885
(iii)	Eravur Town, Eravur	Eravur	Peoples Bank	123-1001-6-0000073
(iv)	Koralai Pathu West, Oddamavadi	Valaichchenai	Peoples Bank	102-1001-4-0001269
(v)	Manmunai West, Vavunathivu	Batticaloa	Peoples Bank	075-1001-6-9026888
(vi)	Manmunai Pattu, Arayampathy	Kattankudy	Peoples Bank	065-1001-0-0001018
(vii)	Porativu Pattu, Vellavely	Kaluwanchikudy	Peoples Bank	190-1001-9-0000990
(viii)	Koralai Pattu South, Kiran	Chenkalady	Peoples Bank	227-1001-7-9026891
(ix)	Koralai Pattu Central, Valaichenai	Valaichchenai	Peoples Bank	102-1001-2-0001270
(x)	Manmunai South & Eruvil Pattu, Kaluwanchikudy	Kaluwanchikudy	Bank of Ceylon	0007042000
(xi)	Manmunai North, Batticaloa	Batticaloa	Bank of Ceylon	0007042003
(xii)	Koralai Pattu, Valaichenai	Valaichchenai	Bank of Ceylon	0007042006
(xiii)	Koralai Pattu North, Vakarai	Valaichchenai	Bank of Ceylon	0007042009
(xiv)	Manmunai South West, Paddipalai	Batticaloa	Bank of Ceylon	0007042015

General Terms and Conditions applicable to the suppliers, service providers and contractors

- The suppliers of goods and services will be paid by cheque only after delivery of the goods and services.
- Registration will be cancelled without further notice if the supplier / service provider breach the agreed quality or standards of goods supplied or service provided.
- The right for registration is reserved by District Secretary or Divisional Secretary to accept the application or reject on scrutinizing the applications and additional information will be obtained, if necessary.
- The registered suppliers / service providers / contractors have to enter into an agreement with District Secretary or Divisional Secretary, as and when required.
- Registration will be granted only for the nature of the business specified in the Business Registration Certificate.

Mr.J.S.Arulraj

Government Agent/District Secretary
Batticaloa.

18.11.2025