

Registration for General Services (Categories 1-20) - 2024

(Registration No: STC/Pro/RegSup2024/GS)

Services Registration Number: SS/ (Categories from 1 to 20)

CATEGORY Number

**(Registration Fee Rs. 3000 for Each Category / Online Payment Available
Visa/Master Credit or Debit Card)****SECTION A. SERVICE PROVIDER DETAILS**

Details	Supplier Response
Company Registered Name	
Registered Business Address & Contact Details	
Business Registration Number	(Please Attach copy of Business Registration)
Date of Registration	
Type of Business Registration (Proprietor/ Partner /Pvt Ltd /Public Limited)	

Copy of Certificate of Incorporation should be attached

Contact	Supplier Response
Company Postal Address	
Contact Person Name	
Contact Number Direct / Mobile	
Designation	
Fax	
Quotation calling E – mail address 1	
Quotation calling E – mail address 2	
Quotation calling E – mail address 2	
Web Site	

9. Directros/Partners of the Firm (As in the Form (1/20/40) as applicable / Attach a copy of Directors Consent) (Required – certified ID Copies of Directors/Partners)

Details of the Executive Board: Chairman, Directors and Chief Executive Officer.

1(Name) 2(Name)

(Position) (Position)

(Address) (Address)

Contact No : Contact No :

3(Name) 4(Name)

(Position) (Position)

(Address) (Address)

Contact No : Contact No :

SECTION B. FINANCIAL STANDING& STAFF.

1. Audited financial statements for the past four (04) years as below need to be attached. Following Summary needs to be completed.

Financial Data	2018 (Audited)	2019 (Audited)	2020 (Audited)	2021 (Audited)	2022 (Management Accounts Up to August 2023)	Annual Average
Annual Revenue						
Profit before tax						
Balance Sheet Status at year end:						
Equity						
Liabilities						

2. Details of company's bankers.

i. Bank Name : Branch :

Account Number :(Bank Creditals Letter needs to be Attached) **(B02)**

ii. Bank Name : Branch :

Account Number :(Bank Creditals Letter needs to be Attached)

3. Staff details for the current year and the previous years.

* Permanent Staff	Last Year	Current Year
Executive		
Technical		
Sales man		
Supervisors		
Other staff		

* Please attach a list of Employees with Technical Staff – **(B 03)**

SECTION C - QUALIFICATIONS AND EXPERIENCE IN PROVIDING SERVICES

01. Summary of Supplies Last Year 2021/2022/2023 August

Se.No	Product	Average Experience	Suppliers durng Last 3 Years
01			
02			
03			
04			
05			
06			
07			
08			
09.			
10.			
11.			
12.			
13.			

02. **Detailed List** of Major Customers during Last 3Years

S.N.	Product	Quantity	Value of Suppliers	Ccustomer Details
01				
02				
03				
04				
05				
06				
07				
08				
09				
10				

- Attach Proof of Purchase for above –(C 01)
- Attach List of Major Clients –(C 02) (Use a Duplicate of This Page if supplier requesting for registration more than 1 category)

03. **Production , Processing and Storage Capacity with Transport /Lorries with Capacity**

Se. No	Type of Facility (Production / Processing/ Stores/Stock/Transport Lorry/ Container Lorry for Cargo Clearance)	Lorry Numbers /Address and Contact Details of Stores and Production or Transport Facilities for Cargo Clearance	Engine Capacity	Storage Capacity
01				
02				
03				
04				

- Attach Full details of Facilities – (C 03)

03 UPDATED Vat Registration Certificate : (Please attach a Copy)

VAT Registration No :

Certificate Number :

Validity Period :

04. SERVICES OFFERED BY THE COMPANY

	SERVICES CARRIED OUT BY THE COMPANY	RATE	REMARKS
01			
02			
03			
04			
05			
06			
07			
08			
09			
10			
11			
12			

*** Please attach Full List of Provided services with rates– (C 05)**

05. Building or Construction Service Provider - Certifications (CIDA / ICTAD)

- i. Certificate Number:(**C 06**)
(CIDA / ICTAD certificate copy to be attached)
- ii. ICTAD / CIDA Regisyttered Contractor Since :
(Date of Registration)
- iii. Type Of Registration :
.....
- iv. Level :
.....
- v. Contact Person (Name)
- vi. Contact Number : (Office) (mobile)
- vii. email address :
- viii. Facilities Available for Construction Related Services
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I, the undersigned hereby certify that information provide in this form is correct and true according to my knowledge and i undestand that in an event of providing false information may result in blacklisting of my company for Sri Lanka Government Tenders.

Supplier Commitment:

Based on receipt of STC Official order, I/We have ability of Providing Services within Expected quality standard works, at a competitive rate in the market within the agreed time period.

Name: Title:

Signature: Date:

(Place Official Stamp Here)

RS: 3000 Registration Fee for Each Category
Attach Cashier Receipt or Online Payment Emailed Receipt Here(**C 07)**