

Superior Courts Complex Board of Management

Registration of Suppliers for the Year 2027

Supply of Goods, Services, Repairs & Maintenance works

Applications are invited from reputed manufacturers/suppliers or their accredited agents, authorized dealers and contractors both in the public and private sectors who wish to register themselves with Superior Courts Complex Board of Management for the supply of under-mentioned Goods, Services, and Repairs & Maintenance works for the year 2027.

Categories

A) Stationery

- A.1 General Office stationery (photocopy papers, fax paper rolls, computer papers, pens etc.)
- A.2 Toners and cartridges for photocopy machines, fax machines & printers.

B) Office equipment

- B.1 Computers, Printers, Scanners
- B.2 Photocopy machines
- B.3 Fax machines
- B.4 Finger scanning machine

C) Office Furniture

- C.1 Wooden, Melamine Furniture
- C.2 Steel & Aluminium furniture
- C.3 Fiberglass Furniture

D) Printing & Advertising

- D.1 Artwork, designing & advertising
- D.2 Printing of office documents & receipt books
- D.3 Designing & printing of magazines, brochures, posters, leaflets, banners
- D.4 Printing & binding of books
- D.5 Printing of office identity cards
- D.6 Supply of Name boards (Aluminum/Plastic/Brass/Wooden)

E) Electrical & Engineering Requirements

- E.1 Electrical appliances, spares, cables & wires, bulbs including CFL bulbs etc.
- E.2 General hardware, paints, varnishes, polish, grease soap, cotton rags, banian waste, pipes & fittings (P.V.C, G.I etc.), white poplin clothe
- E.3 Generators & spares
- E.4 Electronic equipment & spares such as Telephones & IC etc.
- E.5 Engineering equipment, spares & tools, power tools
- E.6 Mechanical engineering material such as V belts, round belts, leather belts & bearings.
- E.7 Air conditioners & spares (Split type & Window type)
- E.8 Oil & Lubricants
- E.9 Rubber products such as hoses, coupling, bush, mounts

- E.10 Electrical contact cleaners such as ethanol etc.
- E.11 PABX Systems and accessories
- E.12 CCTV System & accessories
- E.13 Sound Management Systems and Accessories
- E.14 Communication equipment and Telephone instruments
- E.15 Multi Sockets

F) Security requirements:

- F.1 Firefighting equipment
- F.2 Security equipment.
- F.3 Industrial protective & safety equipment (ex. gloves)

G) Vehicle repairs & supply of spare parts.

- G.1 Tyres, tubes & batteries for light vehicles
- G.2 Spare parts for light vehicles
- G.3 Repair of motor vehicle air conditioners
- G.4 Other vehicle repair work including radiator etc.
- G.5 Upholstery work of vehicles (vehicle seat cushions, seat covers, rubber carpets etc.)
- G.6 Servicing of Motor vehicles
- G.7 Wheel alignment & adjustment and balanced
- G.8 Electrical repairs
- G.9 Tinkering, Painting & Vehicle Scanning

H) Uniforms

- H.1 Readymade uniforms (Shirts, Trousers, Skirts, Blouses)
- H.2 Uniform materials
- H.3 Uniform accessories & Items (badges, buttons, belts, lanyards, peak caps etc.)
- H.4 Sarees (Silk, Batik, etc)
- H.5 Footwear (Ladies & Gents)

I) Housekeeping Requirements

- I.1 Toilet Requisites (Cleaning materials & soap, disinfectants, paper rolls, etc.).
- I.2 Coir Products such as rugs, brushes (including paint brushes) and brooms.
- I.3 Household effects such as Wall clocks, Kettles, Refrigerators, Fans & Microwave Ovens.
- I.4 Garden and Housekeeping equipment and Machinery, Cleaning Material.
- I.5 Curtaining & Linen items.
- I.6 Waste Bins
- I.7 Ceramic & Glass items
- I.8 Glass Pads

(J) Civil Engineering Items

- J.1 Water Pumps
- J.2 Spares for water supply and distribution system such as valves.
- J.3 Concrete based products such as cement floor tiles, flower pots, paving & cement blocks.
- J.4 Manufacturing and fixing of pantry cupboards and repair to furniture.
- J.5 All type of water proofing work.

(K) Building Repairs:

- K.1 Masonry
- K.2 Civil construction and repair works.
- K.3 All types of carpentry & polishing work.

(L) Other Services

- L.1 Maintenance of electrical panels, switch gears, motors and repairing of mechanical components.
- L.2 Tailoring of uniforms, curtains etc.
- L.3 Maintenance of telephone instruments.
- L.4 Laying and repairing of Drainage and G.I. water supply lines.
- L.5 Repairing of plant and machinery (Chillers & Pumps etc.).
- L.6 Repairing of furniture (wooden & steel) polishing and painting.
- L.7 Fabrication of spares for machinery including casting of machinery.
- L.8 Repairing of office equipment, machinery, iron and steel work.
- L.9 Computers Accessories/ Consumables, Computer Hardware/Software.
- L.10 Janitorial and cleaning services.
- L.11 Exterior Cleaning Services
- L.12 Garden maintenance.
- L.13 Pest control services.
- L.14 Laundering.
- L.15 Repair & Service of computers.
- L.16 Casting of equipment from cast iron or cast steel etc.
- L.17. Machinery and lathe work.
- L.18 Specialist work in welding steel pipes and flanges etc.
- L.19 Repairing of room and split type air conditioners and Refrigerators.
- L.20 Repairing of granite floors, parquet floors etc.
- L.21. Manufacturing and repairing & refurbishment of Air Handling Units, Cooling Towers, Blowers, Fan coils and related equipment.
- L.22 Aluminum work, partition work & glass cutting.
- L.23 Supplying and fixing of Floor Carpets.
- L.24 Servicing of Fire Fighting Equipment.
- L.25 Umbrella
- L.26 Training & Development Areas
- L.27 Repairing of Cushion Items

(M) Computer & ICT Equipment and Services

- M.1 Desktop & Laptop Computers
- M.2 Computer Accessories & Peripherals
- M.3 Computer Hardware & Components
- M.4 Printers, Scanners & Multifunction Devices
- M.5 Toners, Ink ,Ribbons & Printing Consumables
- M.6 Networking Equipment & Accessories
- M.7 Networking Cabling & installation
- M.8 Servers, Storage & Backup Equipment
- M.9 UPS & Power Protection Equipment
- M.10 Software & Software Licensing
- M.11 IT Security / Firewall Solutions
- M.12 Computer, Printer & Network Maintenance Services

General Conditions

1. Suppliers / authorized dealers & manufacturers / contractors who are already registered with the Superior Courts Complex Board of Management shall re-apply for the registration for year 2027.
2. Separate applications should be made if registration is sought for more than one category but may be sent under one cover.
3. Envelope containing applications should be marked **“REGISTRATION OF SUPPLIERS – SCCBM – 2027”**.
4. The Board reserves the right to accept or reject any application and to obtain goods/services from any source other than from the registered suppliers.
5. Payment will be made only on completion of the delivery of goods or after rendering of the services. Suppliers should extend credit facilities for a minimum period of one month.
6. Preference will be given to suppliers who are willing to deliver goods to the Superior Courts Complex at Hulftsdorp, Colombo 12.

All applications should be sent under registered cover or hand deliver to Marshal, Superior Courts Complex Board of Management, Office of the Marshal, P.O. Box 223, Hulftsdorp, Colombo 12 on or before 15.00 hrs on 2026, as per specimen form below. A fee of Rupees Two Thousand (Rs.2,000/=) for each category of goods/services, requiring registration should be deposited with Manager Finance, Superior Courts Complex and a copy of the receipt also should be attached to the application is mandatory.

**THE MARSHAL
SUPERIOR COURTS COMPLEX
P.O. BOX 223, HULFTSDORP, COLOMBO 12.**

APPLICATION FOR REGISTRATION OF SUPPLIERS – 2027

1. Categories & item applied for: {Ex: Category-(A) Stationery, Item- A.1 General Office stationery (photocopy papers, fax paper rolls, computer papers, pens etc.)}

2. Business Name, Address and Telephone No

3. Key contact person for respective item category applied with designation and phone number:

4. Nature of Business (Sole Proprietor, Limited Company, Corporation etc.)

5. Name and Address of Proprietor/Director:

6. Business Registration Certificate Number and the date:

*Photocopy of the Registration Certificate should be enclosed: Yes / No

7. VAT / NBT Registration number:

* Photocopy of the Registration Certificate should be enclosed: Yes/ No

8. Name of Bankers and Account Number:

9. Status of Suppliers (Whether Sole Agent, Importer, Wholesaler, Retailer or Manufacturer):

*Attached relevant authorization certificate copies: Yes / No

10. Name of Government Departments, Corporations and Firms serviced by the applicant in the year 2023.

11. The period of credit offered..... days

Date:

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Signature of Applicant

(With Designation & Company seal)