



For Official Use Only

Issue No: .....

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Signature of Officer**APPLICATION FORM**

Deputy Chief Secretary (Engineering)  
Engineering Organization  
Western Province - Provincial Council

Dear Sir,

**Registration of Suppliers, Service Providers and Minor Contractors - 2019/2020**

I, ..... (in case of an individual name or managing partner in case of a firm) of M/s ..... having registered address (or business address) at ..... hereby apply to be registered as a Consultant / Service Provider / Minor Contractor in the categories indicated below.

1. Name of the establishment or individual : .....
2. Business Address: .....
3. Mailing Address: .....
4. Starting date of business: .....
5. Business Type: .....  
(Government / Cooperative Society / Sole Agent / Sole Proprietor / Partnership / Private Co. / Private Ltd. Co.)
6. Contact Person's (i) Name : ..... (iv) E-mail address : .....  
(ii) Telephone No : ..... (v) Website : .....  
(iii) Fax No : .....
7. Business Registration No: .....  
(Please attach the certified copy of Business Registration or a certificate from GramaNiladhari)
8. VATRegistration No. (If applicable): .....
9. Category of the Business: .....  
(Category "A" / "B" / "C" / "D")
10. Name and Contact Nos. of two Referees from whom further information could be obtained (For category "A", submit relevant Membership details from respective Professional body)

**Referee's Name****Designation****Contact Nos.**

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11. List of references of the client base for the past two years (submit documentary evidence to prove the active involvement of the applicant in the relevant trade during the last two years)

12. Particulars of the Individual/Partners/Employees (Annex copies of Education Qualification of Individual).

Name	Address	NIC No.	Highest Educational CompetencyQualification(Describe the number of	Technical the Years experience in the Relevant trade)
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13. Mark the services/works expected to offer for the respective category (i.e. Registration categories)

Tick ( ✓ ) in relevant box in front of the respective category No.

Category "A"			Category "B"			Category "C"						
A1	<input type="checkbox"/>	A5 <input type="checkbox"/>	A9	<input type="checkbox"/>	B1	<input type="checkbox"/>	B5	<input type="checkbox"/>	C1	<input type="checkbox"/>	C6	<input type="checkbox"/>
A2	<input type="checkbox"/>	A6	<input type="checkbox"/>	B2	<input type="checkbox"/>	B6	<input type="checkbox"/>	C2	<input type="checkbox"/>	C7	<input type="checkbox"/>	
A3	<input type="checkbox"/>	A7	<input type="checkbox"/>	B3	<input type="checkbox"/>	B7	<input type="checkbox"/>	C3	<input type="checkbox"/>			
A4	<input type="checkbox"/>	A8	<input type="checkbox"/>	B4	<input type="checkbox"/>	B8	<input type="checkbox"/>	C4	<input type="checkbox"/>			
								C5	<input type="checkbox"/>			

  

Category "D"			
D1	<input type="checkbox"/>	D5	<input type="checkbox"/>
D2	<input type="checkbox"/>	D6	<input type="checkbox"/>
D3	<input type="checkbox"/>	D7	<input type="checkbox"/>
D4	<input type="checkbox"/>	D8	<input type="checkbox"/>

14. Indicate your preference to register with the respective Divisional Engineer's Office and/or Head Office, ✓ Tick() in front of the relevant Offices given below.

COLOMBO DISTRICT		GAMPAHA DISTRICT		KALUTARA DISTRICT	
1. Head Office	<input type="checkbox"/>	6. D.E. - Gampaha	<input type="checkbox"/>	11. D.E. - Kalutara	<input type="checkbox"/>
2. D.E. - Colombo	<input type="checkbox"/>	7. D.E. - Minuwangoda	<input type="checkbox"/>	12. D.E. - Panadura	<input type="checkbox"/>
3. D.E. - Ratmalana	<input type="checkbox"/>	8. D.E. - Wattala	<input type="checkbox"/>	13. D.E. - Horana	<input type="checkbox"/>
4. D.E. - Battaramulla	<input type="checkbox"/>	9. D.E. - Biyagama	<input type="checkbox"/>	14. D.E. - Matugama	<input type="checkbox"/>
5. D.E. - Homagama	<input type="checkbox"/>	10. D.E. - Negombo	<input type="checkbox"/>		

Abbreviation "D.E." stands for Divisional Engineer
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15. Documents required to submit for Registration:

1. The application form should be duly completed at signed.
2. Copy of the Business Registration certified by a Justice of the Peace (if available)
3. Copy of the National Identity Card of the applicant certified by a Justice of the Peace.
4. Name of two referees from whom an independent assessment could be obtained. (Indicate Name, Address and Telephone No)
5. List of Client base for the last two years (Name of the client, value of work and location of the work)
6. Any other information that you may wish to declare in support of the application for registration.

**Terms & Conditions:**

1. Deputy Chief Secretary (Engineering) reserves the exclusive right to accept or reject any application at any time prior to the registration with the Engineering Organization of the Western Province - Provincial Council.
2. I/We fully understand that mere registration does not enable me/us being invited to participate on each and every contract.
3. Any contractor wishing to withdraw from registration can do so with a 60 calendar day notice, provided all the liabilities and obligations on contracts offered on previous occasions shall remain in force.
4. I/We fully understand that the Deputy Chief Secretary (Engineering) reserves the exclusive right to blacklist and remove the name from the Registered list without having explained at any time in the event of my/ourselves failing to meet deadlines, maintain required material quality and standards stipulated in the bidding documents up to the desired levels.
5. I am/We are willing to offer a 30 days credit line for each invoice.
6. I/We hereby acknowledge that my business information will be placed on a web based register that will be open to the public.
7. I/We fully aware that failure to submit a bid on two consecutive occasions when called upon to respond will result in disqualification and hence will be stuck-off from the register without giving any notice.

I/We hereby unconditionally agree to the above terms and conditions applicable for registration and also to abide by the conditions laid down in the registration. I/We also declare that the information given herein are true and correct, and understand that any false information given about myself/ourselves will lead to my/our disqualification or subsequent cancellation of any contract awarded to me/us at the full discretion of the Deputy Chief Secretary (Engineering).

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Signature of the Applicant

(Or authorized person)

Name of the applicant (or authorized Person): .....

Registered Name of the business (If any): .....

Registered Address: .....

NIC No : .....

Date : ..... E-mail address: .....

Tel. No. : ..... fax No.: .....

In the presence of:

Witness

Name : ..... Address: .....

Signature: ..... NIC No. : .....

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Company Seal