



## NATIONAL SAVINGS BANK REGISTRATION OF SUPPLIERS FOR THE YEAR -2024

Applications are invited for the registration of suppliers to supply the following goods and services for the year 2024. The suppliers who have already registered for the period of 2022- 2024 are not required to register for 2024.

01	GROUP 01 - MACHINERY	07	GROUP 07 - SIGN BOARDS
02	GROUP 02 - COMPUTER, COMPUTER PERIPHERALS AND NETWORKING/ COMPUTER ACCESSORIES	08	GROUP 08 - TEXTILE & LEATHER PRODUCTS.
03	GROUP 03 - MISCELLANEOUS EQUIPMENT	09	GROUP 09 - REQUIREMENT FOR MOTOR VEHICLES & REPAIRS. (PETROL / DIESEL)
04	GROUP 04 - FURNITURE	10	GROUP 10 - SERVICES
05	GROUP 05 - PRINTING & SERVICES	11	GROUP 11 - REPAIRS
06	GROUP 06 - SUNDRIES		

### **Terms & Conditions**

The applications and the list of categories under each group for the registration could be obtained from the Chief Manager (Supplies), Supplies Division, Head Office, National Savings Bank, from **13/09/2023 to 13/10/2023** during the working days from **9.00a.m to 3.00p.m** by making a request in a Letter Head from the respective institutions requesting for an application for registration of suppliers- 2024.

Applications should be submitted only on the prescribed form which could be obtained from the Supplies Division on payment of a **non-refundable fee of Rs.5000/-** per application along with the following documents. The fees for applications can be paid between **9.00a.m to 3.00p.m** on working days of the Bank from **13/09/2023 to 13/10/2023**

1. A certified copy of the Business Registration Certificate.
2. Copies of the financial statements of the past 03 years (2020,2021,2022)
3. If applicable, a detailed list of the company clientele.

Applicants who wish to register themselves for more than one group should pay Rs.2500/- per each group and the Bank reserves all rights to register only the applicants whose credentials are found to be satisfactory.

All applications with relevant details are to be forwarded via registered post, to **Chairman, Corporate Procurement Committee - Major, National Savings Bank, No 255, Galle Road, Colombo 03** or hand delivered to the Chief Manager (Supplies) on or before **20/10/2023** before **3.00p.m** with the top left hand corner of the envelop marked as "Registration of Suppliers -Year - 2024- Supplies Division". For any clarification, please contact Chief Manager (Supplies) of the Bank on Tel:011- 2372690.

### **Chairman**

Corporate Procurement Committee - Major  
National Savings Bank,  
No 255, Galle Road,  
Colombo - 03.