



NATIONAL SAVINGS BANK

REGISTRATION OF SUPPLIERS FOR THE YEARS –2025 -2026-2027

Applications are invited for the registration of suppliers to supply the following goods and services for the years 2025-2026-2027

01	GROUP 01 – OFFICE EQUIPMENT & MACHINES a. Office Equipment 1. Typewriters. (Manual / Electronic) 2. Accounting Machines & Calculators 3. Signature Verification Lamp Systems 4. Ultraviolet Lamps 5. Multimedia Projectors 6. Projection Screens 7. Video-conferencing System b. Machines 1. Refrigerators 2. Postal Franking Machines 3. Photocopy Machines 4. Shredders 5. Facsimile Machines 6. Note Binding Machines 7. Note & Coin Counting Machines 8. Cash Sorting Machines 9. EMV Card embossing / encoding / Programming Machines 10. Bundling Machines 11. Water Pumps 12. Water Filters 13. Water Boilers & Kettles 14. Strapping Machines 15. Water Dispensers 16. All types of Fans i. Table Fans ii. Pedestal Fans iii. Ceiling Fans iv. Wall Fans 17. Generators 18. Air Conditioners 19. Polishers & vacuum Cleaners 20. Weighing Scales 21. Any other type of Machines (except above items)
02	GROUP 02 – FURNITURE

	<ul style="list-style-type: none"> a. Wooden Furniture (MDF / Timber) b. Steel Furniture (excluding safes & fire-resistant cupboard) c. All Kinds of Office furniture (Chairs, Tables, Desks, Etc) d. Parts of seats <ul style="list-style-type: none"> i. Upholstering ii. Rattaning e. Queue Railings f. Mattress g. Pillows h. Kitchen furniture and equipment (Shelves, Worktops, Cabinets, Fitted kitchens, Fume Cupboards etc.) i. Kitchenware j. Ceramics & Melamine Ware k. Glassware l. Spoons, Forks, and Catering Supplies equipment m. Any other type of Furniture (except above items)
03	<p>GROUP 03 – SECURITY ITEMS</p> <ul style="list-style-type: none"> a. Fire Extinguishers b. Refilling Fire Extinguishers c. Security Alarm Systems d. Closed-circuit television cameras e. Closed-circuit television systems / Internet Protocol Systems f. Door Access Controls Systems / Time Attendance Systems / Fingerprint Readers g. Fire Detection System h. Fire Protecting equipment. i. Fire Protection & Suppression system
04	<p>GROUP 04 – SAFE & FIRE – RESISTANT CUPBOARDS</p> <ul style="list-style-type: none"> a. Bank safes b. Vault Doors c. Time Lockers d. Drop Safes e. Jewelry Safes f. Safety Deposit Lockers g. Fire Resistant Cupboards
05	<p>GROUP 05 – PAWN BROKERING ITEMS</p> <ul style="list-style-type: none"> a. Testing Stones b. Nitric Acid c. Empty Acid Bottles d. Gold Bars e. Electric Gold Weighing Scales f. Densimeters
06	<p>GROUP 06 – COMPUTER EQUIPMENT /HARDWARE & RELATED ITEMS</p> <ul style="list-style-type: none"> a. Data Processing Machines

	<ol style="list-style-type: none"> 1. Workstations 2. Super Computers 3. Personal Computers 4. Mini Personal Computers 5. Thin Client Terminal Computers 6. Tablet Computers 7. Laptop Computers <p>b. Automated Teller Machines / Cash Deposit Machines / Cash Recycling Machine (ATM / CDM / CRM)</p> <p>c. Printers</p> <ol style="list-style-type: none"> 1. Dot Matrix Printers 2. Passbook Printers 3. Laser Printers 4. ink jet Printers 5. 5-in-1 Printers 6. Cheque Printers <p>d. Document Scanners</p> <p>e. Computer related Accessories (Mouse, Web Cameras, Wrist Rests, Computer Keyboard etc)</p> <p>f. Screens & Monitors (Display Screen, Touch Screen, etc)</p> <p>g. Point of Sales (POS) Terminals</p> <p>h. Servers</p> <p>i. Signature Pads and Photo capture Camera Appliances</p> <p>j. Un-interruptible Power Supply Units – (UPS Unit)</p> <p>k. Any other type of Computer equipment (except above items)</p>
07	GROUP 07 - SOFTWARE PACKAGE AND INFORMATION SYSTEMS
	<ol style="list-style-type: none"> a. Software Packages b. information systems
08	GROUP 08 - COMMUNICATION EQUIPMENT & ASSESSORIES
	<ol style="list-style-type: none"> a. Telephone b. Mobile Phone c. Network Cabling & related items (Cables, data point, power point, network rack, etc) d. Routers e. Switches f. Radio Set (Walkie Talkie) g. Microphones and loudspeakers <ol style="list-style-type: none"> 1. Headset 2. Microphones 3. Loudspeakers 4. Headphones 5. Earphones 6. Microphones and speaker sets h. Telephone equipment <ol style="list-style-type: none"> 1. Telephone connections 2. Telephone exchanges

	<ul style="list-style-type: none"> 3. Telephone headsets 4. Telephone network 5. Telephone cables i. Amplifiers <ul style="list-style-type: none"> 1. Audio-frequency amplifiers 2. Megaphones
09	<p>GROUP 09 – CONSUMABLES FOR COMPUTER EQUIPMENT / HARDWARE, OFFICE EQUIPMENT & MACHINES</p> <ul style="list-style-type: none"> a. Printing Ribbons (including type writers, card embossing machine etc) b. Toner cartridges c. Ink Cartridges d. Paper Rolls for ATM /CDM / CRM printers e. Magnetic tape cartridge f. Paper rolls for POS terminal machines g. Storage Devices (CD/DVD/ Flash Drive, SD Cards, Memory Cards, Hard Disk Drives Etc) h. Paper Rolls for Fax Machines i. UPS batteries
10	<p>GROUP 10 – PRINTING MATTER</p> <ul style="list-style-type: none"> a. Savings Passbook b. Notebooks c. Envelopes d. Registers e. File covers f. Greeting cards g. Visiting Cards / Business cards h. Annual Reports & Magazines i. Posters, Handbills, Leaflets, Brochures j. Offset and Digital paper / board printing k. Blank or Pre-Printed Computer Papers (Continuous) l. Forms & Pads etc; (offset & Letterpress) m. Diaries n. Personal Organizer Books o. Calendars p. Binding of books, Ledgers, & Label Album q. Banners - Screen Printing (Cloth) r. Banners - Digital Printing (Stickers /corrugated Board / Flex etc)
11	<p>GROUP 11 – SECURITY PRINTING</p> <ul style="list-style-type: none"> a. Pin Mailers b. Personal identification card c. Certificate of Deposits d. Gift Token e. Signature Transfer Slips.

12	<p>GROUP 12 – SUNDRY & STATIONARY</p> <ul style="list-style-type: none"> a. Magnetic Cards (Credit Card/ Debit Card, Etc.) b. Carbon paper, self-copy paper, paper duplicator stencils and carbonless paper c. Embossed or perforated paper d. Photocopy Papers (A3,A4,A5,Etc.) e. Box files, letter trays, storage boxes and similar articles f. Exercise books g. Other stationary items (Pens, Pencils, Correction Fluid, Eraser, File Tapes Etc) h. Leather Covers i. Strapping Rolls j. Rubber Stamps Tokens & Wax Seal k. Trophies & Shields l. Flag Holders & related ornaments for executive tables m. Polythene Bags
13	<p>GROUP 13 – TEXTILES, CLOTHING, FOOTWEAR, LUGGAGE ARTICLES, SPORTWEAR AND ACCESSORIES</p> <ul style="list-style-type: none"> a. Textiles <ul style="list-style-type: none"> 1. Canvas products 2. Curtain Materials 3. Carpets, mats and rugs 4. Flags (National & Other Types) on textile fabrics 5. Bed Sheets and Pillowcases 6. Mosquito Nets 7. Woven fabrics <ul style="list-style-type: none"> i. Synthetic woven fabrics ii. Woven fabrics of cotton iii. Mixed Woven Fabrics 8. Any other type of textiles except above items b. Clothing <ul style="list-style-type: none"> 1. Uniform Fabric Material 2. T- shirts 3. Shirts 4. Caps 5. Trouser 6. Saree Materials 7. Neck Ties 8. Shoes, Socks 9. Raincoats 10. Any other type of clothing except above items c. Luggage Items <ul style="list-style-type: none"> 1. School Bags, Travelling Bags or similar Bags 2. Lunch Bags 3. Sport Bags 4. Any other type of luggage articles except above items

	d. Sportswear
14	GROUP 14 – SIGN BOARDS a. Display Board (Plastic) b. Hoarding c. Illuminated Signboards (Plastic) d. Name Boards. (Metal Plastic Etc;) e. Neon Sign f. Signage g. Stainless Steel Board h. Any other type of sign boards except above items
15	GROUP 15 – SUPPLY OF BRAND-NEW VEHICLES a. Motor Bicycles
16	GROUP 16 – VEHICLES SPARE PARTS, ACCESSORIES & CONSUMABLES a. Vehicle bodies 1. Lorry Bodies b. Parts and accessories for vehicles and their engines c. Mechanical spare parts except engines and engine parts d. Tyres & tubes e. Batteries f. Seats for motor vehicles g. Vehicle cushion works. h. Any other type of Vehicles Spare parts, Accessories & Consumables except above items
17	GROUP 17 - TELEVISION AND AUDIO-VISUAL EQUIPMENT a. Television Set (LCD, LED, Etc.) b. Audio-visual equipment c. Video Camera & Accessories d. Multimedia equipment e. Any other type of Television and audio-visual equipment Item except above items
18	GROUP 18 – COMPLIMENTARY & BUSINESS PROMOTIONAL ITEMS. a. Tills b. Umbrella c. Clocks & Watches d. Toys e. Mugs f. Bicycles g. Education & Corporate Gift Items h. Electrical/ Electronic & Technological Gift Items i. Brass and Silver ware j. Any other type of Complimentary & Business Promotional Item except above items
19	GROUP 19 – REPAIR / MAINTENANCE

	<ul style="list-style-type: none"> a. Office Equipment (Group 1.a) b. Machines (Group 1.b) c. Wooden Furniture (Group 2.a) d. Steel Furniture (Group 2.b) e. Office Furniture (Group 2.c) including Polishing (Pressured Gas, Modification) f. Kitchen Furniture and Equipment (Group 2.h) g. Fire Extinguisher (Group 3.a) h. Security Alarm Systems (Group 3.c) i. Closed-circuit television system & camera (Group 3.d & Group 3.e) j. Fire Detection System (Group 3.g) k. Fire Protection Equipment (Group 3.h) l. Fire Protection & Suppression Systems (Group 3.i) m. Safes & Fire-resistant cupboards (Group 4) n. Electric Gold Weighing Scale (Group 5.e) o. Computer Equipment / Hardware & Related Items (Group 6) p. Software Packages & Information Systems (Group 7) q. Telephones r. Network Routers & Switches s. Radio Sets (Walkie Talkie) t. Amplifiers u. Door Access Controls Systems / Time Attendance Systems / Fingerprint Readers v. Electrical (Wires, Bulbs, Circuits Breakers & Switches, Ceiling Lamps, etc) w. Plumbing (Pipes, Taps, Bidet Showers, Pipe Fittings, etc) x. Air Conditioner Gas Cylinder (R 22, R 410, R 32, R11, etc) y. Air Conditioner repair accessories (Copper Roll, Compressor, Capacitor, Changing Vaile, Copper Tag, etc) z. Repair, maintenance and associated services of motor vehicles <ul style="list-style-type: none"> 1. All type of Mechanical repairs 2. All type of electrical repairs 3. Tyre repair services, including fitting and balancing 4. Auto A/C Repair & Services. 5. Periodical Servicing of Vehicles. 6. Tinkering & Spray Painting
20	<p>GROUP 20 – SERVICES</p> <ul style="list-style-type: none"> a. Janitorial Service b. Pest Control Service c. Disinfecting and exterminating services d. Rat-disinfestation services e. Shifting of Iron-safe, Vault doors, office furniture & equipment f. Supply of drinking water bottles for water dispenser g. Motor Vehicle Branding & Stickers h. Registering of security documents of the Bank i. Archiving of security documents of the Bank

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 **11/10/2024 to 05/11/2024** 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-2025-2026-2027.

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 **11/10/2024 to 05/11/2024**

1. A certified copy of the Business Registration Certificate.
2. Copies of the financial statements of the past 03 years (2021,2022,2023)
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 **12/11/2024** before **3.00p.m** with the top left hand corner of the envelop marked as “Registration of Suppliers –Years – 2025-2026-2027.– 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.