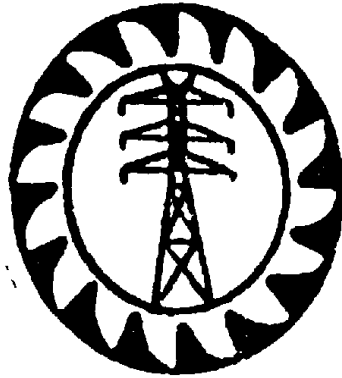


# CEYLON ELECTRICITY BOARD

(Established by Act of Parliament No.17 of 1969)



REGISTRATION OF MATERIAL SUPPLIERS FOR THE YEAR 2021  
EASTERN PROVINCE

*Information Copy - Not for Bidding*

**Deputy General Manager (East)**  
**Ceylon Electricity Board**  
**Nilaveli road, Uppuveli,**  
**Trincomalee**  
**Telephone: 026-2222666 / 2221030**  
**Fax: 026-2222158**

**Reference No. & Name**

DGM(E)/R/M/2021

Registration of Material Suppliers for Ceylon Electricity Board, Eastern Province

**Submission of Applications**

The application shall be enclosed in a sealed envelope. Reference No, Name, Province and details in section C of instruction to applicants as given shall be marked on the Top left hand corner of the envelope and shall be addressed to The Deputy General Manager (Eastern Province), Ceylon Electricity Board, Nilaveli rd., Uppuveli, Trincomalee.

The above sealed application shall be sent through registered post of shall be deposited in the Tender Box at the Office of the Deputy General Manager (Eastern Province), Ceylon Electricity Board, Nilaveli rd., Uppuveli, Trincomalee.

**Acceptance of Applications**

Office of the Deputy General Manager (Eastern Province),  
Ceylon Electricity Board,  
Nilaveli road, Trincomalee.

**Closing Date & Time**

Receiving of Applications will be closed at 1400 hrs. on **16-12-2020** and the applications received will be opened immediately thereafter at the Office of the Deputy General Manager (Eastern Province).

**Registration Fee: Rs. 5,000.00** (Must be paid and the receipt should be submitted along with the application for registration.)

- Registration Fee (Rs. 5,000.00) will be released to non – Selected Bidder immediately after the selection process.
- Registration Fee (Rs. 5,000.00) will be released to selected Bidders after successful completion of the contract period.

## INSTRUCTIONS TO APPLICANTS FOR REGISTRATION OF SUPPLIERS 2021

### A. General

1. The Deputy General Manager (Eastern Province), CEB will receive application for registration from eligible manufacturers, distributors, agents, suppliers and contractors for Registration of Suppliers.
2. A complete set of assessment documents for Registration of Suppliers should be obtained by a non-refundable payment of **Rs.500/-**. Separate application shall be forwarded for each category of items. Payment should be made in favour of General Manager – Ceylon Electricity Board.

### B. Item Category

#### I. MATERIALS ( GOODS)

- |        |  |
|--------|--|
| M – 1  | MCCBs, MCBs, RCCBs, Cut Outs – (Agents only).  |
| M – 2  | Fuse links, HRC fuse, Fuse Carriers, Insulators (Agent only).  |
| M – 3  | Bimetallic clamps, Cable lugs, Compression connectors, ABC Accessories (Agents only).                                |
| M – 4  | Safety equipment, Small tools (Manufacturer's Agents only).  |
| M – 5  | Copper and Al. Cables, Conductors and binding wires (Manufacturers only).  |
| M – 8  | Meter boxes & Boards (Plastic & Steel)   |
| M – 11 | Reinforced and Pre-stressed Concrete Poles   |
| M – 12 | Computers, Printers, Network & related items   |
| M – 13 | Electrical fittings, Halogen fittings, Flood light fittings, Street lamps, Main switches, Electrical appliances etc. |

### C. Submission of Applications for Registration.

1. Application shall be submitted on or before 2.00p.m. on **16-12-2020** to the Deputy General Manager (Eastern Province) Ceylon Electricity Board, Nilaveli rd., Uppuveli, Trincomalee .
2. Application shall be made on original forms and submitted in a sealed envelope. The envelope shall be marked “**Application for registration of suppliers for 2021 –Item category No: Mx**” on top left hand corner.  
Where Mx is the relevant item category from Section B.
3. The name and mailing address of the applicant shall also be indicated on the envelope.
4. The Registration documents shall be completed in English.
5. Application forms 1,2,3 &4 shall be completed. Additional sheets may be attached, if necessary each sheet shall be signed by the applicant.
6. In the event of imported items, the applicant has to provide documents to prove that they are the local agent or the accredited agent for the category of items for which the registration is sought for.

7. Any form of canvassing will result in the rejection of the application.
8. The application may be accepted or rejected on the outcome of the assessment based on documents supplied with the application.
9. Each applicant will be informed in writing whether his application is accepted or rejected.
10. Any supplier registered for supply of materials for the year will be called for submitting quotations for the particular item as and when DGM (Eastern Province) requires it.
11. The suppliers whose names are registered shall be given equal opportunities to bid even on rotational basis if a large number of suppliers are registered.

#### **D. Refundable Registration Fees**

All applicants are required to submit a refundable registration fee for each item category; by bank draft written in favour of General Manager, Ceylon Electricity Board, Colombo prior to registration.

The registration document contains following

If one applicant wishes to register for more than one item category, he should fill additional sets of forms for each item category.

- (a) Form I - Letter of Application.
- (b) Form II - General Information and Human Resource Capabilities.
- (c) Form III - Financial Data
- (d) Form IV - Record of Experience and technical capability.

If necessary, additional sheets shall be used and they shall be numbered and the number of additional sheets attached shall be mentioned on the last sheet of the form provided by the CEB.

The DGM (Eastern Province) reserves the right to seek clarifications or request additional information from any applicant. Written answers to such clarifications shall be submitted by the applicant within the period stipulated therein.

#### **E. Evaluation of Registration**

Applications for each category will be evaluated independently.

Experience, technical and financial capabilities and manufacturing capacity of the applicant in relevant category will be considered in the evaluation.

Supplier's experience will be evaluated based on documentary proof of supplies made to CEB within last two years where each supply cost is more than Rs.100,000/-. Business experience of the supplier will also be considered.

Supplier's financial capability will be evaluated based on letters from reputed banks certifying their financial strength and credit availability, audited statement of accounts bank balance etc.

Additional marks will be allocated for documentary evidence to prove whether the supplier is a manufacturer or the accredited agent for the category of items in case of goods supplied.

Applications shall be considered successful only if they achieve more than the minimum level of point determined by CEB.

## **F. Defaulting Suppliers**

After a registered supplier is awarded with a contract for supply of goods, if supplier fails to carry out his contract in a satisfactory manner, or is guilty of improper conduct, or does not respond to bids called for in two consecutive quotations, the DGM (Eastern Province) will serve on him a written notice requesting him to show cause in writing within 02 weeks.

If the DGM (Eastern Province) is not satisfied with the explanation furnished, action will be taken to remove his name from the register of suppliers and the security deposit made as refundable registration fee, will be forfeited and the supplier will be duly informed.

Defaulter may be placed on Provincial defaulters list by the DGM (Eastern Province). This information will be communicated to other provinces as well. Such suppliers will not be registered for three years for the same category.

**Deputy General Manager(Eastern Province)**  
Ceylon Electricity Board

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**CERTIFICATE OF PURCHASE OF BID DOCUMENT  
(TO BE SIGNED AND ATTACHED WITH THE OFFER)**

Date:

Issued to M/S. ....  
.....  
.....

On behalf of M/S. ....  
.....  
.....

Non-refundable BID fee receipt No. .... Dated.....

.....  
Chief Engineer (Commercial )  
Ceylon Electricity Board, Nilaveli rd., Trincomalee

Date: .....

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I/we agree to abide by the Conditions of Registration of Suppliers 2021  
..... Therefore submit my/our offer in the attached Forms.

Position and Name of Signatory: .....

Address : .....  
.....  
.....

Date: .....

.....  
Signature of Bidder and Seal

LETTER OF APPLICATION

Item Category - No. ....  
 Registered Business Name - .....  
 Registered Business Item - .....

Telephone - .....  
 Fax - .....

TO Deputy General Manager (Eastern) Province  
 Ceylon Electricity Board

Sir,

1. We hereby apply to be qualified with the Deputy General Manager (Eastern Province), Ceylon Electricity Board as a prospective supplier for the Registration of Suppliers.
2. We authorize the Deputy General Manager (Eastern Province), Ceylon Electricity Board or its authorized representatives to conduct any investigation to verify the statements, documents and information submitted and to clarify the financial and technical aspects of this application. For this purpose we hereby authorize any public officer, bank, manufacturer, distributor or any other person or firm to furnish pertinent information deemed necessary requested by the Deputy General Manager (Eastern Province), Ceylon Electricity Board to verify statements and information provided in this application or regarding our competence and standing.
3. The Name and position of person who may be conducted for further information.
  - (a) Technical: .....
  - (b) Financial: .....
  - (c) Personal: .....
4. We declare that the statements made and the information provided in the application are complete, true and accurate to best of my / our knowledge
5. We hereby agree to abide by the conditions A-F given in the “INSTRUCTIONS TO APPLICANTS – REGISTRATION OF SUPPLIERS – 2021”.

Yours Faithfully,

Date

Seal & Signature of the Applicant

GENERAL INFORMATION AND HUMAN RESOURCE CAPABILITIES

1. Main Lines of Business -

- 1. ....Since.....
- 2. ....Since.....

2. Local Office Address / Address of Workshop (if any)

.....  
.....  
.....

3. Name / Names / Of the Owner / Partner / Director

.....  
.....  
.....

Business Registration No. & Year .....  
(Copy of Business Registration be attached)

VAT No.....

Tax file No.....

4. Details of Staff

(a). No. of persons at top management level .....

(b). No. of persons at middle management level .....

(c). No. of persons at lower management level .....

(d). No. of persons at field level .....

(e). Please attach a copy of the organization structure to show the division of employees at various level as specified under (a), (b), (c), and (d).

Seal & Signature of the Applicant

Date: .....



FINANCIAL DATA

1. Summary of worthiness of Business.

(a) Total value of Business

Fixed Assets Rs. ....

(Value of vehicles, equipment and buildings etc.)

Current Assets Rs. ....

(Money in the bank available in fixed deposits, Savings accounts etc.)

(b) Total liabilities including Current Liabilities Rs.....

(c) Working Capital available Rs. ....

2. Name and address of Commercial Banks providing credit facilities

.....  
.....  
.....  
.....

3. Total amount of financial capability (either a credit facility from a Bank or Fixed Deposit / Savings Certificates).

.....  
.....  
.....  
.....

Date .....

.....  
Seal and Signature of Applicant

Note

Documentary evidence shall be submitted to support the information given above.

**RECORD OF EXPERIENCE AND TECHNICAL CAPABILITY**

Item category:

- (i) For how many years has the Company been supplying materials / providing service to CEB.

..... years

- (ii) For how many years has the Company been supplying materials / providing services to other instructions.

..... years

**SUPPLY OF RECORDS**

**Business experience:**

Name of Client	Materials / Services Provided	Quantity	Value	Date of Delivery or Duration

**CEB Experience:**

Furnish the details of supply record during last two calendar years.

Name of the unit of the CEB	Materials / service provided	Quantity	Value	Date of Delivery or Duration

Date: .....

(Seal & Signature or the applicant)

Note: Documentary evidence shall be submitted to support the information given above.