

**MINISTRY OF DEVELOPMENT ASSIGNMENTS  
EMPLOYEES' TRUST FUND BOARD  
REGISTRATION OF SUPPLIERS AND  
CONTRACTORS FOR THE YEAR 2018**

Applications are invited from Suppliers, Manufactures, Sole Agents and Contractors who wish to register themselves with the Employees' Trust Fund Board for supplying of the following items and services during the year 2018.

**PURCHASES**

1. Stationery (Pencils, Erasers, Foot rulers, C.R. Books, correcting Fluid etc.)
2. Ball Point Pens
3. Photocopy Papers
4. Typing Sheets
5. File Covers
6. Computer Continuous Papers – Blank
7. Envelopes
8. Date Stamps & Rubber Stamps
9. Toner Cartridges for Laser Jet Printers
10. Calculators & Adding Machines
11. Table Fans, Pedestal Fans, Box Fans, Ceiling Fans etc.
12. Electrical & Electronic Appliances
13. Electrical fittings (Plug Tops, Switch outlets, Fluorescent Bulbs, Wires etc.)
14. Photocopiers
15. Fax Machines
16. Time Recorders, Printing Machines, Laminating Machines, Binding Machines, Shredders etc.
17. Postal Franking Machines
18. Air Conditioners
19. Personal Computers, Note Book Computers etc.
20. Thin Client Devices
21. Dot Matrix Printers
22. Laser Jet Printers
23. Computer Accessories (Key Boards, Mouse, Mother Board, Ram, Hard Discs, Monitors, etc.)
24. Computer Networking equipments & cabling items
25. UPS & Heavy Duty UPS
26. Office Furniture – Tables, Chairs, Revolving Chairs, Computer Tables, Side units, work stations etc. (Wooden / Steel / Melamine)
27. Office Furniture – Filing Cabinets 2D, 3D, 4D, Cupboards, Cash Boxes etc. (Wooden / Steel /Melamine)
28. Slotted Angle Racks, Steel Racks, Shelves etc.
29. Iron Safe

30. Aluminium extrusions and accessories
31. Hardware Items (PVC Pipes, GI Pipes, Paint & related accessories etc.)
32. Tyres & Tubes
33. Batteries, Batteries for Motor vehicles
34. Fire extinguishers & safety equipments
35. Stitching, Supplying & fixing Curtains
36. Making of Identity cards, Visitors passes etc.
37. Software development & Packages
38. Water Boiler, Water Filter, Kettle etc.
39. Telephone Instruments & Accessories
40. Sports goods & promotional items
41. Queue Management Systems
42. Barrier Gates

### **PRINTING**

43. Printing of Office Documents & Receipt Books
44. Printing on Computer Continuous Paper / NCR (1 ply, 2 ply, 3 ply etc.)
45. Printing of Magazines, Brochures, Posters, Greeting Cards, Diaries etc.

### **SERVICES**

46. Supplying of Decorating Foliage and Flower pots
47. Repairs & Maintenance of Office equipment (Photocopiers, Typewriters, Fax Machines, Time Recorders, Calculators etc.)
48. Repair & Maintenance of Personal Computers, Printers, Key Boards etc.
49. Repair & Maintenance of Air Conditioners
50. Repairing Electrical & Electronic appliances
51. Repair & Servicing of Table Fans, Pedestal Fans, Ceiling Fans etc.
52. Repair of Office Furniture ( Tables, Chairs, Revolving Chairs, Filing Cabinets, Cupboards etc.)
53. Rattaning of Chairs
54. Contractors for Spray Painting, Polishing, Painting of Office furniture
55. Contractors for Office partitioning, Designing cubicles, Aluminium fabrications, Interior decorations etc.
56. Consultancy Services on Building construction
57. Contractors for Minor Building Construction
58. Experts on Minor Building repairs & Maintenance (Civil, Electrical, Plumbing, Painting, Tiling etc.)
59. Experts with equipments for Aluminium Fabrications, Steel Fabrications, Welding, Glass cutting & fixing etc.
60. Supplying of Labour Services (Skilled & Unskilled), supplying Labourours as per the request makes time to time
61. Pest control & disinfection services
62. Binding & Laminating services
63. Accountants, Auditors & Tax consultants
64. Translation services (Sinhala, Tamil, English)

65. Computer cabling
66. Computerized Sticker cutting & plotting
67. Supplying of Computers / Terminals on hire basis
68. Hiring of vehicles / Cab services / Taxi Services
69. Food supply on office functions & catering services
70. Hiring of Canopies, Tents, Tables, Chairs, Party items etc.
71. Hiring of Sound Systems
72. Transportation of goods / Movers
73. Disposal of waste paper / Newspaper, shredding of office documents
74. Disposal of used Tyres & Tubes

#### **REPAIR & SERVICING OF MOTOR VEHICLES**

75. Repair of Motor Vehicle (Major & Minor)
76. Upholstery work
77. Repair of Motor vehicle Air Conditioners
78. Vehicle servicing

#### **PUBLICITY**

79. Photography – Photo shoot, Editing, Printing, Framing, Album creation, copying etc.
80. Videography - Video shooting, Editing, Copying etc.
81. Production of Documentary programs – Creating, Production, Script writing etc.
82. Printing & supplying of Banner, Name Boards, Flags, Stickers, Leaflets, Electronic media Notices
83. Creation of Advertisements for Electronic media- Creation, Production, Script writing
84. Designing & construction of Exhibition Stalls

**Application for Registration of Suppliers and Contractors For the Year 2018** will be issued from 10<sup>th</sup> October 2017 and any numbers of applications could be collected *free of charge* during the office hours from 9.00 a.m. to 3.30 p.m. from *Supplies Section, 4<sup>th</sup> Floor, 44/5, Narahenpita Road, Nawala.*

A cheque of Rs.500.00 drawn in favour of **Employees' Trust Fund Board** should be enclosed with each duly filled application as the registration fee. (This rule is not applicable for State Institutions). The completed applications with the cheque should be sent under Registered Post to reach or could be handed over to the following address.

**Asst. General Manager (Procurement)**  
**Employees' Trust Fund Board**  
**4<sup>th</sup> Floor, 44/5, Narahenpita Road**  
**Nawala**

**REGISTRATION OF SUPPLIERS FOR THE YEAR 2018** should be marked on the top left hand corner of the envelope.

A supplier is eligible to get registered for any number of items indicated in the advertisement and should forward a separate application for each item.

Bids will be generally invited from the Registered Suppliers however ETF Board reserves the right to obtain offers from other suppliers depending on the situation.

Closing date for the acceptance of the applications will be **15<sup>th</sup> November 2017**.

For further details please contact Manager – Procurement – Tel: 2806835 / 2806198



**Chairman / CEO  
Employees' Trust Fund Board  
1<sup>st</sup> Floor, Labour Secretariat  
Colombo 5.**