

Amāna Bank

Procurement Notice

REGISTRATION OF SUPPLIERS AND SERVICE PROVIDERS – 2016/2017

Applications are invited from reputed Manufacturers/Suppliers, Agents, Importers, Dealers and Service Providers who wish to register themselves for supplying the following categories of goods and services for Amāna Bank.

1.0 ADVERTISING

- Media Buying Agency
- Branding
- Offset & Digital Printing
- All other advertising material
- Hoardings
- Print/Electronic Media Publication
- Name Boards, Signage and Monopoles etc.

2.0 COMPLIMENTARY ITEMS AND PUBLICITY MATERIAL

- T-Shirts
- Caps
- Key Tags
- Porcelain Products
- Mugs
- Plaques
- Trophies & Shields
- Clocks and Watches
- Bags
- Wallets
- Tie Pins & Cuff-links
- Umbrellas etc.

3.0 COMMUNICATION EQUIPMENTS AND ACCESSORIES (SUPPLY/INSTALLATION/MAINTENANCE)

- Telephones
- Fax machines
- Mobile Phones
- PDAs
- PABX and all related accessories
- Video Conferencing equipment
- Any other communication equipment

4.0 COMPUTER CONSUMABLES

- Diskettes
- CDs, DVDs & VCDs
- Cassettes & Tapes
- Cartridges
- Toners
- Ribbons - Flash Drives
- Continuous Papers
- Screen Filters
- Mouse Pads
- Key Board Covers etc.
- Any other computer consumables

5.0 CIVIL CONSTRUCTION AND EXTERNAL/INTERIOR DECORATORS

Quantity Surveyors & Civil Engineers, Civil Contractors, Architectural Designing/Consultancy, Roofing and Roof Repairs (Asbestos/Tile/Amano Sheet etc.) Carpentry Work, Floor and Wall Tiling, Plumbing, Iron & Steel Work, Aluminium Fabrication & Installation (Partitioning, Glaze/Boards, Doors & Windows, Wall Cladding, Roller Shutters etc.) All types of Glass Work, Flooring, Carpeting, Ceiling Work, Curtains, Vertical/Venetian Blinds, Colour Washing (Interior/Exterior Walls, Ceiling and Soffit) Spray Painting, & Polishing (Furniture & Fittings, Wooden Floor, Wooden Stairways etc.) Water Proofing, Solar Control System, Shatter Proofing Stickers/Films for Windows, Glazed Doors etc.

6.0 ELECTRICAL EQUIPMENT/APPLIANCES (SUPPLY/INSTALLATION/MAINTENANCE)

- All Types of Cameras
- Televisions - VHS/CD/VCD/DVD Players
- Home Use Appliances (Vacuums Cleaners, Fans, Polisher etc.)
- Audio & Video Equipment
- PA Systems (Indoor/Outdoor)

7.0 ELECTRICAL ACCESSORIES

- Electrical Cables/Wires
- Electrical Panel Boards
- Electrical Switches
- Surge Protectors
- Circuit Breakers
- All other Electrical Accessories

8.0 ELECTRICAL CONTRACTORS

All types of Electrical Work, both Data and Electrical, wiring, installation etc.

9.0 FURNITURE AND FITTINGS

- Desks and Tables
- Office Chairs, Sofas etc.
- Cupboards
- Steel Cupboards
- Filing Cabinets
- All Types of Office Furniture
- Fire Proof Cabinets, Safes, Doors etc.
- Steel Cash Boxes

10.0 FOOTWEAR AND LEATHER PRODUCTS

Footwear for safety, office use and Leather Products (Bags, Belts, Safety Gloves) etc.

11.0 GOLD TRADING TOOLS/ITEMS

- Testing Stones
- Magnifying Glasses etc.
- Weighing Scale - Density Meters
- Nitric Acid and related Chemicals
- Gold Specimen

12.0 GARDEN MAINTENANCE AND LANDSCAPING, FLOWER / FLOWER POT ARRANGEMENTS

Horticulture expertise, flower arrangements, pots and plants supply etc.

13.0 HARDWARE MATERIALS, TOOLS AND FITTINGS

Building Material (Cement, Sand, Metal, Lime, Bricks, Cement Blocks etc.), Timber Material (Hardwood, Plywood, MDF, Planks etc.), G.I. and Steel (Pipes, Bars, Sheets, Meshes etc.) Aluminium Extrusions and Roofing Products (Amano Sheets, G.I., Tiles, Asbestos etc.), Paint Materials and Applications Tools, Bathroom & Toilet Fittings, PVC Pipes & Fittings, Door/Window Fittings and Accessories, Masonry, Carpentry, Plumbing and Aluminium Fabrication Tools, All Types of Glasses etc.

14.0 IT EQUIPMENT, HARDWARE, SOFTWARE, NETWORKING AND OTHER ACCESSORIES

- Hard Disks - Printers
- Servers / Server Racks
- CD/DVD Drives Laptops/Notebooks
- Any other Equipment and Accessories
- Modems
- Memory Cards
- Scanners
- ATMs - Desk Top Computers
- CD/DVD Writers
- Routers - Software Packages

15.0 IT SYSTEMS / EQUIPMENT REPAIR, SERVICE & MAINTENANCE

All types of systems equipment repair service and maintenance including the repair and maintenance of Line Printers and Pass Book Printers.

16.0 MOTOR VEHICLES

All types of Motor Vehicles supply

17.0 MOTOR VEHICLES REPAIRS, TINKERING, MODIFYING AND AIR CONDITIONING (SERVICE AND REPAIRS)

All types of Motor Vehicles Repairs

18.0 MOTOR VEHICLE SPARE PARTS/TYRES/TUBES/BATTERIES/AUDIO SYSTEMS

All types of Motor Accessories

19.0 OFFICE EQUIPMENT AND OFFICE MACHINES

- Adding
- Coin Counting
- Folding
- Polythene Sealers
- Weighing Scales
- Binding
- Duplicating
- Laminating
- Strapping
- Calculators
- Encoders
- Note Counting
- Shredding
- Cheque Depositing
- Facsimile
- Numbering
- Typewriters
- Cheque Writers
- Franking
- Photocopying
- UltraViolet Lamps

20.0 PLANT AND MACHINERY (SUPPLY/INSTALLATION/MAINTENANCE)

- 20.1 Generators
- 20.2 Air Conditioning/Refrigeration
- 20.3 UPS
- 20.4 Elevators
- 20.5 Chemical Treatment
- 20.6 Solar & Heat Control
- 20.7 Any other type of Plant & Machinery

21.0 PRINTING ITEMS

- Diaries
- Vouchers
- Greeting Cards
- Calendars
- Registers
- Annual Reports
- Posters
- Invitations
- Newsletters
- Visiting Cards
- Envelopes
- Booklets
- Brochures
- Magazines
- Any other Printing Material
- Forms
- Periodicals

22.0 SECURITY/SAFETY ITEMS (SUPPLY/INSTALLATIONS/MAINTENANCE)

- Metal Detectors
- Alarm Systems
- CCTV System
- Punching Clocks
- Fire Extinguishers etc.
- Passive Infra- Red Motion Detectors
- Smoke Detectors

23.0 SECURITY PRINTING

- Cheque Books
- Direct Mailers with Data
- Any other type of Security Printing
- Credit Cards
- Account Statements (with Data Printing)
- Debit Cards
- ID Cards

24.0 SUNDRY ITEMS

- All types of Pens and Pencils - All types of Files - All types of Books - Paper Rolls (Adding Machines - Carbonized/Non Carbonized, Fax, Telex, ATM etc.) - Papers (Photocopy, Typing, Ledger, Foolscap, Conqueror, Sticker, Bristol/Box Boards, Flip Chart etc.) - Ribbons (Adding Machine, Typewriter, Telex, ATM etc.) - Toners (Photocopy, Fax, Duplicating etc.)

Other Items; Paper Fasteners, Paper & Pen Holders, Filing Pockets, Foot Rulers, Cello Tape Dispensers, Masking Tapes, PVC Tapes, Cello Tapes, Gum Bottles, Stapler Removers, Stapler Machines, Highlighters, Paper Punching Machines, Tippex, Erasers, Scissors, Sharpeners, Ink, Covers, Batteries, Diaries, Markers, Paper Clips, Pins, Filing Lacey, Plastic Folders, Name Card Holders, Brochure Holders, Office Trays, Stamp Pads, Rubber Stamps, Carbon Boxes, Transparency Sheets, Paper Weights, Rubber Bands, Twine Rolls, Sealing Wax, Candles, Polythene, Strapping Coils, Waste Paper Baskets, Carton Boxes, Cloth Bags (Coins, Cash, Clearing etc.) All types of Stationery Material for training purposes. Any other stationery material for Office Use.

25.0 SUPPLY OF SANITARY ITEMS

- Air Fresheners
- Toilet paper
- Detergent
- Soap
- Insecticides Garbage Bags etc.

26.0 SERVICES

- 26.1 Security Services for Bank Premises/Properties
- 26.2 Security Transportation/Cash Management Services
- 26.3 Security/ATM Cash Management Services
- 26.4 Security Consultancy Services
- 26.5 Janitorial/Cleaning
- 26.6 Courier Services
- 26.7 Archives (Record Management Services)
- 26.8 Hiring of Vehicles
- 26.9 Auctioning Services
- 26.10 Shifting Office Equipment, Machines, Furniture, Safes etc.
- 26.11 Hiring of Furniture, Temporary Sheds, Canopies, P.A. Systems, Sound Systems, Lighting Systems etc.
- 26.12 Equipment Cost Engineering Consultancy Services
- 26.13 Quantity Surveyors Consultancy Services
- 26.14 Event Management
- 26.15 Manpower Outsourcing Services
- 26.16 Technical Outsourcing Services
- 26.17 Pest Control
- 26.18 Catering
- 26.19 Tea Preparation/Serving/Supply Services
- 26.20 Supply of Drinking Water
- 26.21 Laundry Services
- 26.22 Clearing & Forwarding
- 26.23 Paper Shredding and Pulping
- 26.24 Any other type of Services

27.0 REPAIRS/SERVICING

- 27.1 Office Machines / Equipments
- 27.2 Furniture / Fittings
- 27.3 Vault / Safes
- 27.4 Electrical Repairs
- 27.5 Security Items
- 27.6 Air Conditioning & Refrigeration
- 27.7 Plant & Machinery
- 27.8 Communication Equipment
- 27.9 Gold Trading Equipment & Machines

CONDITIONS

1. Applicants for registration should apply on a self made application form as per required specimen mentioned below. (Application forms are not issued)
2. Only those authorized dealers/suppliers who have been operating in their respective fields for atleast 2 years should apply for registration.
3. Applicants who wish to register for more than one category should send separate application forms for each category which may be enclosed in one envelop.
4. A non refundable registration fee of Rs 2000.00 by way of cheques/bank drafts drawn in favour of "Amāna Bank Limited" should accompany all applications for registration. Registration will be subject to realization of cheques/bank drafts. Cash is not accepted.
5. Applicants should be equipped with adequate capital and assets to execute orders placed under such respective categories.
6. Bank reserves the right to accept or reject any application for registration without any notification of such reason.
7. Bank reserves the right to remove the name of any registered supplier or service provider from the register due to supply of substandard quality, fraud, poor delivery standard, pending inquiry/legal actions etc.
8. Application for registration will not be entertained in the event a spouse or children of the individual, partner, proprietor or director of the applicant company, is/are employed in the Bank.
9. All applications should be clearly marked "Registration of Suppliers for 2016/2017" on the top left-hand corner of the envelope and sent under registered cover to reach "The Manager - Procurement, Amāna Bank Limited, 486, Galle Road, Colombo 3".
10. All suppliers who are already registered need to re-submit new applications along with requested documents.

APPLICATION FORM CRITERIA

1. Category /Items/Services that you wish to register.
2. Business Name and Address
3. Company Profile
4. Names and Addresses of Directors/Partners/Proprietors
5. Date of Incorporation of Business
6. Business Registration No. (Please attach certificate copy)
7. VAT Registration No.
8. If your business is not registered for VAT, please provide the following:
 - 8.1. Attach a copy of the letter issued by the Commissioner of Inland Revenue Department certifying that the company has not been registered for VAT.
9. If your business is entitled for withholding tax release or any other tax related directions, attach such certificate copies issued by the Inland Revenue Department.
10. If your company is a Manufacturer or Agent appointed by such manufacturer or principal, attach such documents in support of your application.
11. Details of 2 references in relation to the supplies or services rendered by your business within the last 1 year; (Company names, Contact person's name, Contact number, Goods/Services provided)
12. Name and signature of the officer applying
13. Designation
14. Date

Amāna Bank PLC

480, Galle Road, Colombo 3
 Call: Naazir on 0776 763 577 or Farman on 0776 769 582
 Email :naazir.ajward@amana.lk, farman@amana.lk
 (between 9.00 am to 4.30 pm)

It's Your Bank

Amāna Bank

