

**APPLICATION FOR REGISTRATION OF LOCAL  
SUPPLIERS FOR GOODS / SERVICES AND CONSTRUCTION WORKS  
FOR THE YEAR - 2020**

**KINGS HOSPITAL COLOMBO (PRIVATE) LTD**

18/A, Muhandiram E.D. Dabare Mawatha, Colombo 05.

SRI LANKA.

Phone: 0117743743

email:procurement@kingshospital.lk

website : www.kingshospital.lk

**GENERAL INSTRUCTIONS , TERMS & CONDITIONS**

1. Applications for registration of suppliers for the year 2020 could be obtained from official kings hospital website without any charge.
2. Applicants are requested to furnish accurate information. If any information given is found to be inaccurate or any vital information is found withheld, the applicant will be disqualified for registration. An incomplete or illegible application will also be rejected.
3. Supporting documents should be attached to the application. Such documents should be serially numbered. The total number of pages should be indicated on the top right-hand corner of the main application.

**3.1 Following documents should be attached with the application.**

Institutions who are seeking registration should provide certified copies of under mentioned legal documents (along with other documents) with the application.

- a. Limited liability companies - Articles of Association
- b. Other institutions -Business Registration Certificates.

**(Companies which have not been registered on or before 01<sup>st</sup> June 2019 are not qualified to apply for this)**

- In the case of a supplier or his principal is not the manufacturer, the manufacturer should issue a letter of authority to the effect that the supplier or his principal is an authorized dealer or distributor.
- A letter to certify the Banking Account. (Bankers recommendation and the continuation of the relevant Current Account since the commencing date of the Banking Account by the applicant concerned.)
- **Original Copy of the Cash Deposit Slip which utilized for the Category Payments (Issued by the Commercial Bank) should be Compulsorily attached.**

4. Duly completed application forms together with all the necessary documents and covering letter should be sent by registered post to reach;

Procurement Department  
Kings Hospital Colombo (Pvt) Ltd.  
18/A, Muhandiram E.D. Dabare Mawatha,  
Colombo 05.

Not later than **on 30th April 2020**. The top left-hand corner of the envelope containing the application in respect of Local Suppliers should be marked as "**REGISTRATION OF SUPPLIERS – 2020 (Local)**". Hand delivered applications *will not be accepted*. Kings Hospital Colombo (Pvt) Ltd will not take any responsibility / liability if any delay in post / mail.

### **General Instructions to the Applicant**

5. A registration fee of Rs. 1,500/- (Rs. One Thousand & Five Hundred) will be charged against each **CATEGORY in** respect of Local Applicants.
6. If the requisition is made to register by a local supplier (Local Agent) in respect of more than one principal, a separate application should be submitted for each such principal. Category payments should be made to the Account No 1220004804 of the Narahenpita Branch of Commercial Bank PLC through any branch of Commercial Bank PLC .
7. Local Suppliers should pay the category charges by filling Cash Deposit slip as mentioned in the form below.

**F.Y.C. :-In the event of paying the category charges to the bank, Name of the Institution and the Purpose should be compulsorily entered to the Computer through the Bank Officer who is in charge of accepting the money. If not the application will be rejected.**

<b>COMMERCIAL BANK</b>		දිනුම් හිමියාගේ නම / கணக்குரிமையாளரின் பெயர் / Name of Account Holder		இடம் வரலாறு / பண வரவுத் துண்டு / CASH CREDIT SLIP	
Kings Hospital Colombo (Pvt) Ltd.		1220004804		ACCOUNT NUMBER	
20122019		20122019		DATE	
ABC company		5000 X		150000	
NAME OF THE DEPOSITOR		2000 X			
ADDRESS OF THE DEPOSITOR		1000 X			
Category fee 2020		500 X			
PURPOSE		100 X			
REF NUMBER		50 X			
		20 X			
		TOTAL		1,500.00	
Teller					
Officer					

8. A copy of the Vat Certificate should be forwarded. It is liable to be canceled without notice of those suppliers who have given an incorrect Vat number.
9. Delete Yes / No tags against appropriate question without fail.
10. Please write NA (not applicable) against any item that does not applicable to the applicant.
11. Any amendments or changers of mailing address of a company after registrations will be considered only if such request is accompanied by a true copy of the amended certificate issued by respective company house in connection with the said amendment.

**11 Note that there can be no change or alternation of CATEGORY under any circumstance after registration.**

12. Kings Hospital Colombo (Pvt) Ltd will not be held responsible for any mistakes or oversight of the applicant.
13. Further inquiries in respect of the Registration of Suppliers 2020 can be made to the following Officers.  
Procurement Executive  
Telephone – 0117743743 – Ext. 4433  
(During office hours only)  
E-mail – [procurement@kingshospital.lk](mailto:procurement@kingshospital.lk)
14. Supplier should hold stock on our behalf as required and all suppliers will agree automatically to provide one month credit facility when they register under Kings Hospital Colombo (Pvt) Ltd.

15. Restricted quotations will normally be called from the registered suppliers. However, the Kings Hospital Colombo (Pvt) Ltd. reserves the right to call quotations from a short-listed supplier or from any other supplier, when it is necessary.
16. A committee appointed by the Kings Hospital Colombo (Pvt) Ltd will consider all the applications and will take necessary action to register only applicants those who have fulfilled the requirements. Those who are not completed / not fulfilled the requirements satisfactorily, and late applications will be rejected.
17. Registration is liable to be canceled without notice of those suppliers who fail to quote even “No quote” quotations during 4 times when requested or fail to execute an order on time or fail to submit samples when requested or whose supplies do not confirm to specifications or differs from the approved samples.
18. The list of registered suppliers/contractors for the year 2020 presently maintained **will become non operative** after issuing the list of registered suppliers for the year 2021.
19. Authority to take final decisions over the Registration of Suppliers for the year 2020 is vested in the Kings Hospital Colombo (Pvt) Ltd