

**GENERAL INSTRUCTIONS, TERMS & CONDITIONS
FOR REGISTRATION OF SUPPLIERS/CONTRACTORS - YEAR 2025**

(UNDER THE SHOPPING BIDDING METHOD)

URBAN DEVELOPMENT AUTHORITY

1. Applications together with relevant documents for Registration of Suppliers/Contractors for the year 2025 for supply of Goods, Works and Services Under the Shopping Method for Urban Development Authority can be downloaded through the Web-site of the Urban Development Authority from 01.10.2024 to 31.10.2024 free of charge. (www.uda.gov.lk)
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.

Following documents should be attached with the Application.

- A. **Copy of the Business Registration Certificate/ Company Registration Certificate**
- B. **Contractors who are applying for the items of Civil Engineering Construction Works, should forward a copy of the certificate which indicate the Specialty/Grade that they have registered last at the Construction Industry Development Authority (CIDA).**
- C. **Original Copy of the Cash Deposit Slip/Receipt which utilized for the Item Payments of Registration should be *compulsorily* attached.**
- D. **A copy of the VAT Certificate should be forwarded by registered persons.**

4. Duly completed Application Forms together with all the necessary documents should be sent by registered post or By hand to reach on or before **30.11.2024** at the under mentioned address. The top-left-hand corner of the envelope containing the application should be marked as **“REGISTRATION OF SUPPLIERS – 2025”**.

**The Chairman
Urban Development Authority
Procurement Unit
7th Floor
"Sethsiripaya"
Battaramulla.**


General Instructions to the Applicant

5. Delete "Yes"/"No" tags against appropriate question without fail.
6. Please write "N/A" (not applicable) against any item that does not applicable to the applicant.
7. Any amendments or changers of Mailing Address of a Company/Institute after Registrations will be considered only if such request is accompanied by a true copy of the amended certificate issued by respective Company/ Institute in connection with the said amendment.
8. **Note that there can be no change or alternation of ITEMS under any circumstance after Registration.**
9. **The Urban Development Authority will not be held responsible for any mistakes or oversight of the applicant.**
10. **A registration fee of Rs. 1,200.00 will be charged against each Item from an Applicant 2.5%.(SSCL) + 18% (VAT) Included)**

An Applicant can apply for more than one Item. Item payments should be made to the Account No 1534 of the Co-operate Branch of the Bank of Ceylon through any branch of Bank of Ceylon or to the Main Office, Provincial/District Offices of Urban Development Authority.

Note: An item depicted in an English letter with a Number in the Item List is considered as a single Item (Ex: A1 is a single Item , A2 is a single Item , A 3 is a single Item etc)

11. Applicants should pay the Item charges by filling **Cash Deposit Slip** as mentioned in the form below. In the event of paying the Item Charges to the Main Office, Provincial/District Offices of Urban Development Authority, it is required to obtain the receipt of the cash deposit issued by the said offices.

BANK OF CEYLON  බැංකු තැන්පතු පවිතොව පණ වෛද්‍යායුජ්ඣ ජී.ඊ. Cash Deposit Slip		දිනය / திகதி / Date 15/11/2016		
බැංකු/කාඩ්පත් අංකය කணக்க/අඩුකඩ ඉලක්කම Account/Card Number		1534		
බැංකු/කාඩ්පත් හිමියාගේ නම සහ ලිපිනය : Urban Development Authority 6 & 7 floors Sethsiripaya Battaramulla.		නෝට්ටු තැන්පතු Notes	රුපියල් / ரூபா / Rs. 5000/- 2000/- 1000/- 500/- 200/- 100/- 50/- 20/- 10/-	කෙ තුම Cts.
කணකු/අඩුකඩ වෛද්‍යායුජ්ඣ පෞරුමු පුකුච්ඣ : Account/Card Holder's Name and Address :		තැන්පතු තැන්පතුගේ නම සහ ලිපිනය / වෛද්‍යායුජ්ඣ පෞරුමු පුකුච්ඣ : Depositor's Name and Address A.B.C. Company Galle Road, Colombo - 03.		
බැංකු/කාඩ්පත් හිමියා නොමැතිව වෙනත් පාර්ශවයක් විසින් කරන රු. 200,000ට වැඩි මුදල් තැන්පතු සඳහා කණකුච්ඣ පෞරුමු පුකුච්ඣ වෛද්‍යායුජ්ඣ පෞරුමු පුකුච්ඣ මු. 200,000/- ජුතු ජුතු පණවෛද්‍යායුජ්ඣ පෞරුමු පුකුච්ඣ For cash deposits above Rs. 200,000 deposited by Person other than A/C Holder/Card Holder		කැපුම් ජුතු Coins		
දුරකථන අංකය / දුරකථන අංකය / Telephone No: බැංකු තැන්පතු වෛද්‍යායුජ්ඣ පෞරුමු පුකුච්ඣ : Purpose of Deposit:		රුපු රුපු Total		
Ref No. තැන්පතු තැන්පතුගේ අත්සන / වෛද්‍යායුජ්ඣ පෞරුමු පුකුච්ඣ : Depositor's Signature		120000 Validation checked		

UDAYA GRAPHICS - TEL: 25194013

Signature

12. Further clarifications in respect of the **Registration of Suppliers for 2025** can be obtained from the following Officer.(during office hours only)

❖ **Asst. Director (Procurement) - Urban Development Authority**

Telephone – 011 3049008

011 2875916 – 20	011 2873651 – 2	011 2873644	} Extension - 2681
011 2873647	011 2873649	011 2875333	
011 2797200			

❖ **Asst. Director (Finance) - Extension - 2683**

13. The Officer appointed by the **Chairman, Urban Development Authority** 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.

14. **The List of Registered Suppliers/Contractors which was maintained to purchase Goods, Works and Services for the year 2024 will become non-operative after issuing the List of Registered Suppliers/Contractors for the year 2025.**

15. Authority to take final decisions over the **Registration of Suppliers for the year 2025** is vested with the **Chairman, Urban Development Authority.**

Chairman
Urban Development Authority
Ministry of Rural & Urban Development,
Housing & Construction

Urban Development Authority

Procurement Unit,
7th Floor,
"Sethsiripaya",
Battaramulla.

01st October 2024