



NATIONAL LOTTERIES BOARD

REGISTRATION OF SUPPLIERS AND SERVICE PROVIDERS FOR THE YEAR 2023

Applications are hereby invited from reputed distributors, manufacturers, local agents, suppliers / contractors and business organizations who wish to register themselves with National Lotteries Board for the supply of under-mentioned goods and services for the year 2023.

Application forms can be obtained from the head office of National Lotteries Board from 9.00 a.m. to 2.30 p.m. on working days from 29.11.2022 to 20.12.2022 or duly completed and signed applications may be submitted as per the specimen application mentioned here at follows.

Applications may also be downloaded from the website (www.nlb.lk) of the National Lotteries Board from under the heading of tender notices. Applicants intending to register for the items of goods and services should submit a letter of request on a business letterhead to obtain an application for registration.

Receipt obtained from the Cashier of the National Lotteries Board upon payment of a non-refundable fee of Rs. 500.00 (with Tax) should be submitted with the application. Bank Drafts, Cheques or Money Orders will not be accepted for registration. If any of the suppliers intends to apply for several items under the Goods and Services heading, separate applications should be submitted and all such applications should be accompanied by a receipt obtained upon payment of a non-refundable fee of Rs. 500.00 (with Tax) should be submitted separately with each application. Supply Category and No., Sub Supply Heading and No. and the Item No. and Description under that should be clearly mentioned in the Application.

01) SUPPLY OF GOODS/ITEMS

A. Motor Vehicle Related

- Motor spare parts
- Tyres, tubes & batteries
- Vehicle audio and visual equipment
- Other vehicle accessories (Ex: steering wheel covers, central locking systems etc)

B. Promotional Related

- Ladies and gents umbrellas
- Porcelain/clay/glass items with/without branding
- Key tags & similar items
- Pens with branding
- Electrical & electronic promotional items
- Leather & non-leather office and travelling bags
- Caps, hats, T-shirts with branding & Trade Name
- Hot & cold water bottles and containers
- Smart phones and accessories
- Corporate gifts
- Institutions supplying of Gold Jewellery and Items

C. Sales Supportive Items

- Hoardings, bill boards, outdoor and indoor promotional material
- Floats and display vehicles
- Lottery Ticket selling booths / selling stalls
- Sales board with umbrellas
- Lottery hanging boards & point of sale items
- Marquee, canopies and huts
- Sales booths repairing & Stickers
- Bicycles and tricycles
- Lottery selling boards

D. IT Related

- Computers & computer accessories
- Printers, scanners, fax machines, photocopiers & printing accessories
- Network equipment & accessories
- Surveillance systems
- Power generation and related management equipments

} Authorized partners only.

E. Printing Related

- Duplo, offset, flexo and screen printed materials
- Digital printing material

F. Building Related

- Office and Home furniture

G. Stationery Related

- Toner cartridges & printer consumable items (Authorized agents only).
- General stationery items
- Rubber Stamps, date Stamps etc.
- Box Board, Art Board etc. (360, 400 GSM etc.)
- Computer form papers (2 Ply, 3 Ply, 4 Ply etc.)
- A4, A3 Photocopier Papers (80 GSM), Typing Papers (60 GSM)

H. General

- Electrical and electronic equipment (Ex. Televisions, refrigerators etc.)
- Other household items (Ex. Bed linen, towels, all kinds of carpets, cutlery & cookery equipment)
- Bottled drinking water
- Telecommunication items

02. SUPPLY OF SERVICES

A. Motor Vehicle Related (Garage & Service Stations situated within 8km from Colombo City Limits is expected)

- Repairing of motor vehicles
- Repairing of vehicle auto electrical systems
- Servicing of motor vehicles & interior cleaning
- Vehicle Air Conditioners and Repairing of vehicle air conditioners
- Seat covering and upholstery
- Hiring of motor vehicles
- Vehicle stickering & branding
- Vehicle detailing (Ex. Tinted glasses)

B. IT Related

- Power, Data and voice cabling & electronic repairs
- Computers & printers services & repairing
- Repairing of Communication systems and equipment

C. Building & Premises Related

- Repairing and Servicing of Generators
- Repairing and Servicing of Air conditioners
- Repairing and Servicing of Air Conditioners (Within the Mannar, Vavuniya and Anuradhapura districts)
- Minor civil construction and repairs
- Minor civil construction and repairs (Within Mannar, Vavuniya and Anuradhapura districts)
- Minor mechanical, electrical, plumbing (MEP) repairs & maintenance services
- Interior and exterior decorations and partitioning
- Aluminum, PVC, steel, fiberglass and wooden fabrications
- Fire extinguishing services
- Premises cleaning and maintenance services
- Pest control services
- Janitorial services
- Garden maintenance and landscaping
- Paper and waste recycling services
- Installation of Solar Panels
- Supply, Installation and Commissioning of CCTV Camera System

D. Graphic & Audio Visual Related

- Production of informative material (Ex. Documentaries)

E. IT & Digital Platform Related

- Information technological and e-platform solutions, positioning and maintenance

F. General

- Research & management consultancy services
- Courier services
- Catering services
- Event management services (Event Lighting)
- Premises decoration (Ex. Bulbs & Lighting)
- Outdoor Publicity Service - Outstation (except Colombo district)

All duly completed applications may either be sent by registered post addressed to "General Manager, National Lotteries Board, No. 32, Deshamanya N.W.J. Mudalige Mawatha, Colombo 01" or hand delivered to receive at or before 2.30 p.m. on 21st December 2022. The caption "Registration of Suppliers for year 2023 for the National Lotteries Board" should be clearly mentioned on the left-hand top corner of the envelope containing the application. Applications received after 2.30 p.m. on 21st December 2022 will be rejected and the Board will not bear responsibility regarding the applications lost in post.

Conditions relevant to the Registration of Suppliers

- Certified copy of the Business Registration Certificate should be submitted with the application.
- Suppliers should agree to grant a credit period of 14 days for the goods / services supplied.
- National Lotteries Board reserves the right to remove off the names of suppliers who fail to respond when quotations are requested and of those supply goods and services of inferior quality from the list of registered suppliers without any prior intimation.
- Generally quotations are invited from suppliers who are registered for the purchase of goods and services but the National Lotteries Board reserves the right to invite quotations from other sources as per government procurement procedure.
- National Lotteries Board reserves the right to accept or reject the applications received.



**The General Manager,
National Lotteries Board,
No. 32, Deshamanya N.W.J. Mudalige Mawatha,
Colombo 01
Telephone No. 011-4607000**

Specimen Application National Lotteries Board Registration of Suppliers for the year 2023

- Name of the Business Institution / Company :-
- Names of the Proprietors / Directors / Partners of the Business :-
(Should attach Copies of written certificates)
- Business Address :-
- Telephone Number :-
Standard / Land :
Mobile:-
Fax:-
- Email address :-
- Business Registration Certificate Number (Should attach a certified copy of the Business Registration Certificate):-
- Date of the Business Registration Certificate:-
- VAT Registration No. (Should attach a copy of the Certificate if VAT registered) :-
- Supply Category and No.
01. Category / Supply item 02. Supply of Services
Sub Supply Heading and No.
Item number and description (Goods and Services applied for) :-
- Indicate the names of few Departments / Corporations / Boards where you have had past dealings with and the line of transactions with them (not compulsory to submit hard copies).

Name of Department/Corporation	Nature of Business
A)
B)
C)
D)
E)
- Gross annual turnover for last year :-
- I agree to offer 14 days credit period for the supply of above Goods/Services.

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Date

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Supplier's signature and rubber stamp