



MINISTRY OF SCIENCE & TECHNOLOGY
INDUSTRIAL TECHNOLOGY INSTITUTE-ITI

REGISTRATION OF SUPPLIERS AND CONTRACTORS FOR THE YEAR -2026

Applications are hereby invited from reputed Suppliers/ Manufacturers / Institutions/Local agents / Services /Contractors who wish to register themselves with the **Industrial Technology Institute (ITI)** for the Supply and Provision of under mentioned goods and services during the year 2026.

Stationery

1. All Stationery items

Office Equipment

2. Photocopy Machines, Fax Machines, Laminating Machines, Binding Machines, Cash Counters, Calculators

IT Equipment

3. Computers, Printers, Scanners and UPSs
4. Networking Accessories

Steel Furniture and Office Furniture

5. Filing Cabinets, Filing Cupboards, Racks, Cupboards, Tables and Chairs

Wooden Furniture

6. Office Furniture
7. Office Interior Decorations

Electrical Equipment

8. Air-conditioners and other related equipment
9. Deep- Freezers, Refrigerators, Washing Machine, Vacuum Cleaners, Floor Polishers
10. Power Generators
11. Electric Kettles, Water Filters, Heaters, Boilers and other electrical appliances

Communication Equipment

12. Television, Video Recorder, Audio Equipment, Voice Recorder, Multi Media Projector
13. Communication Sets, Telephone Instruments, Network Cables and accessories
14. CCTV System, PABX, Intercom System and Servers
15. Audio Visual Equipment's & Consumables

Electrical Goods and Accessories

16. Bulbs, Wires, Cables, Switches, Plug Bases, Plug Tops, Holders, other electrical accessories

Machinery & Tools

17. Engineering and Carpentry Tools
18. Machinery and Workshop Tools, etc...

Photographic

19. Photography , Videography , Video Editing

Building Materials and Hardware Items

20. All building materials and Hardware items

PVC Items and Bathroom Fittings

21. Water Tanks, Water Pumps, Ball Valve , PVC Pipes and Fittings, etc
- 22 Wall Tiles/Floor Tiles , Sanitary Ware and Bathroom Fittings/ Accessories ,etc...
- 23 Manufactured Doors (Plywood PVC Doors), etc.,

Timber

- 24.Sawn Timber and Planks(Local & Imported)

Laboratory Instruments and Chemicals

- 25 All Laboratory Instruments and Equipment
- 26 All Laboratory Chemicals
- 27 All Laboratory Glassware

Cleaning Materials

- 28 Disinfectants, Soap, Industrial soap and Air fresheners, Tissue rolls, Tissue boxes, Washing/ Disinfection liquid and powder, etc.,

Safety Equipment

- 29 Fire Protective Equipment, Safety Shoes, Gloves, Electrical Gloves Masks, Protective Helmets, Goggles and Eye fountains, etc.,

Motor Vehicle spares

- 30 Motor spare parts
- 31 Tyres, Tubes and Batteries, etc.,

Textile and Leather Products

- 32 Cloth for uniforms, Protective clothing, Overall kits Curtain materials, Table clothes, Gray clothes and etc.,
- 33 Bedding (Bed sheets ,Bed covers, Pillow cases, Mosquito Nets etc.,
- 34 Towel & Dusters, Serviettes
- 35 Raincoats, Belts, Caps, Boots, etc.,

Food and Refreshments

- 36 Supply of Food and Catering Services
- 37 Supply of Water Bottles

Printing & Binding Works

- 38 Printing of file covers, Security papers ,Envelops, Letter Heads, Booklets, Leaflets, Brochures and Periodicals, Annual Reports , Printing of Stickers, Visiting cards, Banners, Name Boards ,Seal Cutting

Equipment Repairs

- 39 Repairs, Services and Maintenance of Laboratory Instruments & Equipment's
- 40 Repairs , Services and Maintenance of Refrigerator ,Deep Freezers ,Air –Conditioners , Auto Air –Conditioners and other Electrical Appliances
- 41 Repairs, Services and Maintenance of Computers ,Printers ,Scanners and other Computer Peripherals and Security Camera System, Audio visual Equipment's, Communication Equipment's etc.,
- 42 Repairs, Services and Maintenance of Equipment (Calculators, Photocopiers and other Office Machinery, etc.,)
- 43 Repairs, Services and Maintenance of Household Electrical Appliances
- 44 Repairs of Office Chairs, Furniture and Cushion Sets

Vehicle Repairs

- 45 Vehicle repair (Petrol/Diesel) – Cars , Crew Cabs ,Busses ,Double Cabs and Light Vehicles
- 46 Vehicle services and Interior cleaning
- 47 Vehicle canopy, Cushion, Covers, Carpeting, Blinds, Curtains, etc.,

Hiring of Vehicles and Equipment's

- 48 Hiring of Vehicles (Lorries /Buses/ Vans/ Cars /Gully Vehicles ,Trucks etc.,)
- 49 Hiring of Audio's, Chairs (Steel /Plastic),Tables (Steel/Plastic) ,Flag Poles, Marquees ,Canopy and Tents

Services / Contractors

- 50 Delivery of Letters and Parcels (Local & Foreign) and Clearing of Cargo
- 51 Translation Services (Sinhala, Tamil, English)
- 52 Rehabilitation of Roads and Landscape, Cutting of Trees Trimming and Removing
- 53 Transport of Goods, Materials for Island wide
- 54.Laundry Services, Cleaning of Office Curtains
- 55..Pest Control and Insect Control, Fire Extinguishers
- 56..Minor Contracts – Carpentry, Masonry, Painting, Welding, Electrical, Plumbing
- 57..Building renovation and repairing

INFORMATION AND CONDITIONS PERTAINING TO THE REGISTRATION AS SUPPLIERS

1. Suppliers/Contractors who are already registered with the ITI should re-apply for registration. The list of registered Suppliers/Contractors for the year 2025 presently maintained by the ITI will become non-operative after issuing the list of registered Supplier for the Year 2026
2. Applicants should submit the Business Registration Certificate along with the application.
3. Applicants should have at least **three years of experience** in supplying the relevant items/ services.
4. VAT Registration certificate or the VAT exemption certificate issued by the Commissioner General, Inland Revenue and a copy of the certificate should be attached.
5. Every supplier should agree to provide a credit facility for at least **one month**.
6. Applicants should submit a letter of request for Application for Registration of Suppliers and Contractors to the Director General, Industrial Technology Institute, and should clearly mention the relevant item/service. For further details, please call on **Tel No.011 – 2797314/15**
7. Application forms for '**Registration of Suppliers and Contractors for the Year 2026**' can be **download from the ITI official website www.iti.lk**
8. 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 (**Should be mentioned each relevant number of the item also**).

Ex. 03. Computers, Printers, Scanners and UPSs

04. Networking Accessories

9. An amount of **Rs. 500.00** should be paid for each sub group as the registration fee. The Supplier who wish to register should be deposit the exact amount to be deposited at any branch of Bank of Ceylon (BOC) by cash only, also mentioned against the name of the organization category/items and wish to submit receipt to obtain the registration form. Bank details as follows.

Name of the Account	- Industrial Technology Institute
Bank & Branch	- BOC –Torrington Square
Account No	-2323303
Invoice No	-SUP/REG/2026 (for mention on payment slip)

Payment in any other form will not be acceptable.

10. Perfectly filled application form should send by registered post on or before **28/11/2025** Applications should indicate "**Registration of Suppliers/ Contractors 2026**" on the top of the left hand corner of the envelope and should send by Registered Post to the address of "**Director General /CEO, Industrial Technology Institute, No. 503 A, Halbarawa Gardens, Talahena, Malabe**"
11. Incomplete or application without supporting documents will not be considered for registration.

**Director General /CEO
Industrial Technology Institute,
503/A, Halbarawa Gardens,
Talahena,
Malabe.**

SPECIMEN FORM		
APPLICATION FOR REGISTRATION AS A SUPPLIER /CONTRACTOR-2026		
1	Item of Supply of Work, Good and Non Services or work for which registration is sought (please attach separate application for each item)	
2	Name of the Applicant	
3	Name of the Business Institution /Company/Firm	
4	Business Address of the Applicant	
5	Telephone No.	
6	Fax No.	
7	Email Address	
8	Reputed suppliers ,status of the Supplier /Contractor (Whether Manufactures, Institutions, Local agents ,Contractors, Wholesale or Retail)	
9	No .and date of Business Registration Certificate .(Please attach a copy of the certificate)	
10	CIDA Registration No .and Grade (if Applicable) for field of Registration. Please attach a copy of certificate.	
11	Number of Years of Experience in the relevant Field or Trade	
12	Period of which credit facilities are allowed	
13	Whether the delivery of items to the Industrial Technology Institute undertaken	
14	Name of the Banker	
15	VAT registration Number -(If you are not registered for VAT ,please attach a letter obtained from the Commissioner of Inland Revenue, Certifying that your company has not been registered for VAT)	
I/We hereby agree with the conditions stipulated by the Industrial Technology Institute and submit my/our application for registration. Date : _____ Signature: _____		