

SEYLAN BANK PLC

REGISTRATION OF SUPPLIERS & CONTRACTORS 2026-2027

Applications are hereby invited from reputed suppliers & contractors for registration with Seylan Bank PLC for the supply of goods & services listed below for the year 2026/2027.

<p>1.0 OFFICE EQUIPMENT & MACHINES 1.1 Franking, 1.2 Note counting /Coin counting 1.3 Photocopying / Duplicating 1.4 Shredding, 1.5 Strapping, 1.6 Calculators, Numbering, Polythene Sealers, Ultra Violet Lamps. 1.7 Weighing Scales,</p> <p>2.0 FURNITURE 2.1 Steel Furniture: Filing Cabinet, Cupboards, Steel cash boxes, Steel trunks etc 2.2 Standard Furniture: Tables, Side returns, Chairs, Sofas, Counters 2.3 Customized office furniture (Furniture fabrication for custom designs such as counters, display cupboards) 2.4 White Boards, Cheque Deposit Boxes, Wooden Boxes etc</p> <p>3.0 SAFES Main Bank Safes, Drop Safes, Pawning Safes, Vault Doors, Time Locks, FRFCs, Safety Deposit Lockers,</p> <p>4.0 PLANT AND MACHINERY (SUPPLY / INSTALLATION / MAINTENANCE) 4.1 Generators 4.2 Air Conditioning / Refrigeration 4.3 Solar Panels /Systems</p> <p>5.0 ELECTRICAL EQUIPMENT / APPLIANCES (SUPPLY / INSTALLATION / MAINTENANCE) 5.1 Audio and Video /Visual (including TV) equipment, Cameras, 5.2 Multimedia Projectors 5.3 All types of PA Systems (indoor and outdoor) 5.4 Any other types of home appliances (Fans, Refrigerators, Vacuum Cleaners etc)</p> <p>6.0 COMMUNICATION EQUIPMENT AND ACCESSORIES (SUPPLY / INSTALLATION / MAINTENANCE) 6.1 PABX systems and related accessories 6.2 Telephones, Mobile Phones and related accessories.</p> <p>7.0 SECURITY /ACCESS CONTROL ITEMS (SUPPLY/INSTALLATION/MAINTENANCE) 7.1 Security scanners/ Detectors, CCTV Systems, Alarm Systems, 7.2 Fire Extinguishers / Suppression systems 7.3 Biometric Access controls, Card access, Time recorders Etc.</p> <p>8.0 PAWN BROKING 8.1 Density Meters, Weighing Scale 8.2 Gold Specimen 8.3 Magnifying Glasses, Testing Stones, Nitric Acid and related chemicals</p> <p>9.0 IT EQUIPMENT Desktop Computers Laptops / Notebooks Tabs Printers Scanners Modems Routers Monitors Servers Network Switches Network Racks Static Transfer Switches (Power) POS Terminals</p> <p>10.0 UNINTERRUPTED POWER SUPPLY (UPS) 10.1 UPS systems 10.2 UPS batteries 10.3 Inverter systems</p> <p>11.0 AUTOMATED TELLER MACHINES. Cash Dispensing ATMs Cash Recyclers Cheque Deposit Machines KIOSK – Self service stations</p> <p>12.0 IT HARDWARE & ACCESSORIES Hard Disks Memory Cards CD/DVD Writers VGA Cards VGA/HDMI Converters & Cables VGA Converters Data Cables Mouse & Keyboards USB Drives</p> <p>13.0 IT SOFTWARE Operating Systems Databases Security related software (Virus Guard) Application Software Testing and Monitoring Software</p> <p>14.0 NETWORKING Firewalls, NAC, SD WAN, Mail Archivals, Load Balancers</p> <p>15.0 IT SYSTEMS / EQUIPMENT REPAIR, SERVICE & MAINTENANCE (Inclusive of Repair and Maintenance of Line Printers and Pass Book Printers)</p> <p>16.0 COMPUTER CONSUMABLES 16.1 Cartridges, Ribbons, Toners, Cassettes/Tapes, CDs, VCDs, DVDs,, 16.2 Continuous Papers (Printed & Blank)</p> <p>17.0 SUNDRY ITEMS 17.1 Thermal Paper Rolls (ATM, CDM, CDK, POS), 17.2 Papers (Photocopy, typing, conqueror, ledger, Foolscap, Sticker, Bristol / Box boards etc.), 17.3 All types of Books, All types of files All types of pens and pencils And other items such as: Diaries, Markers, Clips, Pins, Covers, Inks and Batteries, Sharpeners, Scissors, Erasers, Highlighters, Tippex, Stapler Machines, Punchers, Removers, Gum Bottles, Cello Tapes, PVC Tapes, Masking Tapes, Cello Tape Dispensers, Foot Rulers, Filing Pockets, Paper Fasteners, Filing Laces, Plastic Folders, Name Card Holders, Brochure Holders, Office Trays, Paper and Pen Holders, Stamp Pads, Carbon Boxes, Transparency Sheets, Paper Weights, Spikes, Rubber bands, Twine, Sealing Wax, Candles, Polythene, Strapping Coils, Carton Boxes, , Padlocks, 17.4. All types of Rubber Stamps and embossers</p> <p>18.0 PRINTED ITEMS Forms, Vouchers, Pre numbered documents, Envelopes, Registers, Magazines/ Periodicals, Annual Reports, Prospectus, Booklets, Visiting Cards, Invitations, Greeting Cards, Diaries, Calendars, Posters, Brochures and any other printed matter</p> <p>19.0 SECURITY PRINTING 19.1 Cheque Books and continuous cheques, 19.2 Account Statements (with data printing), Direct mailers with data 19.3 ID Cards / Visitors Passes 19.4 Credit and Debit Cards</p> <p>20.0 ADVERTISING & PROMOTIONS 20.1 Artwork designing 20.2 Printed / Electronic media, Publications, 20.3 Outdoor Advertising, Production of Exhibition stalls and marquees, 20.4 Production of TV, Radio ads and Animation, Branding Material display maintenance and replacing, 20.5 Promotions and Activations team providers</p>	<p>21.0 POINT OF SALE DISPLAY MATERIAL Banners, Flags, Streamers, Flyers, Branding, Counter / table tops, Name Boards, Monopoles and Signage, Marques, Hoardings / cutouts</p> <p>22.0 COMPLIMENTARY / GIFT ITEMS & PUBLICITY MATERIAL 22.1 Umbrellas 22.2 Bicycles 22.3 Mugs & Porcelain Products 22.4 Gold products 22.5 Clocks and watches 22.6 Toys, Games, Musical instruments, Tills 22.7 Bags, Caps and T shirts (Printed / embroidered) 22.8 Book sets / Accessories, Key Tags 22.9 Leather Products 22.10 Plaques, shields and trophies etc</p> <p>23.0 TEXTILES & ALLIED PRODUCTS 23.1 Bed linen, pillows and pillow cases, bath towels and mats 23.2 Uniform Material (including T shirts and Sarees), Clothing Bags</p> <p>24.0 FLOWER / FLOWER POTS ARRANGEMENTS, GARDEN MAINTENANCE AND LANDSCAPING</p> <p>25.0 MOTOR VEHICLES</p> <p>26.0 VEHICLE SPARE PARTS / TYRES / BATTERIES / AUDIO SYSTEMS</p> <p>27.0 MOTOR VEHICLE REPAIRS, MODIFYING AND AIR CONDITIONING (SERVICE AND REPAIRS)</p> <p>28.0 CIVIL CONSTRUCTION & INTERIOR / EXTERIOR DECORATING 28.1 Architectural Designing / Consultancy services (MEP, Civil) 28.2 All Civil Construction Work (Roofing, Carpentry work, Floor and wall tiling, Plumbing work, Iron & Steel Work, Roller shutters, Colour washing, Spray painting, polishing (Furniture, Timber Floors, Counters, etc.), Water Proofing etc. 28.3 All types of Interior fit out work (Glass Work, Flooring, Ceiling work, Aluminium Fabrication & Installation (partitioning – glazed/board, Doors & Windows, Wall cladding) 28.4 All interior finishing and furnishing work (Curtains, Vertical / Venetian blinds, Solar Control / Shatter proofing films for glazed doors & windows, Roof heat installations, All types of floor finishes (Vynile carpets, loop pile Carpets & Floor Carpets etc...) 28.5 Landscaping, Supply & Maintenance of Foliage (Natural /Artificial), Maintenance of fish and fish ponds, drainage systems.</p> <p>29.0 ELECTRICAL CONTRACTORS All types of electrical work (wiring, installation etc.) – data and electrical, Light Fittings</p> <p>30.0 ELECTRICAL ACCESSORIES Switches, Circuit Breakers, Electrical Cables Surge Protector Systems and all other electrical accessories and panels</p> <p>31.0 SUPPLY OF SANITARY ITEMS 31.1 Soap, Dish wash, Hand wash, Hand Sanitizer 31.2 Paper Serviettes, Multifold tissue papers, Toilet papers 31.3 Garbage bags 31.4 Face Masks, Disposable Gloves, 31.5 Insect killer spray</p> <p>32.0 BEVERAGES Tea, Sugar, Milk Powder and Coffee sachets etc.</p> <p>33.0 SERVICES 33.1 Hiring of Vehicles 33.2 Security Services for Bank Properties 33.3 Auctioning 33.4 Event Management 33.5 Shifting Office Machine, Equipment, Furniture, Safes etc. 33.6 Janitorial 33.7 Cafeteria Management / Catering / Tea Service 33.8 Sanitary Towel Disposal (Sanitact) 33.9 Air Freshener 33.10 Pest Control / Chemical Treatment 33.11 Waste Management Service (Electronic, Paper: shredding / pulping etc) 33.12 Supply of Drinking Water 33.13 Courier Services 33.14 Clearing & Forwarding 33.15 Archive Management 33.16 Database marketing – E mails, mailing lists etc 33.17 Market Research Agencies 33.18 Photographers/ videographers 33.19 Air Ticketing & Travel 33.20 Outsourcing of ATM/CDM cash operation 33.21 Supply of Manpower (Data entry operators/ drivers, caretakers etc) 33.22 Renting of ATM/CDM/CDK/Cash recyclers etc. 33.23 Renting of Laptops / PCs 33.24 Renting of Printers and Copiers etc 33.25 Elevator / Lift Maintenance 33.26 Fire Detection & Fire Protection System Maintenance / Audits 33.27 Digital Marketing & Social Media Management 33.28 Document Digitization 33.29 Insurance Services</p> <p>34.0 REPAIRS 34.1 Office Machines / Equipment 34.2 Safes and Furniture 34.3 Electrical repairs 34.4 Air conditioning and refrigeration 34.5 Plant and machinery 34.6 Communication equipment 34.7 Security Items 34.8 Pawning equipment and machines 34.9 All civil maintenance work (Crack repairs to walls and slabs, Plastering and patchwork, Concrete repair works, Masonry and brickwork repairs, Terrace waterproofing, Wall seepage treatment, Drainage maintenance, Road patching and resurfacing, Steel fabrication and repair works etc...)</p>
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Important

- Applicants should be in possession of a valid Business Registration Certificate / Certificate of Incorporation.
- Applicants should provide copies of all relevant statutory and regulatory certificates, including Tax Registration (TIN/VAT) and any industry-specific licenses where applicable.
- Applicants should have a minimum of **2 years' experience** in the relevant field and must have dealt with recognized organizations (Government institutions, Banks, Financial Institutions, or reputed private sector organizations).
- Applicants should demonstrate adequate financial capacity, technical capability and resources (including skilled personnel and equipment) to execute orders under the respective categories.
- Applicants should submit details of major clients or projects handled as evidence of experience.

Conditions

- Bank reserves the right to accept or reject any application for registration without assigning any reason
- Bank reserves the right to remove the name of any registered supplier from the register due to frauds, supply of fake information, substandard quality, poor delivery performances, pending legal actions etc.
- If any applicant (Proprietor/Partner/Director) has a spouse or children who are employees of the bank, such applicants are not eligible for registration
- Applicants must comply with all applicable laws, regulations and statutory requirements in Sri Lanka.
- Applicants shall not engage in any form of bribery, corruption, or unethical practices. Any such involvement will result in immediate disqualification or removal from the register.
- Applicants should not be blacklisted or debarred by any government institution, bank, or any regulatory authority.
- The Bank reserves the right to request additional documents, conduct inspections, or verify information provided by applicants.
- Registration does not guarantee the award of any business or contract.
- Registered suppliers shall maintain strict confidentiality of all Bank-related information.

Application form/s can be obtained from the Supplies Department of the bank, located at Level 12, Head Office, Seylan Towers, No.90, Galle Rd., Colombo 3, on presentation of a request letter that clearly indicates the category or categories for which registration is sought, together with payment of a non-refundable fee of Rs. 7,500/- in cash for each such category / sub category of items for the period from 01.07.2026 to 31.12.2027.

For Categories 1 to 32: Rs. 7,500/- for each main category
For Categories 33 and 34: Rs. 7,500/- for each sub category

Suppliers those who have made the registration /renewal fee up to 31.12.2026 shall require to pay only Rs. 5,000/- per such category / sub category as relevant, to extend the registration till 31.12.2027.

Acceptance of cash and issuing of Application forms: **Between 9.00am and 2.30pm on business days commencing 03.06.2026.**

Acceptance of Completed Applications: **Within 1 month from the date of collection by the applicant.**

For any further particulars, please contact Supplies Department of the bank on Telephone Nos. 2 456 263, 2 456 284 / 5.

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