

REGISTRATION OF SUPPLIERS 2023

CEYLON PETROLEUM STORAGE TERMINALS LIMITED

PROCUREMENT FUNCTION

CEYLON PETROLEUM STORAGE TERMINALS LIMITED

1 ST FLOOR, NEW BUILDING

OIL INSTALLATION

KOLONNAWA, WELLAMPITIYA

SRI LANKA

TEL : 011-5750764

FAX : 011-2572155

E-MAIL: procure@cpstl.lk

Please mark the cages for the relevant categories under which the registration is sought. Ex: General Hardware

X

01.	Material Suppliers/ General Hardware	
01	General Hardware	
02	Sealing Wire	
03	Nut & Bolts, Allen Head, V Belts, Thread Bars, Washers, Screws, Wire Nails, etc.,	
04	Aluminum Sheets, Plain Sheets, Perforated Sheets, Chequered Plates, Angles & Fittings, Aluminum Extrusions Color bond sheets & etc.,	
05	PVC Pipes & Fittings	
06	G.I Pipes & Fittings, GI Sheets, MS Pipes, MS Sheets & Fittings , Corrugated , Flat Iron , Channels , Slotted Angles, Expanded Metals , M S Rounds, etc.,	
07	Cast Steel Valves and Equipment - (Gate Valves , Check Valves , Global Valves, Butterfly Valves) , Strainers Double block & Bled Valves	
08	Glass Sheets, Glasses, Tumblers, Mirrors, Search Mirrors	
09	C.S Plates S S Pipes, C.S Pipes & Fittings	
10	PVC Coated Mesh / Wire Mesh / Welding Mesh, Fencing Wire	
11	Water tanks Fiber and plastic	
12	Wagon Hoses, Discharge Hoses, Couplings	
13	Plumbing Fittings (Taps, Valves , Bidet sump , Gate valves , shower, etc.,)	
14	Tank Coating Paints	
15	Polythene	
16	Rubber Goods	
17	Pumps – Accessories , Oil Seals , Bearings , Rubber Products	
18	Paints	
02	Local And Imported Timber, Boards, Laminations, and Carpentry Fittings.	
01	Local timber	
02	Imported timber	
03	Plywood / MDF / Chief board / Plastic board / Formica, etc..	
04	Plastic doors / Plywood doors / PVC doors	
05	Laminating Stickers	
06	Carpentry Fittings (Door locks , Hinges , Drawer Locks , handles, etc.,	
03	Building Materials	
01	Roofing Tiles	
02	Floor Tiles / Wall Tiles	

03	River sand	
04	Metal	
05	Bricks	
06	ABC Mixture	
07	Rubble	
08	Lime	
09	Concrete Posts	
10	Concrete Tiles	
11	Concrete Ready-mix	
12	Bitumen Emulsion	
14	Asphalt Concrete, Hot Mix, Premix	
15	Sanitary / Ceramic (Commodes. Wash Basins, Squatting Pans)	
16	Hume Pipe	
04	Electrical Items & Accessories	
01	Air Conditioners & Accessories	
02	Electrical Equipment's (TV, Fans, Kettles , Polishers , vacuum Cleaners, Refrigerators , Wall Clocks , Radio Cassettes , Heaters , etc.,)	
03	Water Filters/ Water Boilers	
04	Electrical Items & Accessories (Light Fittings, Switches, Sockets, Relays, Pilot Devices, Bulbs, Isolators, Circuit Breakers, Wiring Accessories, Hoses , Electrical panel board, etc.,)	
05	Cable - Data & Instrument	
06	Motors	
07	UPS	
08	Trucking & Casing	
09	Cable, HTN,LT	
10	Serge Arrestors / Controllers	
11	Starters , MCCBS , MCBS	
12	Telephone Cables, Underground Cable, Normal, Multi Pair	
05.	Consumables	
01	Soap	
02	Detergent / Disinfectant / Home Care Products	
03	Cotton Banyan Waste	
04	Brushes / Brooms	
05	Polishing Cloth	

06.	<i>Fire & Safety Equipment Items & Accessories</i>	
i	Fire Equipment	
01	Fire Pumps	
02	Fire Extinguishers	
03	Landing Valves	
04	Double Hydrates	
05	Fire Hoses (Suction & Delivery)	
06	Breathing Apparatus	
07	Jet & Spray Branches	
08	Proximity Suits / Fire Suits	
09	Water Monitors	
10	Foam Monitors & Foam Making Equipment	
11	Foam Concentrate	
12	Dry Chemical Powder	
13	Fire & rescue Equipment	
ii	Safety Equipment	
01	Safety Shoes	
02	Safety Helmets	
03	Gloveless, (Rubber , PVC, Leather, Tinker) Canvas	
04	Safety Belts	
05	Safety torches	
06	Eye Protection Equipment	
07	Ear Protection Equipment	
08	Safety Showers	
09	Safety welding helmets	
10	Eye wash bottles	
11	Respirators	
12	Sign Boards	
07.	<i>Manufacturing , Fabricating Fiber / Plastic/ Perspex Items & Rubber Part</i>	
01	Manufacturing of Aluminum & Metal parts	
02	Manufacturing of Brass & Bronze	
03	Manufacturing of Rubber Parts	
08.	<i>Welfare Items & Safety Wears</i>	
01	Uniform Material - Trousers/ Shirting's	
02	Curtain & Upholstery material (local & imported)	

03	T-shirt	
04	Saris	
05	Uniform Accessories , Belts , etc.,	
06	Foot Wear , Work Boots , Pump Shoes , Leather Slippers, Canvas Shoes	
07	Cotton Socks	
08	Gum Boots, Safety Boots	
09	Rain Coats	
10	Office Bags, Brief Case	
11	Bed Sheets , Pillow Cases , Dusters, Face Towels	
12	Beds, Mattress	
13	Rexene cloth	
14	Welfare Item (Tea, Sugar, Milk)	
09.	<i>Office Equipment and Office Furniture</i>	
01	Office Furniture Steel (Workmen Lockers, Tables , Cabinets , etc.,	
02	Office Furniture Wooden & Other Materials (Tables, Chairs , Cabinets , Computer Chairs & Table etc.,)	
03	Office Equipment's (Typewriters, Photocopiers , Fax Machines, Ronio Machines , Time Card Punching Machines, etc.,)	
04	Computers ,Network Equipment (PCS, Printers, Routers , Switches, etc.,)	
05	License Computer Software	
10.	<i>Stationery (Computer & Office)</i>	
i	<i>Computer Stationery</i>	
01	Computer Continues Sheets	
ii	<i>Office Stationery</i>	
01	Photocopy Papers, Typing Papers	
02	Duplicating Papers	
03	Ball point pens	
04	File Covers, Bristol Boards, Hard Boards, etc.,	
05	SD Cards, Memory stick, Pen drives, etc.....	
06	Office Equipment Accessories (Toners, Cartridges , Ribbons for Fax Machine, Typewriters , Ronio Machines)	
07	Carbon Papers, Punchers, Staplers, Staple Pins, Tipex, Ink Pads etc.,	
11.	<i>Motor Vehicle Spare Parts</i>	

01	Batteries for Motor Vehicles	
02	Tyrese & Tubes for Motor Vehicles	
03	Vehicle Body & Other Units (recondition & used)	
04	Hydraulic Hoses	
05	Service Station Equipment & Tools	
06	Flexible Cables – Clutch Cable/ Gear Cable/ Hand brake Cable/Foot Valve Cable etc.	
07	Motor Vehicle Spares – UD Nissan, TATA, Isuzu, Renault 180.13, Leyland, Toyota, Honda, Mitsubishi, Nissan etc... (Spares for Fuel transport bowsers, trucks, cars, vans, busses)	
08	Vehicle paint materials	
09	Rubber Melding Parts of Vehicles (Bowser Tank Fitting of Manhole Corner Packing, Foot Valve Seat Packing, Discharge Seat Packing, Main Tank Runner Belt Packing, etc.,)	
10	Main Tank Fittings (Discharge Valve Assay , Discharge Valve Operating Levels, Foot Valve Assay, Foot Valve Handles, Joint Seating Packing, Main Tank Bolts , Nuts , & Washers , etc.,)	
11	Fabrications of body parts out of Fiberglass	
12	Generator Spares-Cummins / Rolls Royce / Perkins	
13	Filters (Diesel Filters, Oil Filters, Air Filters , Power Steering Oil Filters, Filter Clear, etc.,)	
14	Bearings	
12.	<i>Engineering Equipment</i>	
01	Engineering Services (Welding Equipment & Accessories)	
02	Welding Electorates	
03	Industrial Oxygen / Nitrogen / Acetylene Carbon Dioxide etc.,	
04	Bearing Machinery & Motors	
05	Push Cycle Tyre, Tubes & Spares	
06	Temperature Gauge	
07	Pressure Gauge	
08	Loading Arms, Flow Meters	
13.	<i>Electronic Equipment</i>	

01	Telephone System & Spares	
02	Audio & Video Accessories & Components	
03	Digital Camera & Accessories	
04	Communication Equipment & Accessories	
05	P A System	
06	Radio Equipment	
07	CCTV Camera, etc....	
08	Electronic PCBS for Generators	
09	Capacitor Bank, etc...	
10	Telephone Hand sets	
11	Telephone Junction Box (indoor/outdoor)	
12	Amano card punching Clock/Accessories Amano card punching card...	
13	calculators	
14	Mobile phones	
15	Power Banks	
16	Scales and Measuring tools	
14.	<i>Laboratory Equipment, Medical Equipment, Chemicals & Pharmaceutical items.</i>	
01	Laboratory Equipment, etc...	
02	Laboratory Chemicals, etc..	
03	Thermometers	
04	Sampling Bottles (Plastic)	
05	Surgical Gloveless	
06	Plastic Cans (5 Liter & 1 Liter)	
07	Face Mask...	
08	Medical Equipment / Surgical Equipment	
09	Pharmaceuticals	
10	Glass Bottles	
11	Body Kit (PPE Kit)	
12	Chemical	
15.	<i>Printing</i>	

01	Annual complements such as Diaries & Colanders, souvenirs.	
02	Letter Heads, Envelopes	
03	Forms, Registers, Books & Pads, etc...	
16.	<i>Light Machinery & General Purpose Tools, Workshop Tools (Mechanical , Civil, Electrical)</i>	
17.	<i>Services</i>	
01	Auto A/C Repairs / Domestic A/C Repairer	
02	Pest & Rodent Control	
03	Ratting of Chairs etc.,	
04	Janitorial & Cleaning Services	
05	Cargo Transport Services (Recovery, Tow Trucks, Accident Vehicle, Breakdown Vehicle)	
06	Rebuilding of Tyres	
07	Tailoring of Uniform & Curtains, etc..	
08	Stitching Seat of Cover, Hood Canopies Rear Dock Covers , Upholstering for Vehicles, all type vehicle cushioning	
09	Repairing Computer & Photocopy Machines, Printers, AC, Ronio Machines, Typewriters , etc.,	
10	Mobile Phone Repair & Services	
11	Laundry	
12	Hiring of Passenger Transport (Cars, Vans, Busses,) etc..	
13	Interior Cleaning & Services Motor Vehicle.	
14	Hiring of Construction Machinery/ Equipment (Backhoe, Dowser, Crane, Boom Trucks, Rollers, Low bed Trailers, Aerial Workshop, Flat form trucks.	
14.i.	Hiring of Heavy Machinery & Equipment , etc., Engine Driven Breakers, Rammers, Tampers, Plate compactors, Concrete Mixer, Double Drum Roll, Low bed frock, Electric Breakers ...,	
15	Bowser Tank Repairing, Picoting , Sandblasting, Painting (Capacity 6600 Liters, 13200 liters, 19800 liters, 26,400 liters)	
16	Repairing Machine Engine Components , Axles , Stub Axles	
17	Repair Power Steering Box	
18	Repairing Suspension Parts (Trunion Pin, Spring Sheet, Spring Bracket)	

19	Remembering Front & Rear Leaf Spring Sets	
20	Fabricate Mudguard Rear Buffer (Metal) Fabricate Silencers , U Bar & L Bar	
21	Repair Starter Motor, Alternator, Components, etc..	
22	Vehicle Wheel Alignment , Cambering , Wheel Balancing	
23	Repair Mechanical Cables including Inner & Outer Cables	
24	Repair Boilers	
25	Supply & Fixed Front Windscreen, Rear Windscreen, Side Door Glasses & Channels & Winders, etc..	
26	Repair Generator Engine & Supply Engine Parts of Cummings, Perking's, Caterpillar, Volvo, etc..	
27	Repair Dispensing Units , Underground Tanks, Tank Cleaning, Air Compressors & Water Pumps	
28	Network Cabling Services (UTP, Fiber)	
29	Computer Maintain Service (PCS, Monitors , UPS etc.,)	
30	Network Caballing	
31	Tank calibrations, etc.	
32	Pipe/Tank Painting	
33	Sale of Sludge	
34	Tank Cleaning	
35	Tree and Grass Cutting	
36	Repairing of Brake liners	
37	Supply & Fixing Curtains	
38	Landscaping and Horticultures, etc.	
39	Hiring of office containers	
40	Hiring of Mobile Toilets	
41	Hiring of Event management Companies	
42	Marine Insurance	
43	Vehicle repair	

18	<i>Other Service Man power service / Labor Supply</i>	
1	Radio graphic welders	
2	<i>Skill Labor (operators, mason, carpenter etc....</i>	
3	<i>Semi Skill Labor</i>	
4	<i>Non Skill Labor</i>	
5	<i>Hiring of Utility Vehicle</i>	
6	Sludge Disposal	
7	Tree Cutting	
8	Tank Cleaning	
19.	<i>Miscellaneous</i> (Please specify)	
1		
2		
3		
4		
5		



TERMS & CONDITIONS

1. The Supplier Registration documents could be downloaded from the CPSTL web-site www.cpstl.lk free of charge. **From “23rd November 2022 to 15th December 2022” A registration fee of Rs. 1000/= will be charged against each main Category. If the applicant wishes to register more than one category, his choices shall be marked in the same application by paying Rs. 1000/= per each additional category. (Cheque or money orders will not be accepted).**

Payment for the registration could be deposited to the **Cashier, Ceylon Petroleum Storage Terminals Limited (CPSTL), New Building, 01st Floor, Oil Installation, Kolonnawa, Wellampitiya.**

2. Following documents/certify copies should be forwarded with the applications.
 - A. A copy and details of the relevant Business Registration Certificate
 - B. Name of Banker/s (with particulars of accounts)
 - i. Vendor Name ii Bank Name iii. Bank Code iv. Branch Name v. Branch Code
 - vi. Account No vii. Contact Name & No.
 - C. If supplier is liable for Taxes (VAT/SSCL) the certified copies of VAT/SSCL certificates.

*** Submission of application without supporting documents will be rejected.**

3. After the registration, all the suppliers should agree **one month credit facility** for their quoted items automatically. The suppliers those who insist of payment as advance before delivering of goods will be not considered for future tenders.
4. Quotations will generally be called from the list of registered suppliers. However, the Ceylon Petroleum Storage Terminals Limited, reserves the right to call quotations from a short list of suppliers or from any other supplier, when it is necessary.
5. CPSTL liable to remove any supplier or contractor who has not been responded twice for an Invitation to submit a Quotation or performed unsatisfactory under contract previously awarded.
6. Quotations will generally be valid for a period of 60 days from the date of opening of the Quotation.
7. The duly completed applications together all necessary documents with the original copy of cash receipt and marked **“Registration of Suppliers for the year 2023 – Category No/Nos. ”** on the top left-hand corner of the envelope shall be hand delivered or sent under registered cover to reach the address given below **on or before 1400 hrs on 15th December 2022.**

Manager Procurement, Procurement Function, Ceylon Petroleum Storage Terminals Limited, Oil Installation, Procurement Function, 01st Floor, New Building, Kolonnawa, Wellampitiya.

- **Applications received beyond 15.12.2022 will not be considered for registration.**

8. CPSTL reserves the right to reject any application received for registration whose credentials upon evaluation are found to be unsatisfactory.
9. Registration is liable to be cancelled without prior notice of those suppliers who fail to quote promptly when requested or fail to execute an order in time or fail to submit samples when requested or whose supplies do not conform to specifications or differs from the approved samples.
10. Registration is liable to be cancelled if the supplier is not responding request for quotation in two attempts.
11. CPSTL reserves the right to accept or reject any application for registration without assigning reasons in the best interest of the company.
12. Any further information could be obtained from Manager (Procurement) on Tel No: **011-5750764, 011-2572156 Fax No: 011-2572155**

Manager Procurement,
Procurement Function,
Ceylon Petroleum Storage Terminals Limited,
Oil Installation,
Procurement Function,
01st Floor, New Building,
Kolonnawa,
Wellampitiya.

Official Use	
Supplier Code	

CEYLON PETROLEUM STORAGE TERMINALS LIMITED

APPLICATION FOR THE REGISTRATION OF SUPPLIERS FOR THE YEAR 2023

This Application form should be duly completed and forwarded to the Manager (Procurement), Ceylon Petroleum Storage Terminals Limited, Procurement Function, 01st Floor, New Building, Oil Installation, Kolonnawa, Wellampitya, **on or before 1400 hrs on 15.12.2022**

1.1 Name and Registered Business Address of Supplier / Agent:

.....

Telephone No./s. :

Fax No./s :

E-mail Address/s :

.....

1.2 Contact Persons Name :

T.P. Number :

2. Nature of Business Organization whether Government owned venture, Corporation, Institution, Sole Proprietor /Partnership/ Limited liability Company, People’s Liability Company (PLC) or a Business Firm etc.,

.....

3. Category Number for which registration is sought :

4. VAT Registered Yes No

VAT Number :

SSCL Registered Yes No

(Please produce a certified copy of VAT/SSCL Certificate)

5. Business Registration Certificate No. :

(Please produce a certified copy of Business Registration Certificate)

6. Nature of registered business. :

7. Whether agreeable to give one (01) month credit facility:

8. Name of Bankers :
Branch Name :
Account No. :
Name of the Account :
Bank Code :
Branch Code :

9. i. State whether the Applicant had been registered with CPSTL earlier, if so please specify the period:
- ii. State whether the Applicant had been registered with CPSTL earlier for fuel transport, if so please specify the period:

10. Category Payment (Total): Rs.Bank Date.....Receipt No.....

11. Names of leading customer institutions to whom services were supplied by the applicant during the Last 3 year:

(Please specify as an attachment)

I/we hereby certify that the above details are true and correct.

Date:

.....

Signature & Company seal of applicant

To be filled by the applicant.....

No	Category numbers	Description of category	Marked ✓	Category fees
01	01	Material Suppliers / General Hardware		
02	02	Local And Imported Timber, Boards, Laminations and Carpentry Fittings..		
03	03	Building Materials		
04	04	Electrical Items & Accessories		
05	05	Consumables		
06	06	Fire & Safety Equipment Items & Accessories		
07	07	Manufacturing , Fabricating Fiber / Plastic/ Perspex Items & Rubber Parts		
08	08	Welfare Item & Safety Wear		
09	09	Office Equipment's And Office Furniture		
10	10	Stationery (Computer And Office)		
11	11	Motor Vehicle Spare Parts		
12	12	Engineering Equipment		
13	13	Electronic Equipment		
14	14	Laboratory Equipment's, Medical Equipment, Chemicals & Pharmaceutical items		
15	15	Printing		
16	16	Light Machinery & General Purpose Tools, Workshop Tools (Mechanical , Civil, Electrical)		
17	17	Services		
18	18	Other Service: Man power service / Labor Supply.....		
19	19	Miscellaneous.....		
		TOTAL		

Date.....

Signature & Company seal of applicant

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