WATER RESOURCES BOARD

CONDITIONS APPLICABLE TO PERSONS/ORGANISATIONS WHO APPLY FOR REGISTRATION FOR THE SUPPLY OF GOODS & SERVICES TO WATER RESOURCES BOARD IN 2027

1. The Registered Suppliers submitting quotations may be present at the time of opening of quotations. The date & time of which shall be indicated in the form calling quotations.

2. All items to be supplied shall be of the required quality, quantity conforming to the specifications of Water Resources Board.

3. Supplies below the stipulated standard/specifications shall be returned to in full or part thereof at the Water Resources Board discretion at the Supplier's expense.

4. Delivery as indicated in the purchase order means the actual delivery and acceptance. The Purchase Order unless otherwise stipulated by the Water Resources Board shall be fully executed within 14 days from the date of the order for the delivery to be treated as completed.

5. The Water Resources Board reserves the right to refuse, suspend or cancel the acceptance of item in full or part thereof.

6. The failure to fulfill orders placed on the basis of the agreed delivery date required quantity offered will make the Supplier's Registration liable for cancellation. Such suppliers may also be blacklisted.

7. Samples shall be furnished by the supplier if so requested by the Water Resources Board.

8. Quotations made by the Supplier shall be kept open for execution for a period not less than 45 days from the closing date.

9. Price of items so required shall be kept open for execution for a period not less than sixty (60) days from the date of opening of quotation.

10. Prices shall be quoted in figures and repeated in words against the appropriate item.

11. All alterations, cancellation or erasures in the quotation most duly authenticated by the supplier, who signs the quotation form.

12 All columns should be duly filled in Quotations which do not indicate details of make, country of origin & delivery period will be treated as incomplete quotations and will not be scheduled for consideration/evaluation.

13 All quotations shall be in strict conformity to the specifications rendered by the Water Resources Board.

14 If a part supply is made of the ordered quantity and the balance supplied within 14 days, action will be taken to close the order and 90% of the value of the goods Supplied will be paid. The balance 10% will not be paid.

15 Late quotations shall not be accepted under any circumstances.

16 All quotations shall be bear the quotation number and the date of opening and also description marked on the top left hand corner of the envelope and sent by Registered post addressed to the Chairman, Water Resources Board, No: 488 A, Nawala Road, Koswatta, Rajagiriya. Un-marked quotations will not be opened at the time of opening and will not be considered for evaluation.

17 The Water Resources Board has the right to reject the quotation in full or part thereof and the right to accept any portion of the quantity stated in the quotation. Any failure or omission on the part of the Water Resources Board to purchase the full quantity indicated in the quotation shall not entitle the Supplier to claim compensation for loss or damage.

18 The Supplier shall have no right to call for samples from Water Resources Board. But at the discretion of the Water Resources Board the Supplier may be informed when and where samples if necessary, can be inspected or examined by him on his authorized representative.

19 All items accepted and deposited in the duly authorized premises of the Water Resources Board and subsequently found to be below the required quality/Standard shall be recovered by the supplier at his own expense within a period or 07 days of the receipt of the letter of rejection and the supplier will not be entitled to claim any compensation or damage.

20 The Supplier should necessarily have Telephone Facilities as suppliers will have to be affected at very short notice and as at times orders will have to be placed over the telephone.

21 The items should be supplied by the Supplies, himself and never be sub – let and engage any third party.

22 The Supplier for supplies, services will normally be called for from the list of Registered Suppliers. But the Water Resources Board reserves the right to select suppliers to call for quotations even outside the registered list in view of obtaining competitive offers.

23 The Supplier shall grant credit facilities to the Water Resources Board for a minimum period of not less than 30 days (Thirty) from the date of completion of the order.

24 Payment for completed supplies will be made by cheques. Cheques will normally be drawn in favor of the supplier in the following manner.
   a. A/C Payee only
   b. Not negotiable

25 All communications in writing shall be deemed to be sufficiently served if sent by post under registered cover by the Water Resources Board to the last address given by the Supplier.

26 The Water Resources Board has the power to cancel the Registration of any Supplier without assigning any reasons thereof.

27 CIDA registration is mandatory for contractors applying for construction work and must meet the criteria and conditions applied for by the company when bidding.

28 Garages / Service Stations: Details of skilled staff and available facilities and equipment for vehicle servicing and repairs.

29 The suppliers are required to strictly adhere to the conditions stipulated herein and regard to any other matter lying within / outside the scope of these condition. The decision of Chairman, State Corporation shall be final.

Manager (Procurement)
WATER RESOURCES BOARD

Water Resources Board

Application for Registration of Suppliers for the year – 2027

Applications should be forwarded under registered cover marked **"Registration of Suppliers for Year 2027"** on the top left-hand corner of the envelope or hand delivered to reach the Manager (Procurement), Water Resources Board, No: 488 A, Nawala Road, Koswatta, Rajagiriya **on or before 15.00 hrs on 28th December, 2026**.

01. Name of Supplier /Firm : .....

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02. Postal Address : .....

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03. Telephone No : .....

Mobile No : .....

What's app No. : .....

Fax No : .....

E-mail Address : .....

04. Business Registration No & Date : .....
(Copy to be attached)

05. Nature of Business Registration whether proprietorship/partnership/ company PLC etc. : …….

06. Whether the manufacturer/Agent or dealer : .....

07. Name of institutions with whom applicants have already had dealing (copies to be attached)

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08. VAT No & VAT paid in 2025/2026 : .....

09. What are the Categories for which registration is sought? Please indicate Category numbers correctly. (Category No. and Description of items for which registration is sought)

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10. Maximum credit period : …….

11. Details of fees paid to the bank

Total amount paid : .....

Bank and Branch Name : …….....

Cheque Number and Date : …….....

12. Details of receipts

Total amount paid : .....

Receipt Number and Date : .....

I/We who certify that foregoing information is true and correct and agree to abide by terms and conditions given for applying supplier registration 2027.

Name of Signatory : .....

Signature of authorized officer : .....

Date : .....

Name of Supplier / Firm : .....