INSTITUTE OF BANKERS OF SRI LANKA
APPLICATION FOR REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES, AND WORKS/CONTRACTS
YEAR 2025/2026

Section 1: Vendor Information

1. **Name of Vendor:** ....

2. **Business Registration (BR) Number / Incorporation Number:** ....

3. **VAT Registration Number:** ....

4. **Registered Address:** ....

   ....

   ....

5. **City:** ....

6. **Phone Number:** ....

7. **Email ID:** ....

Section 2: Contact Information

1. **Vendor Contact for Procurement Purposes:**

   o Name: ....

   o Phone: ....

   o Email: ....

2. **Vendor Contact for Payment Purposes:**

   o Name: ....

   o Phone: ....

   o Email: ....

Section 3: Legal & Financial Details

1. **Legal Status:**

   o   Sole Proprietorship

   o   Partnership

   o   Private Limited Company

   o   Public Listed Company

   o   Public Unlisted Company

   o   Limited Liability Partnership (LLP)

   o   Foreign Vendor

   o   MSME (Micro, Small & Medium Enterprise)

2. **Taxpayer Identification Number (TIN) / VAT Number:** ....

3. **Bank Details:**

   o   **Beneficiary Name:** ....

   o   **Bank Name:** ....

   o   **Bank Branch Name & Address:** ....

   ....

   ....

   o   **Account Number (Including Leading Zeros):** ....

   o   **Bank Code:** ....

   ....

   o   **Bank Branch Code:** ....

   o   **Credit Period:** ....

Section 4: Category of Registration

What are the Item/Items for which registration is sought? Please indicate Item number/s correctly in the table below (Refer to the attachment 01 for detail item list)

Example for Filling Table

A	B	C	D	D1	D2	E4

Number of the Item/s:						

Declaration

I hereby confirm that I have read and understood the terms and conditions specified in the General Instructions issued with this application for Registration of Suppliers/Contractors for the year 2025/2026 I agree to abide by the stipulated terms and conditions

………………………………………………………….

Signature of Proprietor/Authorized Representative:
Date:
(Please affix the Company Seal/Rubber Stamp)

Mandatory Documents to be Attached

1. **Copy of Business Registration Certificate**

2. **Cancelled Cheque or Bank Details Confirmation**

3. **VAT Registration Form**

4. **Stamp Duty Registration Form** *(If Stamp Duty Registration is not available, Rs25 will be deducted at the time of payment for amounts above Rs25,000)*

5. **Company Profile**

Submission Details

Duly completed application forms along with the required documents should be sent via registered post, hand-delivered, or emailed to the address below on or before **31st May 2025** The top-left-hand corner of the envelope should be marked as **"REGISTRATION OF SUPPLIERS – 2025/2026"**

Deputy Director – Admin & HR
Institute of Bankers of Sri Lanka
80 A, Elvitigala Mawatha, Colombo 08
Email: quotation@ibsl.lk

General Instructions, Terms & Conditions for Registration of Suppliers/Contractors

Year 2025/2026

Institute Of Bankers of Sri Lanka

Applications, along with the relevant documents, for the registration of suppliers/contractors for the year 2025 (for the supply of Goods, Works, and Services) under the Institute of Bankers of Sri Lanka (IBSL) can be downloaded free of charge from the IBSL website at www.ibsl.lk.

Instructions for Applicants:

1. **Accurate Information:**

   Applicants are required to provide accurate and complete information. If any information is found to be inaccurate or if vital information is withheld, the application will be disqualified. Incomplete or illegible applications will also be rejected.

2. **Supporting Documents:**

   Supporting documents should be attached to the application and should be serially numbered. The total number of pages should be indicated at the top right-hand corner of the main application form.

Required Documents:

- o Copy of Business Registration Certificate

- o Cancelled Cheque or Bank Details Confirmation

- o VAT Registration Form

- o Stamp Duty Registration Form (If Stamp Duty Registration is unavailable, Rs. 25 will be deducted at the time of payment for amounts exceeding Rs. 25,000)

- o Company Profile

3. **Submission Deadline:**

Duly completed application forms along with the required documents should be sent via registered post, hand-delivered, or emailed to the address below **on or before 31st May 2025**. The top-left-hand corner of the envelope should be marked as: **"REGISTRATION OF SUPPLIERS – 2025/2026"**

Submission Address:

Deputy Director – Admin & HR

Institute of Bankers of Sri Lanka

80 A, Elvitigala Mawatha, Colombo 08

Email: quotation@ibsl.lk

General Instructions:

- Applicants should write **"N/A"** (not applicable) against any item that does not apply to them.

- Any amendments or changes to the mailing address of a company/institute after registration will only be considered if accompanied by a true copy of the amended certificate issued by the respective company/institute.

- An applicant can apply for more than one item. Items are listed with an English letter and number (e.g., A1, A2, A3) and each is considered a separate item.

Note: *The Director-General of IBSL reserves the right to accept or reject any application for registration without providing reasons.*

Registration Fee:

No registration fee is required; this is a **100% free-of-charge** registration.

For Further Clarifications:

For any further inquiries regarding the registration of suppliers for 2025/2026, please contact the following officers during office hours:

- **Deputy Director – Admin & HR**
  Mobile: +94 766 536 696 / Telephone: +94 112 425 772
  Email: menaka@ibsl.lk

- **Iresh Jayasundara - Deputy Head of Finance**
  Telephone: +94 112 425 773
  Email: iresh@ibsl.lk
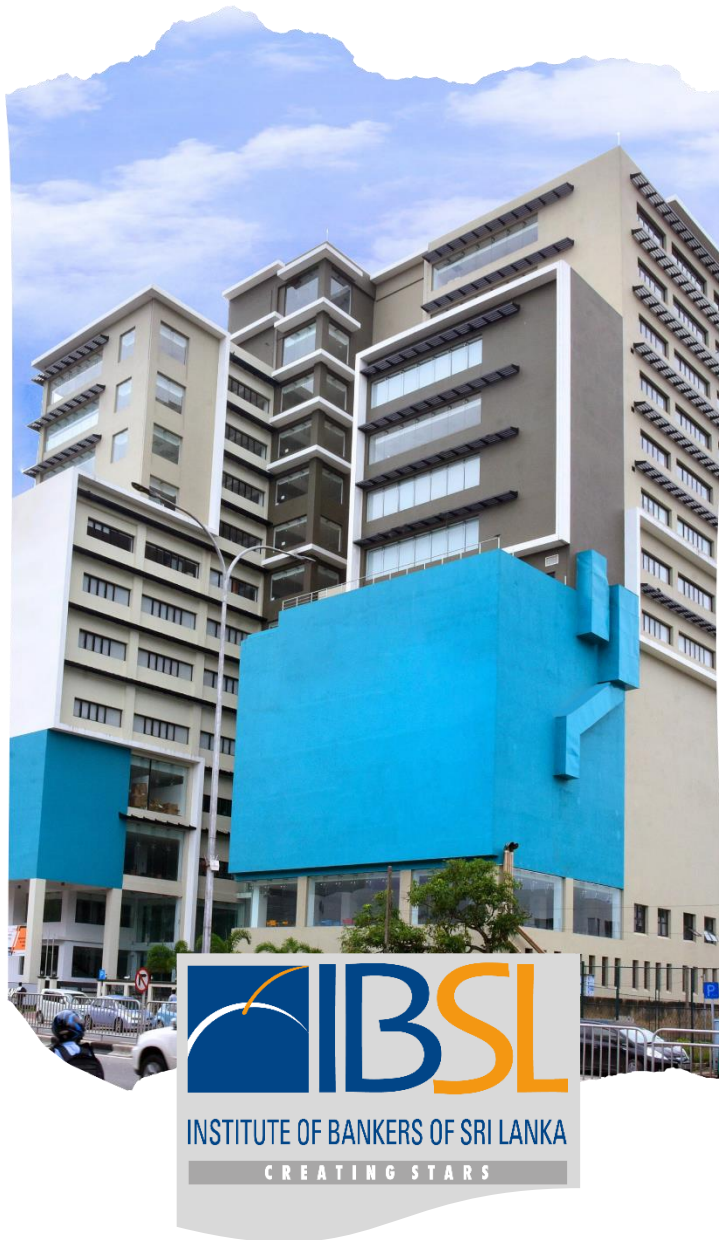
DETAIL ITEM LIST

Institute of Bankers of Sri Lanka

No 80A Elvitigala Mawatha, Colombo 08

Contents

Goods

Item A – Stationery

No	Item	No	Item
1	Lanyard & Porchers	34	Transparency Sheet (A-4 Size)
2	A3 (Double A)	35	Transparency Sheet (A-3 Size)
3	A3 Other Brand's	36	Bull Dog Clips
4	A4 Colour Yellow	37	Cello Tape
5	A4 ColourBlue	38	Calculator
6	A4 Colour Ivory	39	CR Book
7	A4 Colour Pink	40	Eraser
8	A4 (Double A)	41	Filing Tag
9	A4 Other Brand's	42	Gum Bottle
10	Box File	43	Highlight Pen
11	Craft Papers	44	Paper Clips
12	Computer Sheet 10x12	45	Pen Carbon ball point
13	Computer Sheet 15x12	46	Pencil
14	Conquer Board (A-4 Size)	47	Pencil Cutter
15	Conquer Board (A-3 Size)	48	Platinum
16	Conquer Sheet (A-4 Size)	49	Post it Pad (3x3)
17	Conquer Sheet (A-3 Size)	50	Post-it Flag
18	File Cover	51	Paper Fasteners
19	Gum Tape - (PVC)	52	Rubber Band
20	Magazine File box	53	Ruler
21	Spiral	54	Scissor
22	Strapping Tape	55	Stamp Ink Pad
23	Twine Ball	56	Shorthand Book (Notebook)
24	Staple Machine	57	Ring File
25	Kangaroo 24/6-1m Staples pins	58	Duplicating Papers

26	Staple Remover	59	L Folders
27	Two Hall Puncher	60	Colour Sticker Papers (A-4 Size)
28	Glue Stick	61	Fold Binding Clip
29	White Board Duster	62	CD Maker Pen
30	White Board Marker (TEN Brand)	63	Paper Cutter
31	Permanent Marke	64	Push Pin
32	File Dividers	65	Paper Cutter Blade
33	Clear File	66	PVC Magazine Box 5"

Item B – Printing (Books, Periodicals, Newsletters, Forms, Envelope Etc)

No	Item
1	IBSL - 9x4 Envelopes
2	IBSL - D A S Envelopes
3	IBSL - Inner Covers Envelopes
4	IBSL - Letter Head
5	IBSL - Mark Sheet Envelopes
6	IBSL - Certificate Envelopes
7	IBSL - Outer Covers Envelopes
8	IBSL - File Size Envelopes
9	IBSL - Result Envelopes
10	IBSL - Ruled Papers Sheet
11	IBSL - Three Medium Envelopes
12	IBSL - Window Envelope 9x4
13	IBSL - Syllabus Envelopes
14	IBSL - File Cover
15	IBSL - Academic Transcript
16	IBSL - Printed Matter Envelope - White
17	IBSL - Journal Voucher Envelopes
18	IBSL - Printed Gum Tape
19	IBSL Non-Woven Material Bag
20	IBSL - Answer Books
21	IBSL - Student File Cover
22	IBSL - Printed Matter Envelope - Brown
23	IBSL - Provisional Certificate
24	IBSL - Souvenir for IBSL Convocation
25	IBSL - Invitation cards
26	IBSL - Envelopes for Invitations
27	IBSL – Leaflets

28	IBSL - Visiting Card
29	IBSL - Seminar Certificate (Normal)
30	IBSL - Notebook
31	IBSL - Answer Book Cover
32	IBSL – Printed Cello Tapes
33	IBSL - Office Manuals and Guides
34	IBSL - Annual Reports and Publications
35	IBSL - Periodicals and Journals
36	IBSL – Newsletters and Magazines

Item C – Toner's, Cartridges, Ribbon's, Stapler Kit

No	Item
1	Lexmark MS 310
2	Lexmark MS 310 Imaging Unit
3	Lexmark E260
4	Lexmark E260 Photo Conductor
5	Cannon PGI 750 Black
6	Cannon 751 Black
7	Cannon 751Yellow
8	Cannon 751 Magenta
9	Cannon 751 Cyan
10	Cannon 790 Black
11	Cannon 790 Cyan
12	Cannon 790 Magenta
13	Cannon 790 Yellow
14	Canon NPG - 87
15	Konica Stapler Kit
16	Konica TN 812 Toner
17	Konica TN 712 Toner
18	Toshiba T2323P
19	Toshiba 2309P
20	Sharp Toner
21	Printronix Ribbon P8000
22	Samsung MLT-D203 L /XIP
23	Resin Ribbon (110mm X 300m)

Item D – Office Equipment, Accessories & Spare Parts

No	Item
1	**Photocopiers** (black & white, color, multifunction)
2	**Telephones** (landline phones, cordless phones, VoIP phones, and smartphones)
3	**Printers** (inkjet, laser, dot matrix, multifunction)
4	**Scanners** (flatbed, document feeders, barcode scanners)
5	**Projectors** (LED, LCD, portable, and ceiling-mounted)
6	**Laminators** (hot and cold laminating machines)
7	**Binding Machines** (comb binding, wire binding, spiral binding)
8	**Paper Shredders** (crosscut, strip-cut, heavy-duty shredders)
9	**Data Storage Devices** (external hard drives, USB drives, SD cards, SSDs)
10	**UPS (Uninterruptible Power Supply)** (for computers and servers)
11	**Computer Monitors** (LCD, LED, curved, touchscreen)
12	**Whiteboards & Accessories** (magnetic boards, markers, erasers, pinboards)
13	**Keyboards & Mice** (wired, wireless, ergonomic)
14	**Teleconference Equipment** (conference speakers, microphones, webcams)
15	**Cables & Adapters** (HDMI, VGA, USB, power cables, extension cords)
16	**Spare Parts for Office Equipment** (toner cartridges, printer drums, fusers)
17	**Barcode Printers & Scanners** (for inventory management)
18	**ID Card Printers & Accessories** (ribbons, cardholders)
19	**Smart Boards & Interactive Displays** (for training sessions)
20	**Digital Signature Pads** (for secure electronic signing)
21	**Office Clocks & Time Attendance Systems** (biometric, RFID)
22	**Smart Wi-Fi Plugs & Smart Office Devices** (for remote control of devices)
23	**Conference Room Display Screens** (for meeting rooms)
24	**Voice Recorders & Dictation Machines** (for meeting minutes)
25	**Headphones & Earphones** (wired and Bluetooth for online meetings)
26	**Multi-Port Charging Stations** (for charging multiple devices)
27	**Digital Notice Boards** (electronic display boards for announcements)
28	**Security Safes & Lockers** (for storing confidential documents)

29	**Surge Protectors & Power Extensions** (to protect devices from power fluctuations)
30	**Professional Video Conferencing Systems** (for remote meetings)
31	**Wireless Presentation Remotes & Laser Pointers** (for presentations)
32	**Wireless Charging Pads & Hubs** (for mobile devices)

Item E – Furniture & Furnishings

E1 - Office & Lecture Room Furniture (Wooden & Steel)

No	Item
1	**Desks** (wooden and steel desks for offices, executive desks, and writing desks)
2	**Chairs** (ergonomic office chairs, conference chairs, visitor chairs, task chairs)
3	**Filing Cabinets** (wooden or steel cabinets for document storage, with drawers)
4	**Lecture Room Tables** (wooden or steel tables, adjustable, for classrooms)
5	**Lecture Room Chairs** (stackable, ergonomic chairs with or without writing pads)
6	**Computer Desks** (wooden or steel desks designed for computer use)
7	**Workstations** (individual or group workstations, modular or cubicle systems)
8	**Storage Cabinets** (wooden or steel cabinets with shelves for storing)
9	**Shelving Units** (adjustable or fixed shelving systems for document)
10	**Office Partitions** (movable or permanent partitions to create individual workspaces)
11	**Conference Tables** (large wooden or steel tables for meetings)
12	**Storage Drawers** (small filing drawers for personal storage or office supplies)
13	**Bookcases** (wooden or steel shelving units designed to store books)
14	**Reception Desks** (customized desks for reception areas)
15	**Workbenches** (heavy-duty workstations)
16	**Cupboards** (wooden or steel cupboards for general storage, with locks for security)
17	**Collapsible Tables** (space-saving folding tables for meetings and temporary setups)
18	**Training Tables** (adjustable tables designed for classroom or training room use)
19	**Monitor Stands** (adjustable stands for raising computer monitors to eye level)
20	**Lecterns** (wooden or steel podiums for speakers or instructors)

No	Item
1	**Library Shelves** (adjustable or fixed shelving units for storing books)
2	**Reading Tables and Chairs** (tables and chairs for individual or group reading)
3	**Study Carrels** (individual study desks with partitions)
4	**Library Filing** Cabinets (for organizing and storing library records)
5	**Display Racks for Books** (wall-mounted racks for showcasing new arrivals)
6	**Magazine Racks** (floor-standing or wall-mounted racks for organizing periodicals)
7	**Library Catalog Stands** (stations for users to browse library catalogs or directories)
8	**Library Benches** (seating for waiting areas or quiet spaces within the library)
9	**Storage Cabinets for Media** (for organizing DVDs, CDs, or other media resources)
10	**Wall-mounted Book Holders** (for keeping reference books, study materials)
11	**Book Return Stations** (shelving or racks near the library exit to return books)
12	**Periodical Display Stands** (for magazines and newspapers)
13	**Library Stools** (small, lightweight stools for reading rooms)
14	**Library Reception Desk** (for checking out books, registration, and inquiries)
15	**Library Signage** (clear labels and directional signs for easy navigation)
16	**Floor Rugs** (for adding warmth and comfort to reading areas)
17	**Booked Sets** (sturdy metal or wooden bookends to organize books on shelves)
18	**Shelving Dividers** (to separate different genres or collections on library shelves)
19	**Computing Stations** (tables and chairs for computer access)
21	**Library Waste Bins** (for maintaining cleanliness in the library)
22	**Coat Racks** (for patrons to hang coats or bags while using the library)
23	**Charging Stations** (for charging phones or laptops while in the library)
24	**Library Lighting** (floor lamps or desk lamps)
25	**Book Return Bins** (bins near the library entrance for easy drop-off of returned books)
26	**Bulletin Boards** (for library announcements, event schedules, and information sharing)
27	**Reading Nooks** (small, cozy spaces with seating and lighting for individual reading)
28	**Library Workstations** (tables for students or staff)
29	**Mobile Storage Bins** (for transporting books, magazines within the library)

30	**Lounge Chairs** (chairs for casual reading or relaxing areas within the library)
31	**Library Shelves** (adjustable or fixed shelving units for storing books)
32	**Reading Tables and Chairs** (tables and chairs for individual or group reading)
33	**Study Carrels** (individual study desks with partitions to ensure privacy)
34	**Library Filing** Cabinets (for organizing and storing library records)
35	**Display Racks for Books** (freestanding or wall-mounted racks)
36	**Magazine Racks** (floor-standing or wall-mounted racks)
37	**Library Catalog Stands** (stations for users to browse library catalogs or directories)

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No	Item
1	**Reupholstery Materials** (fabric, synthetic leather or refurbishing chairs and sofas)
2	**Chair Cushions and Seat Pads** (for office chairs, lecture room and visitor chairs)
3	**Chair Repair Kits** (screws, nuts, bolts, and adjustable parts for fixing office chairs)
4	**Polishing Materials for Wooden Furniture** (wood polish, varnish for office desks)
5	**Armrest Covers & Replacements** (soft padding for chair armrests)
6	**Backrest Cushioning** (foam and padding materials for improved comfort)
7	**Foam Padding Sheets** (various density foams for repairing seats and backrests)
8	**Leather & Vinyl Upholstery Repair Kits** (for repairing torn or worn-out chair covers)
9	**Office Chair Wheels & Casters** (replacement caster wheels for office chairs)
10	**Adjustable Chair Gas Lifts** (replacement gas lifts for height-adjustable chairs)

No	Item
1	**Vertical Blinds for Office Windows** (fabric, PVC, aluminum)
2	**Roller Blinds & Zebra Blinds** (manual and motorized)
3	**Blackout Curtains** (for lecture rooms, conference halls)
4	**Drapes & Decorative Curtains** (for executive offices, boardrooms)
5	**Sheer Curtains** (for light filtering and aesthetic appeal)
6	**Roman Blinds** (for stylish window coverage)
7	**Wooden & Faux Wood Blinds** (for an elegant interior look)
8	**Fabric Panel Screens** (for room partitioning and privacy)
9	**Acoustic Curtains & Soundproof Blinds** (for reducing noise in conference rooms)
10	**Anti-Glare Window Films** (for controlling sunlight and privacy)
11	**Frosted Glass Window Films** (for branding and privacy in meeting rooms)
12	**Printed & Customized Blinds** (with IBSL logo or motivational themes)
13	**Ceiling & Wall Acoustic Panels** (for noise reduction in lecture halls)
14	**Office Décor Items** (wall art, paintings, framed motivational quotes)
15	**Artificial & Live Indoor Plants** (for office and reception areas)
16	**Wall-Mounted Planters** (for greenery and space-saving décor)
17	**Partition Screens with Fabric Covers** (for dividing workspaces)
18	**Office Rugs & Carpets** (for enhancing aesthetics and reducing noise)
19	**Wallpaper & Wall Cladding** (for office and meeting room interiors)
20	**LED Decorative Lights** (for a modern office ambiance)

Item F - Electrical & Electronic Equipment

F1 - Electrical Fittings, Accessories & Spare Parts

No	Item
1	**Light Fixtures** (LED panels, tube lights, downlights, and decorative lighting)
2	**LED Bulbs and CFL Bulbs** (energy-efficient bulbs for office and lecture rooms)
3	**Electrical Cables and Wires** (copper wiring, LAN, HDMI & power cables)
4	**Extension Cords and Power Strips** (with surge protection and multiple sockets)
5	**Switches, Sockets, and Outlets** (modular switches, plug points, USB power outlets)
6	**Batteries (Rechargeable & Disposable)** (AA, AAA, 9V, etc.)
7	**Battery Chargers and Power Banks** (for portable charging of electronic devices)
8	**Circuit Breakers and Fuse Boxes** (protection for electrical circuits)
9	**Voltage Regulators & Stabilizers** (to prevent power fluctuations and damage)
10	**UPS (Uninterruptible Power Supply) Systems** (for computers and servers)
11	**Surge Protectors & Spike Guards** (for protecting sensitive electronic devices)
12	**Electrical Insulation Tape** (for securing wiring and preventing electrical hazards)
13	**Plug Adapters & Converters** (for different types of power plugs)
14	**Motion Sensor Lights & Automatic Lighting Systems** (for energy efficiency)
15	**Dimmer Switches & Smart Lighting Controllers** (for adjustable lighting options)
16	**Solar Panels & Solar Power Systems** (for alternative energy sources)
17	**Ceiling Fans & Wall-mounted Fans** (for ventilation and cooling)
18	**Exhaust Fans & Ventilation Systems** (for air circulation)
19	**Electrical Panel Boards & Distribution Boards** (for managing electrical supply)
20	**Conduit Pipes & Cable Trays** (for organizing and protecting electrical wiring)
21	**Electrical Junction Boxes & Enclosures** (for wiring safety and organization)
22	**Wiring Clips & Cable Organizers** (for structured cable management)
23	**Smart Plugs & Smart Switches** (for remote control of electrical devices)
24	**Inverter Systems** (for backup power supply during power failures)
25	**Emergency Lights & Exit Signage** (for safety and compliance)
26	**Industrial Sockets & Heavy-Duty Plugs** (for high-power appliances)

27	**Electric Doorbells & Intercom Systems** (for office communication)
28	**Fireproof Electrical Wiring & Accessories** (for safety in critical areas)
29	**Screwdrivers, Pliers & Electrical Tools** (for maintenance and repair work)
30	**Heat Shrink Tubing & Wire Sleeving** (for insulating electrical connections)
31	**Portable Generators** (for backup power during outages)
32	**Electrical Timers & Programmable Switches** (for automated energy-saving)
33	**Grounding Rods & Earthing Materials** (for electrical safety)
34	**Cable Ties & Wire Clips** (for organizing electrical wiring)
35	**Electric Heaters & Hand Dryers** (for office and restroom use)
36	**Digital Multimeters & Voltage Testers** (for electrical diagnostics)
37	**Electrical Contact Cleaners & Lubricants** (for maintaining electrical connections)
38	**Wireless Charging Pads** (for charging phones and devices without cables)
39	**Power Supply Adapters & Transformers** (for converting voltage levels)
40	**Solar-powered Motion Sensor Lights** (for energy-efficient security lighting)

No	*Item*
1	Telephones (cordless, desk phones)
2	Conference Call Systems
3	Speakers, Microphones
4	Audio/Visual Equipment (Projectors, Screens)
5	Headsets and Bluetooth Devices

No	*Item*
1	**CCTV Cameras & Surveillance Systems** (video monitoring and recording)
2	**Access Control Systems** (for managing access to specific areas)
3	**PABX Systems & Accessories** (for managing incoming and outgoing calls)
4	**Security Alarm Systems** (for detecting unauthorized access)
5	**DVRs & Security Monitoring Equipment** (for recording and storing)
6	**IP Cameras** (for transmitting video footage over the internet for remote viewing)
7	**Pan-Tilt-Zoom (PTZ) Cameras** (for remotely controlled cameras)
8	**Wireless Security Cameras** (for cameras that operate without cables)
9	**NVRs (Network Video Recorders)** (for recording video from IP cameras)
10	**Biometric Access Systems** (for access control using unique biological traits)
11	**Motion Detectors** (for sensors that detect movement)
12	**Video Door Phones** (for two-way communication with visitors)
13	**Remote Security Monitoring Services** (for off-site services)
14	**Alarm Monitoring Panels** (for central units that control and monitor alarms)
15	**CCTV Lenses** (for lenses designed specifically to enhance image clarity)
16	**Cabling & Connectors for CCTV** (for wires and connectors)
17	**CCTV Monitor Screens** (for display screens used to view live video)
18	**Access Control Keypads** (for keypads that allow inputting security codes)
19	**Security Gate Systems** (for automated gates used to secure entrances)
20	**Backup Power Supply (UPS) for Security Systems** (for uninterruptible power)

No	Item
1	**Fire Extinguishers (ABC, CO2)** (Devices used to put out small fires)
2	**Smoke Detectors and Heat Sensors** (Sensors that detect smoke or heat)
3	**Fire Hose Reels and Nozzles** (control and direct water for extinguishing)
4	**Fire Blankets, Safety Helmets** (Fire-resistant blankets used to smother flames)
5	**Emergency Exit Signs and Lights** (Illuminated signs and lights)
6	**Fire Sprinkler Systems** (Release water when heat is detected)
7	**Fire Alarm Systems** (to detect fire or smoke)
8	**Fire Safety Hoses** (Flexible hoses used to deliver water or foam to a fire source)
9	**Fire Safety Cabinets** (store fire-fighting equipment such as extinguishers)
10	**Flame Arresters** (Devices designed to prevent the propagation)
11	**Fire Rated Doors and Windows**
12	**Sprinkler Heads** (To release water when heat is detected)
13	**Fire Exit Doors** (Safe exit in the event of a fire, often with self-closing mechanisms)
14	**Fire Hose Cabinets** (Storage units designed to house fire hoses)
15	**Fire Suppression Systems (Gas-Based)** (Systems that release gases like FM-200)
16	**Emergency Evacuation Chairs** (Chairs designed for the safe evacuation
17	**Fire Safety Ropes and Harnesses** (Equipment used for rescue and evacuation)
18	**Thermal Imaging Cameras** (Devices used to detect heat sources)
19	**Fire Door Closers** (Devices that automatically close fire doors to prevent the spread)
20	**Fire Hose Reel Cabinets** (Cabinets specifically designed to house fire hose reels)

No	*Item*
1	**Water Quality Testing Kits** (Kits used to test the safety and purity of water)
2	**Air Quality Monitors** (Devices that measure air pollution and indoor air quality)
3	**Electrical Testing Tools** (Tools used to check electrical circuits and voltage levels)

Item G - Building Materials & Hardware

G1 - General Hardware & Building Materials

No	Item
1	**Cement, Sand, Gravel** (Basic construction materials)
2	**Nails, Screws, Fasteners** (Hardware items used to join materials together)
3	**Paint, Paint Brushes, Rollers** (Materials and tools for coating surfaces)
4	**Wood and Timber** (Various types of wood used in construction)
5	**PVC Pipes, Electrical Wires** (plumbing and electrical wiring for power distribution)
6	**Bricks and Blocks** (for constructing walls and foundations)
7	**Concrete Mixers** (Mix cement, sand, gravel, and water to create concrete)
8	**Steel Bars and Reinforcements** (Steel rods used to reinforce concrete structures)
9	**Insulation Materials** (Used to insulate buildings from heat, sound, and moisture)
10	**Roofing Sheets and Tiles** (Used for covering roofs)
11	**Mortar and Grout** (Mixtures used for setting bricks or tiles and filling joints)
12	**Doors and Windows** (for entry and ventilation)
13	**Flooring Materials** (Materials like tiles, wood, or carpets used to cover floors)
14	**Plaster and Plasterboard** (Materials used for coating walls)
15	**Adhesives and Sealants** (Used for bonding materials)
16	**Ladders and Scaffolding** (Tools and structures used for accessing height)
17	**Hand Tools (Hammers, Saws, Wrenches)** (Essential tools for repair tasks)
18	**Lighting Fixtures** (Electrical devices used for providing light in buildings)
19	**Tiling Tools and Equipment** (Tools designed for laying, cutting, and finishing)
20	**Hardware Storage Systems** (To store tools, nails, screws, and other hardware items)

No	Item
1	**Fiber Glass Sheets, Panels** (Thin, flat panels made of fiberglass used for walls)
2	**Fiber Glass Insulation Material** (used to insulate buildings from heat, col)
3	**Fiber Glass Reinforced Plastic (FRP) Components** (for use in construction)
4	**Fiber Glass Mesh** (Reinforcement of concrete and plaster)
5	**Fiber Glass Cloth** (For composites and insulation)
6	**Fiber Glass Tape** (For Sealing and reinforcing joints)
7	**Fiber Glass Rods** (For fishing poles, and electrical insulation)
8	**Fiber Glass Tubes** (For industrial applications and as structural supports)
9	**Fiber Glass Grating** (Used for flooring, walkways, and platforms)
10	**Fiber Glass Molded Parts** (For use in various applications)
11	**Fiber Glass Sheets, Panels** (Use for walls, roofing, and insulation applications)
12	**Fiber Glass Insulation Material** (Used to insulate buildings from heat and cold)
13	**Fiber Glass Reinforced Plastic (FRP) Components** (Durable plastic components)

No	Item
1	**Glass Panels and Sheets** (Flat glass used for windows, doors, and partitions)
2	**Window Frames and Trims** (Structures to hold and secure glass panes)
3	**Glass Door Hardware (Handles, Locks)** (Used to operate and secure glass doors)
4	**Glass Windows** (Transparent or tinted glass used in windows to allow light)
5	**Sliding Glass Doors** (Doors made from glass that slide open and close)
6	**Tempered Glass** (Glass that has been heat-treated to increase its strength and safety)
7	**Laminated Glass** (For added security and sound insulation)
8	**Double-Glazed Glass** (Providing improved thermal insulation)
9	**Glass Door Panel**
10	**Window Screens** (Mesh screens used in window frames to prevent insects)
11	**Glass Window Tinting Film** (Thin, adhesive films applied to glass windows)
12	**Frosted Glass** (Offering privacy while allowing light transmission)
13	**Glass Balustrades** (Glass panels used as railings or barriers in stairs, balconies)
14	**Glass Sliding Window Systems** (Slide open and closed smoothly)
15	**Windowsills** (Horizontal surfaces beneath windows providing support)
16	**Glass Beads and Reflective Glass** (For aesthetic appeal and light reflection)
17	**Glass-Stained Panels** (Colored glass panels, often used in decorative windows)
18	**Window Hardware (Hinges, Locks, Latches)**
19	**Glass Door Hinges** (Designed to attach and support glass doors)
20	**Glass Window Film (UV Protection)** (Improving energy efficiency)

No	*Item*
1	**Sinks & Wash Basins** (Fixtures for handwashing and cleaning)
2	**Faucets & Taps** (Water control devices for sinks and basins)
3	**Toilets & Water Closets** (Sanitary fixtures for waste disposal)
4	**Urinals** (Wall-mounted sanitary fixtures for public restrooms)
5	**Bidets & Hand Showers** (Fixtures for personal hygiene)
6	**Soap Dispensers** (Wall-mounted or freestanding containers for liquid soap)
7	**Hand Dryers** (Electric devices for drying hands after washing)
8	**Mirrors & Vanity Cabinets** (Reflective surfaces and storage for bathroom essentials)
9	**Towel Racks & Holders** (Fixtures for hanging and storing towels)
10	**Showerheads & Shower Panels** (Water outlets for bathing)

Item H - Automotive Supplies & Maintenance

H1 - Tyres, Tubes & Motor Spare Parts

No	Item
1	Vehicle Tyres and Tubes
2	Vehicle Filters (Oil, Air, Fuel)
3	Brake Pads and Discs
4	Batteries and Chargers
5	Headlights and Taillights
6	Windshield Wipers and Blades
7	Air Conditioning Compressors
8	Seat Belts and Retractors

No	*Item*
1	Engine Parts (Belts, Hoses)
2	Light Bulbs, Wipers, Mirrors
3	Accessories (Seat Covers, Mats)

Item I - Safety & Health Supplies

I1 - Fire Extinguishers & Safety Equipment (Gloves, Boots, Helmets, etc.)

No	*Item*
1	Fire Extinguishers (Variety for Different Fire Types)
2	Safety Gloves, Boots
3	Hard Hats, Helmets
4	First Aid Kits
5	Safety Reflective Vests
6	Fire Blankets
7	Safety Goggles and Face Shields
8	Ear Protection (Earplugs, Earmuffs)
9	Respirators and Dust Masks
10	Fire Hose Reels and Nozzles

No	*Item*
1	Hand Sanitizers, Disinfectants
2	Hand Wash
3	Face Masks, Face Shields
4	Thermometers (Infrared, Digital)
5	Floor Wash
6	Gloves (Disposable, Reusable)
7	Alcohol Wipes
8	Antiseptic Creams and Ointments
9	Hand Towels and Paper Towels
10	Eye Wash Stations and Solutions

Item J - IT & Software

J1 - Computers, Accessories & Spare Parts

No	Item
1	Desktop Computers, Laptops
2	Computer Mice, Keyboards
3	External Hard Drives, Flash Drives
4	Monitor Stands, Docking Stations
5	Printers and Scanners
6	Graphics Cards
7	RAM (Random Access Memory)
8	Motherboards
9	Power Supplies (PSU)
10	Hard Disk Drives (HDD) and Solid-State Drives (SSD)
11	Webcams
12	Headphones, Earphones
13	Speakers
14	Laptop Cooling Pads
15	USB Hubs
16	Surge Protectors

No	*Item*
1	Operating System Licenses (Windows, Linux, etc.)
2	Office Software Suites (MS Office, etc.)
3	Antivirus Software and Licenses
4	CRM and ERP Software Licenses
5	Cloud Storage Software Licenses
6	Graphic Design Software Licenses (Adobe Suite, etc.)
7	Video Editing Software Licenses
8	Accounting Software Licenses (QuickBooks, etc.)
9	Project Management Software Licenses (Trello, Asana, etc.)
10	Database Management Software Licenses (SQL Server, Oracle, etc.)
11	Design and CAD Software Licenses (AutoCAD, etc.)
12	Email Marketing Software Licenses (MailChimp, etc.)
13	Virtualization Software Licenses (VMware, Hyper-V, etc.)

No	*Item*
1	Network Routers, Switches
2	Servers, Storage Devices
3	RAM, Processors
4	Network Cables, Ethernet Cords

No	*Item*
1	Web Hosting Services
2	Domain Registration
3	Cloud Storage Services
4	VPN Services
5	Backup Solutions

No	*Item*
1	Cloud storage solutions (Google Drive, OneDrive, AWS)
2	IT security services (firewall, anti-virus solutions)
3	Data recovery & backup services

Item K- Sports & Event Supplies

K1 - Sport/Gym Equipment & Sports Gear

No	Item
1	Gym Equipment and Weights
2	Sports Gear
3	Exercise Mats and Accessories

K2 - Medals, Plaques, Gold Medals, Scrolls & Certificates

No	*Item*
1	Custom-made Medals and Trophies
2	Plaques, Certificates, Diplomas
3	Award Scrolls

No	*Item*
1	**Branded Pens** (ballpoint, gel, stylus pens)
2	**Branded Notebooks** (hardcover, softcover, spiral-bound)
3	**T-Shirts with IBSL Logo** (variety of sizes and colors)
4	**Caps** (baseball caps, beanies, snapbacks with IBSL branding)
5	**Mugs with IBSL Logo** (ceramic, travel mugs)
6	**Tote Bags** (reusable, eco-friendly with IBSL logo)
7	**Water Bottles** (stainless steel, plastic with IBSL logo)
8	**Umbrellas** (branded with IBSL logo)
9	**Desk Organizers** (branded with IBSL logo)
10	**Mouse Pads** (branded with IBSL logo)
11	**Planners/Agendas** (with IBSL logo, for organization)
12	**Magnets** (with IBSL branding for refrigerators)
13	**Banners** (for IBSL events, customizable for different occasions)
14	**Wall Clocks** (with IBSL logo)
15	**Custom Stickers** (for laptops, notebooks, or cars with IBSL branding)
16	**Laptop Sleeves** (branded with IBSL logo)
17	**Corporate Bags** (briefcases, backpacks with IBSL branding)
18	**Posters** (promotional event posters with IBSL branding)
19	**Event Souvenir Bags** (goodie bags with IBSL promotional items)
20	**Flex Banners** (large, colourful banners with IBSL logo for events)
21	**Flags** (customized flags with IBSL logo for outdoor and indoor events)
22	**Wall Decals** (adhesive, removable IBSL branding for office walls)
23	**Flyers** (event flyers with IBSL logo and event details)
24	**Pencil Cases** (with IBSL logo, for students and staff)
25	**Silicone Wristbands** (with IBSL branding)
26	**Desk Lamps** (compact, branded with IBSL logo)
27	**Graduation Caps & Gowns** (customized with IBSL branding for events)

No	Item
1	**Event Backdrops** (customized with IBSL logo and event theme)
2	**Banners** (large fabric or vinyl banners with IBSL branding for event display)
3	**Floral Arrangements for Event Décor** (fresh or artificial flowers)
4	**Video Walls** (LED screens for event presentations and visuals)
5	**Speakers** (high-quality audio systems for sound delivery during events)
6	**Stage Lighting** (LED, floodlights, and spotlights to highlight stage and speakers)
7	**Uplighting** (decorative lighting for walls, ceilings, and event spaces)
8	**Table Centrepieces** (floral arrangements or decorative items for banquet
9	**Red Carpets** (for VIP entrances, branded with IBSL logos)
10	**Backdrop Curtains** (fabric drapes to create professional and clean event spaces)
11	**Flags & Flagpoles** (customized IBSL flags for outdoor events or venue entrances)
12	**Podiums** (branded podiums for speeches or presentations during events)
13	**LED Video Screens** (for displaying event programs, schedules, and sponsor logos)
14	**Sound Mixing Consoles** (used for sound control in larger events or conferences)
15	**Wireless Headsets** (for event coordinators and speakers)
16	**Tents & Gazebos** (customized event tents for outdoor events)
17	**Pop-Up Displays** (easy-to-assemble displays)
18	**Sound Baffles and Acoustic Panels** (for controlling sound in large venues)
19	**Stage Design & Decoration** (customized set designs to match the event theme)
20	**Photo Booths** (with branded props and backdrops for attendee photos)

SERVICES

L - Equipment Repair & Maintenance

- *L1 - Office Equipment Repairs* (Repairs for photocopiers, shredders, projectors)
- *L2 - Electrical Appliance Repairs* (Maintenance for refrigerators, air conditioners, CCTV)
- *L3 - Printer & Scanner Repairs* (Servicing of printers, scanners, and copiers)
- *L4 - Computer Hardware Maintenance & Repairs* (Laptop, desktop, and server maintenance)
- *L5 - IT System Maintenance & Website Maintenance* (Software updates, bug fixes, security patches)
- *L6 - Learning Management System (LMS) Services* (E-learning platform setup, troubleshooting, content updates)

M - Building & Infrastructure Maintenance

- *M1 - Building Repairs, Plumbing, Painting, Grill & Welding Works* (Wall repairs, pipe fittings, metalwork)
- *M2 - House Wiring & Electrical System Maintenance* (Rewiring, circuit board repairs, power distribution fixes)
- *M3 - Elevator, AC & Mechanical Ventilation System Repairs* (Lift servicing, air conditioning repairs, exhaust fan maintenance)
- *M4 - Fire Detection & Protection System Repairs* (Smoke detectors, fire extinguishers, alarm systems)
- *M5 - Generator Repairs & Maintenance* (Fuel system checks, battery replacements, control panel testing)
- *M6 - CCTV, PABX & Data Network System Repairs* (Surveillance camera repairs, telephone system fixes, internet cabling)

N - Cleaning & Janitorial Services

- *N1 - Janitorial & Cleaning Services* (Office cleaning, floor polishing, glass cleaning)
- *N2 - Laundry Services* (Curtains, tablecloths, uniforms washing and pressing)
- *N3 - Sanitary Bin Service* (Feminine hygiene disposal, periodic bin replacements, eco-friendly disposal)
- *N4 - Pest Control & Insect Control Services* (Rodent control, fumigation, mosquito repellent treatments)
- *N5 - Waste Management & Recycling Services* (Paper shredding, electronic waste disposal, waste separation bins)

O - Event Management & Advertising

- *O1 - Advertising, Designing, Artwork & Related Services* (Posters, banners, promotional campaigns)
- *O2 - Photography, Videography & Creative Production Services* (Corporate photography, video editing, documentary production)
- *O3 - Event Management & Convocation Services* (Stage setup, guest coordination, event logistics)
- *O4 - Printing & Binding of Library Books & Magazines* (Hardcover binding, journal printing, periodical publication)

P - Transportation & Courier Services

- *P1 - Courier & Delivery Services* (Document delivery, parcel transport, bulk shipments)
- *P2 - Hiring & Leasing of Motor Vehicles* (Car rentals, chauffeur services, short-term leasing)
- *P3 - IBSL Vehicle Maintenance & Repair Services* (Oil changes, tire replacements, vehicle servicing)

Q - Labour & Security Services

- *Q1 - Labour Contracts* (Carpentry, masonry, painting services)
- *Q2 - Security Services* (On-site guards, CCTV monitoring, night patrol services)

R - Catering & Refreshments

- *R1 - Catering & Canteen Services* (Buffet catering, office canteen meals, tea break snacks)
- *R2 - Tea Service* (Tea and coffee preparation, serving, and refilling)
- *R3 - Drinking Water Supply & Water Dispensers* (Bottled water delivery, dispenser rental, filter maintenance)

S - Translation & Certification Services

- *S1 - Translation Services* (Sinhala-English, Tamil-English, document translation)
- *S2 - Security Certificates* (Background verification, document authentication, staff ID issuance and Print Security Certificates)

WORKS/CONTRACTS

T - Building Construction & Road Works

- *T1 - Construction of Buildings, Road Works & Landscaping* (New building construction, road paving, exterior development)
- *T2 - Rehabilitation of Roads & Tree Cutting* (Road resurfacing, tree removal for safety, sidewalk repairs)
- *T3 - Landscaping & Outdoor Maintenance* (Garden maintenance, tree pruning, outdoor decorations)

U - Plumbing & Mechanical Works

- *U1 - Plumbing System Repairs & Improvements* (Pipe repairs, leak detection, drainage system upgrades)
- *U2 - Chemical Treatment System Maintenance* (Water purification, industrial chemical treatment, boiler maintenance)

V - Electrical & Energy Systems

- *V1 - Electrical & Other Equipment Maintenance* (Wiring repairs, circuit breaker servicing, energy efficiency upgrades)
- *V2 - PA (Public Address) System Repairs & Improvements* (Speaker system maintenance, microphone repairs, sound system upgrades)

W - Multimedia & Sound Systems

- *W1 - Sound & Multimedia System Maintenance* (Audio-visual troubleshooting, sound system balancing, LED screen servicing)
- *W2 - Audio-Visual Equipment Rental & Setup* (Projector and screen rentals, event sound setup, lighting installation)

X - Subscription & Learning Services

- *X1 - Subscription-Based Software & Digital Services* (Enterprise software licensing, cloud storage solutions, cybersecurity software)
- *X2 - Subscription Management Services* (Account renewals, license tracking, payment processing)
- *X3 - Digital & Learning Resources* (E-learning platform subscriptions, online library access, digital certification services)

Y - Custom Tailoring & Branding

- *Y1 - Tailoring of Uniforms & Cloaks* (Academic cloaks, staff uniforms, formal suits)
- *Y2 - Name Boards, Signal Boards & Engraving* (Directional signboards, safety labels, office branding)
- *Y3 - Uniforms & Safety Workwear* (IBSL staff uniforms, safety gear including gloves and vests, protective footwear)

Z - Miscellaneous

- *Z1 - IBSL Promotional Events & Services* (Marketing campaigns, brand awareness events, giveaways)
- *Z2 - Other Miscellaneous Works & Contracts* (General maintenance, special projects, one-time service contracts)