

**STATE TIMBER CORPORATION**  
**CONDITIONS APPLICABLE TO PERSONS/ORGANISATIONS WHO APPLY FOR  
 REGISTRATION FOR THE SUPPLY OF GOODS, WORKS & SERVICES TO  
 STATE TIMBER CORPORATION FOR THE YEAR 2023**

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Original of this document duly perfected to be returned with the application.

1. The Registered Suppliers submitting quotations may be present at the time of opening the quotations. Bid opening date and time 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 State Timber Corporation.
3. Supplies below the stipulated standard/specifications shall be returned to in full or part thereof at the State Timber Corporation 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 State Timber Corporation shall be fully executed within 14 days from the date of the order for the delivery to be treated as completed.
5. The State Timber Corporation 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 in duplicate by the supplier if so requested by the State Timber Corporation.
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.
01. Prices shall be quoted in figures and repeated in words against the appropriate item.
02. All alterations, cancellation or erasures in the quotation must duly authenticated by the supplier, who signs the quotation form.
- 12 All quotations shall be sent with duplicate and 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 State Timber Corporation.

- 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, Procurement Committee, State Timber Corporation, No: 82, Rajamalwatte Road, Battaramulla. Un-marked quotations will not be opened at the time of opening and will not be considered for evaluation
- 17 The State Timber Corporation 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 State Timber Corporation 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 State Timber Corporation. But at the discretion of the State Timber Corporation 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 State Timber Corporation and subsequently found to be below the required quality/Standard shall be recovered by the supplier at his own expense within a period of 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 effected 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 State Timber Corporation 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 State Timber Corporation 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 State Timber Corporation to the last address given by the Supplier.
- 26 The State Timber Corporation has the power to cancel the Registration of any Supplier without assigning any reasons thereof.

- 27 Supplier should indicate VAT registration number. If any supplier is not registered for VAT, He should obtain a letter from commissioner General of Inland Revenue Department, Stating that the company has not been registered for VAT and a copy of same should be attached to the completed Registration form.
- 28 CIDA registration is mandatory for contractors applying for construction work and must meet the criteria and conditions applied for by the company when bidding.
- 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 (Purchasing & Shipping)**  
**STATE TIMBER CORPORATION**

**Sgd.**  
**Chairman,**  
**STATE TIMBER CORPORATION**

Manager (Purchasing & Shipping)  
 State Timber Corporation,  
 Rajamalwatta Road,  
 Battaramulla.

I/We the undersigned have read and understood all foregoing conditions pertaining to the supply of goods, works & services to the State Timber Corporation and while agreeing to abide by same, place my /our signatures a hereto

.....  
 Signature of applicant

Name of the Applicant: - .....

Date : - .....

**State Timber Corporation**  
**Application for Registration of Suppliers for the year – 2023**

This form duly perfected should be forwarded to Manager (Purchasing & Shipping), State Timber Corporation, No. 82, Rajamalwatte Road, Battaramulla to reach him on or before 17.11.2022.

01. Name of Supplier/Firm : .....
02. Contact Details:
- Postal Address : .....
  - Telephone No : .....
  - Mobile No : .....
  - WhatsApp No. : .....
  - Fax No : .....
  - E-mail Address : .....
03. Business Registration No & Date : .....  
(Copy to be attached)
04. VAT No & VAT paid in 2021/2022 : .....
05. Supplier's Banking Details:
- Account Number :- .....
  - Bank & Branch : - .....
06. If the applicant is a citizen by : .....  
Registratin, given Registration No.
07. CIDA Registration No. & Date : .....  
(Copy to be attached)
08. Name/s of Proprietors/ Partners/ : .....  
Directors .....

09. Maximum term that can be provided on credit basis.....

10. Indicate in X the category/categories to be registered in the following chart.

(Select the Category numbers and sub category letter correctly by referring the advertisement on 13.10.2022 on Dinamina and Daily news newspapers)

1	a	b	c							14	a	b				25	a	b	c	d		38	a	b	c				
2	a	b	c	d	e	f	g			15	a					26	a	b	c			39							
3	a	b	c	d	e	f	g	h	i	16						27	a					40							
4	a									17						28						41	a	b	c	d	e	f	
5	a	b	c							18						29	a	b					g	h	i				
6	a	b								19	a	b	c	d	e	30	a	b	c			42	a	b	c	d	e	f	
7	a	b	c								f	g	h	i	j	31	a	b	c			43							
8	a	b									k	l	m			32						44							
9	a									20						33	a					45							
10	a	b	c							21						34	a	b				46							
11	a	b								22						35						47							
12	a	b	c							23						36	a												
13	a									24						37	a												

11.

Category No. / Nos.	
Receipt No. / Cheque No.	
Receipt / Cheque Date.	

12. Details of fees paid to the bank

- Total amount paid: .....
- Bank and Branch Name: .....
- Cheque Number and Date: .....

I/We on behalf of the person indicated at section 01 above certify that foregoing information is true and correct and agree to abide by terms and conditions and instructions given in the original copy of the document which is returned duly perfected.

Name of Signatory : .....

Signature of authorized officer : .....

Date : .....

Name of Supplier / Firm : .....