



HDFC BANK OF SRI LANKA

REGISTRATION OF SUPPLIERS CONTRACTORS AND CONSULTANTS – 2024

Applications are invited from reputed manufactures/suppliers or their accredited agent, authorized dealers, contractors and other business establishments and consultants who intend to register with the HDFC Bank to supply the undermentioned goods and services during the year 2024.

01. Supply of Goods

Category	Type of Category	Description of Category			
G01	Furniture	1.1 Wooden Furniture	1.2 Steel Furniture	1.3 Office & other types of Furniture	
G02	Machines	1.1 Cash Counting	1.2 Finger Printer	1.3 Fax	1.4 Photocopier
		1.5 Franking	1.6 Black Light System	1.7 Palmtop Machines	1.8 Any other types of office machinery
G03	Plant & Machinery	1.1 Generator	1.2 Air Conditioners	1.3 Any other types of office machinery	
G04	Office Equipment	1.1 Cash safes	1.2 Pawning Safes	1.3 Fire Proof Cabinets	1.4 Denis Meters
		1.5 Pawning Scale	1.6 Shredders	1.7 Palmtop devices	
		1.8 Any other types of office machinery			
G05	Teller Machines	1.1 ATM	1.2 CDM	1.3 CRM	
G06	Computers	1.1 PCs	1.2 Laptops	1.3 Note Books	1.4 iPad
		1.5 Tabs			
G07	Computer peripherals	1.1 UPS	1.2 Printers	1.3 Scanners	1.4 Cartridges/Toners, /Ribbons
		1.5 Other Computer/Data center equipment & accessories			
G08	Network Components	1.1 UTP cables	1.2 Cable connectors	1.3 Routers	1.4 Patch Panels
		1.5 Switches	1.6 SDWAN System		
G09	IT Systems / services	1.1 Software Systems	1.2 Hardware Systems	1.3 IT Services	1.4 Cloud Services
G10	Information Security	1.1 Firewalls	1.2 Intrusion Prevention Systems	1.3 IP Surveillance	1.4 Virus Guard
		1.5 Anti-Spam	1.6 Content Filtering	1.7 Information Security Services	1.8 Host Security Modules (HSM)
		1.9 Data Leakage Prevention System.	1.10 Assets Discovery Systems	10.11 Log Analysis Systems.	10.12 Data Centre Designing & implementation
		10.13 Privilege Access Management			
G11	Communication system, Equipment & Accessories.	1.1 Telephones, Mobile Phones	1.2 PABX systems	1.3 Other devices and accessories	
G12	Vehicle Requirements and Spare Parts	1.1 Tires & Tubes	1.2 Batteries	1.3 Spare Parts	
G13	Sign Boards	1.1 Digital Display Boards	1.2 Name Boards	1.3 Product boards	1.4 Hoardings
		1.5 Illuminated Boards & Neon Signs Boards	1.6 Monopole and Pylon	1.7 Branch Branding	1.8 Banners/Pennant, Bill Boards
G14	Gifts & Business Promotional Items	1.1 Soft Toys	1.2 Tills	1.3 Umbrella & Raincoats	1.4 Stationery Packs
		1.5 Bicycles	1.6 T Shirts & Caps	1.7 Lunch Bags/Travelling Bags/school bags	1.8 Plaques
		1.9 Mugs	1.10 Key Tags/Pens	1.11 Any other types of Gifts & Business Promotional Items	
G15	Safety & Security Systems	1.1 CCTV Camera	1.2 Network Video Recording	1.3 Digital Video Recording	1.4 Fire Extinguishers
		1.5 Fire Alarm System	1.6 Access Security System	1.7 Fire Fighting Accessories and allied products.	
G16	General Stationery	1.1 Computer Sheets [01 ply/02 ply/03 ply]	1.2 NCR forms	1.3 Back Light System Stickers	1.4 Overlay Stickers
		1.5 Thermal Paper Roles	1.6 ATM Paper Rolls	1.7 Photocopy Papers	1.10 Calculators
		1.11 Polythene Covers			
G17	Sanitary Items	1.12 Any other type of stationeries			

02. PRINTING

Category	Type of Category	Description of Category			
P01	General Printing	1.1 Calendars	1.2 Annual Reports/ Periodical Magazines	1.3 Standard Forms/ Registers	1.4 Letter Heads
		1.5 Posters, Flex Banners Printing	1.6 Corrugated Board printing	1.7 Screen Printing/Digital Printing/Offset Printing	1.8 Pay Advices
		1.9 Envelope Printing	1.10 Staff ID	1.11 Hand Bills, Leaflets, Visiting Cards, Greeting Cards, Invitation Cards	1.12 Passbook covers
		1.13 ATM Card covers	1.14 Any other types of printing		
P02	Security Printing	1.1 Pressure seal Letters	1.2 Out Source Letters	1.3 FD Certificates	1.4 Savings Passbooks
		1.5 ATM Cards	1.6 Pin Mailers	1.7 Any other security printing	

03. SERVICES

Category	Type of Category	Description of Category			
S01	Advertising & promotions	1.1 Electronic & Printed Media	1.2 Producing TV Commercial	1.3 Graphic Designing, animation, Artwork etc.,	1.4 Media outreach
		1.5 Electronic & Print Media/Digital	1.6 Content creation [Audio Video,	1.7 Social Media Marketing/Online	

		Media/Audio & Video productions	print/Graphic Designing/Advertisement placement/ Press Release	Marketing/Email marketing/Radio Advertising	
S02	Outsourced Service	1.1 Supply Manpower	1.2 Security Services	1.3 Cleaning Services	1.4 Pest Control Services
		1.5 Sanitary Bins	1.6 Waste Paper Collectors	1.7 Debt Collectors	1.8 Courier Service
		1.9 Any other type of outsourced services			

04. CONTRACTS

Category	Type of Category	Description of Category			
C01	Civil & Interior Work	1.1 Building Construction – up to Rs. 500,000.00	1.2 Building Construction – above Rs. 500,000.00	1.3 Interior/exterior Fabrication	1.4 Water supply & Sewerage, Plumbing & Drainage
		1.5 Landscaping			
C02	Wiring Work	1.1 Electrical/Data/Telecommunication System Installation/wiring			

05. CONSULTANCY SERVICES

Category	Type of Category	Description of Category			
CS01	Consultancy	1.1 Civil & Structural Engineering	1.2 Architectural Engineering	1.3 Interior/exterior Designing	1.4 Website Development
		1.5 Project Management Services	1.6 TV/Radio Broadcasting Services	1.7 IT related consultancy	1.8 HR related Consultancy
		1.9 Finance related consultancy	1.10 Procurement related consultancy	1.11 Electrical Engineering	

06. SERVICES & MAINTENANCE

Category	Type of Category	Description of Category			
R01	Motor Vehicles	1.1 Mechanical Repairs	1.2 Electrical Repairs	1.3 Tinkering/Spray Painting	1.4 Vehicle Maintenance & Services
		1.5 AC repairs	1.6 Regular Vehicle Service		
R02	Generators				
R03	UPS				
R04	Laser Printers				
R05	Dot Matrix printers				
R06	Air Conditioners				
R07	Fire Extinguishers				
R08	Photocopy Machines				
R09	Electrical Wiring, Network Wiring and Maintenance	1.1 Repair works			
R10	Premises Sanitizing				
R11	General Maintenance				
R12	Any other services & repairs				

TERMS & CONDITIONS OF THE REGISTRATION

- Quotations will generally be called from the registered suppliers/authorized dealers and manufacturers/contractors. The HDFC Bank, however, reserves itself the right to invite quotations from non-registered suppliers/authorized dealers and manufacturers/contractors/consultants.
- All the suppliers who wish to register with the Bank, shall also register in the government e-procurement platform [www.promise.lk]
- The HDFC Bank reserves itself the right to reject any application received for registration whose credentials upon evaluation are found to be unsatisfactory.
- Suppliers/authorized dealers and manufacturers/contractors/ consultants who are already registered with the Bank for year 2023 shall re-apply for the registration for the year 2024.
- Except Consultancy services applicants must have a Business Registration and certified copy of the same to be annexed.
- Contractors/Suppliers those who wish to apply for sub category 1.1 of main category C 01 "Civil & Interior Works", registration with ICTAD or NCASL is not mandatory. However, those who wish to apply for sub categories 1.2 – 1.6 of same main category should submit a valid ICTAD or NCASL registration and should complete the Annexures A, B and C.
- Only the firms registered with the Provincial Council/Divisional Secretariat and approved by the Ministry of Defense for providing Security Services will be eligible to get registered for the supply of 'Security Personnel'.
- Copies of the required documents mentioned in the "Application Form" should be submitted along with the duly filled application form.
- All the applications which do not contain the necessary supporting documents and reach after the deadline will be rejected.
- Names of those who fail to quote promptly for consecutive three (3) occasions when required or fail to deliver goods and services on time or who supply substandard goods, services, repairs and maintenance will be expunged from the "Supplier Registration".
- A member of staff or spouses and children of employees of the Bank are applicants or Proprietors/Partners/Directors of Applicant Companies such applicants are not eligible for Registration.

SUBMISSION OF APPLICATIONS

- Application will be issued from **16th October 2023 till 15th November 2023** at HDFC Head Office and at HDFC other branches. Also it could be obtained from the HDFC Bank website by visiting <https://www.hdfc.lk/tenders>.
- Non-refundable deposit of **Rs. Rs.2,500/- per each category** can be paid to HDFC Head Office or to HDFC other branches to Account Code No. **4200100022** [Deposit Slip: Account Holder- HDFC Bank, Purpose – Supplier Registration 2024]
- Duly completed application/s with the copy of the deposit slip and relevant documents should be forwarded under **Registered Post or Drop into the "Supplier Registration Collection Box"** at Ground Floor, Mail Division, HDFC Bank, P O Box 2085, Sir Chittampalam A Gardiner Mawatha, Colombo 02 on or before 17th November 2023.
- If the deposit slips not attached with the documents, application will be rejected.
- The words '**Registration of Suppliers – 2024**' and the "**Main Category**" & "**Sub Category**" should be clearly marked on the top left-hand corner of the envelope.

For any further clarification, please contact – 01122356832 – Manager – Administration

Manager - Administration
HDFC Bank
P O Box 2085,
Sir Chittampalam A Gardiner Mawatha,
Colombo 02

