



## **GENERAL INSTRUCTIONS, TERMS & CONDITIONS FOR REGISTRATION OF SUPPLIERS / CONTRACTORS FOR THE YEAR 2024**

### **PART I**

1. Applicants are requested to furnish accurate and up-to date information. If any information given is found to be inaccurate or obsolete or any vital information is found withheld, the applicant will be disqualified for registration or registration may be suspended at the discretion of Sri Lanka Cricket (SLC). An incomplete or illegible applications will also be rejected.
2. Supporting documents should be attached to the application. Such documents should be serially numbered. The total number of pages should be indicated on the top right-hand corner of the main application.
3. Documents required for registration as a supplier or Contractor of SLC - When venturing into do business with SLC, the credibility and the legal standing of the Company requires to be verified. As such, Institutions which intend to be registered as a Supplier/Contractor of SLC for the year under reference shall provide following documents together with the application and such other documents as applicable.

#### **A. Institutions Incorporated In Sri Lanka**

##### **a) Limited Liability Company**

- (i) Certified copy of the Certificate of incorporation
- (ii) Certified copy of Memorandum / Articles of Association
- (iii) Certified copy of List of Directors (Form 1/Form 20/Form 48) and List of Shareholders (Form 15)
- (iv) Full Name, Private Address and certified copies of National Identity Card / Passport of all Directors
- (v) Address of the registered office or of any changes therein (Form 13 / Form 36)
- (vi) Audited Financial Statements or Bank Statements of past one year (should be within the period of 3 years from the present date).
- (vii) Tax Payer Identification Certificate (Tax Reg No, Tax Payer ID)
- (viii) Bank Details ( A/C Name, A/C No, Bank Name, Branch No)

##### **b) Partnership**

- (i) Copy of the Business Registration
- (ii) Full Name, Private Address and certified copies of National Identity Card / Passport of all partners
- (iii) Audited Financial Statements or Bank Statements of past one year (should be within the period of 3 years from the present date).
- (iv) Bank Details ( A/C Name, A/C No, Bank Name, Branch No)

- c) Proprietorship
  - (i) Certified Copy of the Business Registration
  - (ii) Full Name, Private Address and certified copy of National Identity Card / Passport of the Proprietor
  - (iii) Audited financial statements or Bank Statements of past one year. (Should be within the period of 3 years from the present date).

**B. Companies incorporated outside Sri Lanka**

- (i) The relevant incorporation documents
- (ii) Company details (such as laws under which they are registered, principal place of business etc.)
- (iii) Full Name, Private Address, Contact details & certified copies of Passport of all Directors.
- (iv) Company profile
- (iv) Audited financial statements for past one year (Should be within the period of 3 years from the present date).
- (v) Details of the Local Representative/Agent (if any).
- (vi) Bank Details ( A/C Name, A/C No, Bank Name, Branch No)

***Note: Once registered, any changes in the aforesaid information must be immediately informed to the Administration Department of SLC.***

4. Signing of Application/ Contract/Agreement.

In order to fulfill the legal requirements, the signatory should be properly authorized by the company/institution to sign on behalf of the company/ institution. Authorization documents regarding the Signatory should be forwarded to SLC together with the application.

Authorized signatory in relation to different company categories are as below.

- A. Limited Liability Company -** should be signed either by following persons on the respective Company rubber Stamps attesting the Company embossed seal placed on the document.
  - i. Two Directors; or
  - ii. A Director and the Company Secretary; or
  - iii. Authorized Signatory [Board Resolution shall be produced nominating an authorized signatory to sign on behalf of the principal (Company)]
- B. Partnership –** should be signed by;
  - i. All partners of the Partnership on Rubber Stamp; or
  - ii. Authorized Signatory [Written authorization acceptable to SLC should be given by all the partners nominating an authorized signatory to sign on behalf of the Partnership.
- C. Proprietorship -** should be signed by;
  - i. The Proprietor on the Company Rubber Stamp with the National Identity Card Number; or

- ii. Authorized Signatory (Written authorization acceptable to SLC should be given by the proprietor nominating an authorized signatory to sign on his/her behalf

5. In addition to the aforementioned, following documents should be submitted subject to the applicability.

- In the case of a supplier or his principal is not the manufacturer, the manufacturer should issue a letter of authority to the effect that the supplier or his principal is an authorized dealer or distributor.
- A letter to certify the Bank Account. (Bankers recommendation and the continuation of the relevant Current Account).
- Contractors who are applying for the Civil Engineering Constructions relevant for the category should forward a copy of the certificate which indicate the category they have registered in previous year (2022/23) at the Construction Industry Development Authority. (CIDA)
- Organizations who are applying for the Category of supply of Food & Beverages should forward the Licensed/Certificates issued by the PHI Officer of the relevant Local Government Authority.
- **Copy of the Deposit Slip (Depositor's Slip) which was used to make the relevant Category Charge Payment should be attached to the Application.**

6. **Paying of the Category Charges**

- Rs. 6,000/-+ applicable taxes will be charged from the Local Suppliers for each category.
- US \$ 20 will be charged from the Foreign Suppliers (in the case of unavailability of a Local Agent) for each Category.
- The payments for the Registration of Local Suppliers for the year 2024 could paid to the Accountant at Sri Lanka Cricket, No.35, Maitland Place, Colombo 7 with written Company request by cash or by way of a pay order/bank draft issued in favour of "Sri Lanka Cricket" or direct payment to the **Bank of Ceylon A/C No. 8353087, Torrington Branch**. The cash deposit slip should be attached to the application form. The pay order/Bank draft should be valid at least for 90 days. Money orders will not be accepted.
- The payment also can be transferred by **online** to the Sri Lanka Cricket to the above A/C No. and for verification purpose a clear image of the screen shot should be attached to the application form.
- Foreign Suppliers should use the Swift Code to credit the payments to the Bank of Ceylon instead of above.
  - SWIFT No- "BCEYLK LX"
  - Branch Code - 453
  - Account No - 70898804

- The Cash deposit Slip which utilized for the payments with the category charges should be forwarded together with the application. (As a certification to the payments made over the category charges)
  - Both Local and Foreign Suppliers should complete the payments over the category charges during the period from 15<sup>th</sup> Oct. 2023 to 30<sup>th</sup> Nov. 2023 Sri Lanka Cricket will not be responsible for the payments made after 30<sup>th</sup> Nov. 2023 and not be considered for registration.
7. Duly completed application forms together with all the necessary documents and covering letter should be sent by registered post to reach the following not later than 30<sup>th</sup> November 2023.

Head of Administration  
Sri Lanka Cricket  
35, Maitland Place,  
Colombo 7

- The top left-hand corner of the envelope containing the application in respect of Local Suppliers should be marked as “REGISTRATION OF SUPPLIERS – 2024 (Local)” and Foreign Suppliers and or their Local Agents should mark as “REGISTRATION OF SUPPLIERS – 2024 (Foreign)”.
8. Further inquiries in respect of the Registration of Suppliers 2024 can be made to the following Office; Administration Dept. via Telephone Nos. 011-2691439
9. Supplier should agree to maintain stock from the category registered with SLC in order be in compliance with the purchasing requirements of SLC and upon its registration with SLC, Supplier/Contractor shall agree to offer one month Interest free credit Facility and or period for the purchases made and services obtained. Credit facility shall commence from the date of delivery of the goods and or services to SLC.
10. Quotations will be generally called from registered suppliers under respective category. However, the SLC reserves the right to call quotations from short-listed suppliers or from any other suppliers if it is deemed necessary.
11. The list of registered suppliers/contractors for the year 2023 will become null and void and or inoperative after issuing the list of registered suppliers for the year 2024.
12. Authority to take final decision over the Registration of any suppliers for the year 2024 is exclusively vested with SLC.

## PART II

1. All suppliers should attach details of items being registered for supply or service including complete specifications and technical literature where applicable with registration form.
2. All suppliers should provide their lowest best prices, separately indicating any taxes applicable and also the period of validity of prices.

3. SLC will select suppliers based on product quality, reliability, price etc. which may include but not limited to, the efficiency and reputation of organization, after sales service etc.
4. SLC may at its discretion select and enter into long term service contracts with the suppliers who are registered whose terms and benefits offered are attractive.

### PART III – Ordering, Deliver and Payment

*The General procedure adopted by SLC for ordering, delivery and the documentation for payment would be as follows:*

1. Administration department would obtain quotations where necessary from registered suppliers. The relevant committee and /or head of department would decide on suppliers based on commercial considerations etc.
2. Administration department would then raise a purchase order and hand over original and the yellow copy to the supplier, with a suitable endorsement authorizing delivery.
3. The supplier should deliver goods in terms of the official order to the originator of the purchase order. A GRN would be issued where applicable.
4. An invoice should be provided with the yellow copy (purchase order no) by the supplier when handing over stocks, which would be dispatched promptly with the pink copy of the purchase order to SLC Administration Department.
5. Upon receipt of the suppliers invoice, SLC Administration Department will forward the necessary documents to the relevant Department to obtain acknowledgement of the receipt of goods/services.
6. SLC Finance division will proceed with arranging payments within the 30 days Credit period and will make the payments to the supplier once a month. All payments will be made by way of cheque/s drawn in favor of the supplier and crossed as “Account Payee Only”.

### PART IV – General Conditions

1. Purchase orders placed unless otherwise stipulated by SLC shall be supplied in full within 14 days from the date of the order to the stores. If a part delivery of the ordered quantity is made the balance must be supplied within the 14 days.
2. The supplier shall agree to furnish samples, if requested by SLC prior to placing the order.
3. All items delivered and subsequently found to be defective, below the required quality and or standard, will be returned to the supplier and the respective order will be cancelled at the discretion of SLC.

4. SLC reserves the right to refuse the acceptance of any item or cancel an order without assigning any reason.
5. The failure to supply orders on the agreed delivery date, to meet the required quality standards and or quantity needed may result in automatic rejection of goods and or services and Registration of supplier being cancelled without any compensation.
6. All items supplied shall be of the required quality and standard conforming to specifications declared at the registration and/or subsequent samples approved before ordering.
7. The prices of any items quoted should remain in force without any variation for a period of not less than 30 days from the date of quotation.
8. All quotations should be numbered, dated and addressed to:  
Administration Manager,  
Sri Lanka Cricket,  
# 35, Maitland Place,  
Colombo 07.
9. SLC has the right to reject any quotation in part or full, and the right to accept any portion of the quantity stated in the quotation at the same price.
10. All communications made in writing shall be deemed to be sufficiently served when sent by post or faxed by SLC to the address given by the supplier on its registration form.
11. SLC shall has the power to cancel and or suspend the registration of any supplier without assigning any reason in the event of a violation of any terms herein mentioned and or violation of any conditions of the order and or Supplier/Contractor brings disrepute to Sri Lanka Cricket.
12. Suppliers in which employees of SLC or their family members are Proprietors, Partners or Directors are not eligible to be registered as a Supplier / Contractor of SLC.
13. Suppliers are required to strictly adhere to the conditions stipulated herein. The decision of the Executive Committee of SLC shall be final with regard to any matter lying outside the scope of these conditions.

**Aruna de Silva**  
**Head of Administration**  
**Sri Lanka Cricket**

**Asantha Dassanayake**  
**Manager Administration**  
**Sri Lanka Cricket**