



REGISTRATION OF SUPPLIERS FOR THE YEAR 2025 CEYLON PETROLEUM STORAGE TERMINALS LIMITED

TERMS & CONDITIONS

1. Applications are invited from Reputed Suppliers, Local Agents, Manufactures, Dealers, Business Organizations and Service providers who wish to register themselves with Ceylon Petroleum Storage Terminals Ltd (CPSTL) for the below listed provision of goods and services for the year 2025.
 - 1 Material Suppliers / General Hardware
 - 2 Local and Imported Timber, Boards, Laminations, and Carpentry Fittings...
 - 3 Building Materials
 - 4 Electrical Items & Accessories
 - 5 Consumables
 - 6 Fire & Safety Equipment Items & Accessories
 - 7 Manufacturing, Fabricating Fiber / Plastic/ Perspex Items & Rubber Parts
 - 8 Welfare Items & Safety Wears
 - 9 Office Equipment and Office Furniture
 - 10 Stationery (Computer and Office)
 - 11 Motor Vehicle Spare Parts
 - 12 Engineering Equipment
 - 13 Electronic Equipment
 - 14 Laboratory Equipment, Medical Equipment, Chemicals & Pharmaceutical items.
 - 15 Printing
 - 16 Light Machinery & General Purpose Tools, Communication Equipment Workshop Tools (Mechanical, Civil, Electrical)
 - 17 Services
 - 18 Other Service
 - 19 Miscellaneous (Please specify)
2. The Supplier Registration documents are available for download free of charge from the CPSTL web-site www.cpstl.lk during the period up to **20th January 2025** A nonrefundable registration fee of **Rs. 1000/=** will be charged against each main Category. If the applicant wishes to register more than one category, his choices shall be marked in the same application by paying **Rs. 1000/=** per each additional category.

Payment for the registration could be deposited to the **Cashier, Ceylon Petroleum Storage Terminals Limited (CPSTL), New Building, 01st Floor, Oil Installation, Kolonnawa, Wellampitiya. Alternatively supplier could arrange the payment** directly to the CPSTL bank account given below.

Ceylon Petroleum Storage Terminals Limited
A/C No.004 1001 90208672 (Swift Code: PSBKLKLX, Bank Code: 7135, Branch Code: 004)
Corporate Banking Division
People's Bank, Colombo 02,
Sri Lanka.

Payment slip shall be submitted along with Supplier Registration Application with the following details indicated in the bank slip

Name : Company / Proprietor
Reference / Remark : CPSTL SUPREG 2025

3. Following documents/certify copies should be forwarded with the applications.
 - A. A copy and details of the relevant Business Registration Certificate
 - B. Name of Banker/s (with particulars of accounts)
 - i. Vendor Name ii Bank Name iii. Bank Code iv. Branch Name v. Branch Code
 - vi. Account No vii. Contact Name & No.
 - C. If supplier is liable for Taxes (VAT/SSCL) the certified copies of VAT/SSCL certificates.
*** Submission of application without supporting documents will be rejected.**
4. After the registration, all the suppliers should agree **one month credit facility** for their quoted items automatically. The suppliers those who insist of payment as advance before delivering of goods will be not considered for future tenders.
5. Quotations will generally be called from the list of registered suppliers. However, the Ceylon Petroleum Storage Terminals Limited, reserves the right to call quotations from a short list of suppliers or from any other supplier, when it is necessary.
6. CPSTL liable to remove any supplier or contractor who has not been responded twice for an Invitation to submit a Quotation or performed unsatisfactory under contract previously awarded.
7. Quotations will generally be valid for a period of 30 days from the date of opening of the Quotation.
8. The duly completed applications together all necessary documents with the original copy of cash receipt and marked **“Registration of Suppliers for the year 2025 – Category No/Nos. ”** on the top left-hand corner of the envelope shall be hand delivered or sent under registered cover to reach the address given below **on or before 1400 hrs on “11th December 2024 to 20th January 2025”**
Manager Procurement, Procurement Function, Ceylon Petroleum Storage Terminals Limited, Oil Installation, Procurement Function, 01st Floor, New Building, Kolonnawa, Wellampitiya.
 - **Applications received beyond 20.01.2025 will not be considered for registration.**
9. CPSTL reserves the right to reject any application received for registration whose credentials upon evaluation are found to be unsatisfactory.
10. Registration is liable to be cancelled without prior notice of those suppliers who fail to quote promptly when requested or fail to execute an order in time or fail to submit samples when requested or whose supplies do not conform to specifications or differs from the approved samples.
11. Registration is liable to be cancelled if the supplier is not responding request for quotation in two attempts.
12. CPSTL reserves the right to accept or reject any application for registration without assigning reasons in the best interest of the company.
13. Any further information could be obtained from Manager (Procurement) on **Tel No: 011-2572156, 0112547238**

Manager Procurement,
Procurement Function,
Ceylon Petroleum Storage Terminals Limited,
Oil Installation,
Procurement Function,
01st Floor, New Building,
Kolonnawa,
Wellampitiya.