

REGISTRATION OF SUPPLIERS / CONTRACTORS FOR THE YEAR 2025

MILCO (PRIVATE) LIMITED is a State owned premier Milk Processing and Marketing Organization, manufacturing dairy products under the brand name of 'HIGHLAND' in Sri Lanka. Applications are hereby invited by the Chairman Tender Committee, Milco (PVT) Limited from the eligible, reputed and qualified Suppliers, Manufacturers, Importers, Agents, Stockists, Contractors and Organisations including Corporations, Boards and recognised mercantile firms, who wish to register themselves with MILCO (PVT) LIMITED, for the supply of goods and services listed below for the year 2025.

Applications for registration should be submitted on "Supplier / Contractor Registration Forms", which could be obtained from Milco (Pvt) Ltd, 5th Floor, Purchasing Division, No. 345, Galle Road, Colombo -03 by submitting a written request along with bank deposit slip for the payment of a non-refundable registration fee for each category, as mentioned in the below table between 9.00 a.m. to 4.00 p.m. on any working day from today onwards.

Supplier / Contractor Registration Forms will not be issued to any Supplier / Contractor without getting written requests on company letterheads.

A	RAW MATERIALS	Registration Fee (Rs)
1	Refined White Sugar	20,000.00
2	Liquid Glucose Syrup	10,000.00
3	Cocoa Powder	10,000.00
4	Table Salt / Micro Fine Salt	3,000.00
5	Flavours (All kinds of food grade)	5,000.00
6	Rennet Powder	1,000.00
7	Paraffin Wax	2,000.00
8	Ginger Preserve	1,000.00
9	Stabiliser for Ice Cream / UHT Milk / Sterilized Milk & Cheese	5,000.00
10	Plums	3,000.00
11	Dry Cashew Nuts / Pieces	3,000.00
12	Ice Cones	1,000.00
13	Pumpkin Preserve	2,000.00
14	Tooty Fruity	1,000.00
15	Gelatine	10,000.00
16	Vitamin A & D	2,000.00
17	Yoghurt Culture	10,000.00
18	Lactose	5,000.00
19	Potassium Sorbate	1,000.00
20	Natural Colouring for Ice Cream / UHT Milk Production	1,000.00
21	Natural Fruit Pulp (Passion, Wood Apple, Strawberry ... etc)	5,000.00
B	PACKING MATERIALS	
22	Polypropylene Containers for Ice Cream (1L / 2L / 4L)	10,000.00
23	Polypropylene Containers (Thermo forming) for Ice Cream / Curd (500ml /1L)	10,000.00
24	H.I.P.S Cups for Yoghurt & Ice-Cream (80ml)	10,000.00
25	HDPE Cans for Condensed Milk & Ghee (4L)	10,000.00
26	Aluminium Foil for Yoghurt Cups	10,000.00
27	Triple Laminated & Metalized Polyester Foil for Milk Powder	10,000.00
28	Co- extruded Polyethylene Film (3 Layer) for Liquid Milk	10,000.00
29	Polythene Bags & Shopping Bags (L.D.P.E)	5,000.00
30	Vacuum Bags for Cheese (50g /100g / 200g / 1kg)	5,000.00
31	Woven Polypropylene Bags	5,000.00
32	3 Ply Paper Bags (25 kg)	5,000.00
33	Printed Cartons for Milk Powder & Cheese	10,000.00
34	Corrugated boxes	10,000.00
35	Printed Labels / Stickers for Plastic containers and Glass Bottles	10,000.00
36	Corrugated Packing Trays	10,000.00
37	Printed OPP Tapes	5,000.00
38	Printed Crown Corks	5,000.00
39	Tin Containers for Condensed Milk	5,000.00
40	Shrink Wrapping Materials	5,000.00
41	Glass Bottles for Sterilized Milk, Ghee & Cheese.	5,000.00
42	Plastic Crates & Pallets	10,000.00
43	Drinking Straws / Spoons (Paper/ Wooden)	3,000.00
44	Nylon Twine	2,000.00
45	Hot Melt Gum (Glue)	2,000.00
C	LABORATORY ITEMS	
46	Scientific and Laboratory Equipment	5,000.00
47	Laboratory Glassware	5,000.00
48	Microbiology Media	5,000.00
49	Chemicals used for Milk and Milk Products Analysis (Sulphuric, Amyl, HCL ...etc.)	5,000.00
50	Industrial Chemicals (Nitric Acid, H2O2, Aluminium Sulphate...etc.)	5,000.00
51	Disinfectant Chemicals, Hand Sanitizer Chemicals etc...	5,000.00
52	Detergents - General Purpose Soap and Vim etc..	5,000.00
53	Boiler Water Treatment Chemicals	1,000.00
54	Rubber Gloves	1,000.00
55	Surgical Gloves / Disposable Gloves/ Disposable Masks / Disposable Caps / Reusable Masks	1,000.00
D	UNIFORMS/SHOES	
56	Shoes	1,000.00
57	Safety Shoes	1,000.00
58	Gum Boots	1,000.00
59	Supply of Uniform Materials	1,000.00
60	Supply of T-Shirts & Bottoms	2,000.00
E	PRINTING /STATIONERY/OFFICE APPLIANCES	
61	All Stationery (Pens, CR Books, Photocopy Papers A4etc.)	5,000.00
62	Computer Papers (Blank papers, printed Computer forms ...etc.)	5,000.00
63	Printing of all kinds of Books / Ledgers	5,000.00
64	Office Appliances and Equipment	5,000.00
65	Computers, Accessories and Consumables	5,000.00
F	AUTOMOBILE SPARES	
66	Motor Vehicle Spares, Accessories	1,000.00
67	Tyres and Tubes, Vehicle Batteries,	1,000.00
68	Upholstery Work of Vehicles (Cab Covers, Vehicle Seat Covers, Canopies) Vehicle Cushioning	1,000.00

G	ENGINEERING ITEMS	
69	Refrigerators, Bottle Coolers and Deep Freezers	5,000.00
70	Air Conditioners	5,000.00
71	Dairy Machinery Spares and Equipment	5,000.00
72	Pneumatic Spares for Machinery	5,000.00
73	Spare Parts for Steam Boiler / Boiler Pumps / Steam Valve.....etc.	1,000.00
74	Spare Parts for Cold Rooms, Ref-Compressors, Condensing units, other Refrigerator Spares	1,000.00
75	Spare Parts for Refrigerators / Bottle Coolers / Deep Freezers & Air Conditioners	5,000.00
76	Industrial / Ref Gases	5,000.00
77	Heating Elements, Sensors and other related items for Heaters	1,000.00
78	Electrical Items, Appliances, Fittings and all types of Wire	3,000.00
79	Hardware Items	5,000.00
80	Bearings	5,000.00
81	Rubber Rings, Packing, Gaskets and Similar Rubber-based Parts	5,000.00
82	Chains, V-Belts and Power Transmission Belts	1,000.00
83	Castor Wheels, Hand Trolleys and Carts	1,000.00
84	Weighing Scales	2,000.00
85	Workshop Tools	1,000.00
H	OTHER ITEMS	
86	Plastic Sealing Tags	1,000.00
87	Veterinary Drugs	5,000.00
88	Furniture	1,000.00
89	Tea Leaves	1,000.00
90	Coir Products and Materials	1,000.00
91	Paper Serviettes	2,000.00
I	SERVICES	
92	Civil Construction Work, Building Maintenance	2,000.00
93	Printing Fabricating of Name Boards, Sign Boards	5,000.00
94	Fabrication of Stainless Steel Equipment (S / S Plungers, Sampling Dippers and other items)	2,000.00
95	Fabrication of Aluminium Measuring Jugs , Aluminium Trays and other items	2,000.00
96	Fabrication & Repairing Works for Cold Rooms and others.	1,000.00
97	Wharf Clearing	1,000.00
J	RAW MATERIALS FOR CATTLE FEED (POLGAHAWELA FACTORY)	
98	Coconut Poonac	2,000.00
99	Rice Bran	2,000.00
100	Maize Meal	2,000.00
101	Dhal Polish	2,000.00
102	Wheat Bran	2,000.00
103	Soya Powder	2,000.00
104	Di-Calcium Phosphate	2,000.00

- ❖ Contractors who seek to register for Civil Engineering Construction work are required to be registered with the Construction Industry Development Authority (CIDA) and the registration should be valid at the date of award the contract.
- ❖ The list of Registered suppliers / contractors for the year 2024 presently maintained by the Company will become non - operative on 31st December, 2024. The Registered suppliers / contractors for the year 2025 are invited for the quotations from 1st of January 2025 onwards.
- ❖ Quotations will generally be invited from the Registered Suppliers. However, the Company, Milco (Pvt) Ltd reserves the right to invite quotations and make purchases as and when necessary from any other suppliers who are not registered with the company.
- ❖ Registrations will be made only after scrutinising the applications and the Tender Committee will consider all applications and will take necessary action to get the applications registered that have fulfilled the requirements. Those who have not completed / fulfilled the requirements satisfactorily will be rejected.
- ❖ Registration is liable to be cancelled without notice for the suppliers who fail to quote when requested or fail to execute an order on time or fail to submit samples when requested or whose supplies do not conform to specifications or differ from the approved sample.
- ❖ The application forms should be sent under registered cover to reach the **Actg. Manager - Purchasing, Milco (Pvt) Limited, 5th Floor, Millennium Tower, No. 345, Galle Road, Colombo - 03** or delivered to the Actg. Manager - Purchasing on any working day between 9.00 a.m. and 4.00 p.m. along with the copies of Certificate of Business Registration, complete set of Certificate of Company Registrations, Certificate of VAT Registration etc...
- ❖ Those who wish to register themselves for more than one supply or service should forward separate applications for each subject and clearly indicate in the provided cages of the application form.
- ❖ If the information or documents submitted by the applicant are found to be false, registration will be cancelled without any prior notice, and payments made will not be refunded under any circumstances.
- ❖ The suppliers shall be registered only for related item of goods and services for which the business registration is made.
- ❖ All suppliers who are not the manufacturers should submit the written certificate confirming their eligibility for the supply of material or services as an authorized dealer or distributor issued by the manufacturer or authorized local institution for the referred year.
- ❖ VAT registration certificate or the VAT exemption certificate issued by the Commissioner General of Inland Revenue should be attached.
- ❖ Suppliers / Manufacturers and Contactors shall offer at least 01 month period of credit and free delivery to Milco stores at Narahenpita.
- ❖ Please note that the category changes are not allowed once registered for a category under any circumstance and inter changing of categories will also not be allowed.
- ❖ Milco reserves the right to impose further conditions, if it is found to be necessary regarding supply of goods.
- ❖ Milco employees or their close relatives are not allowed to register for this registration.
- ❖ All Suppliers who wish to register should deposit the exact amount at any branch of People's Bank by cash mentioning the name of the organization, category / item on the deposit slip and the bank details as follows:
Name of the Account : MILCO (PVT) LTD
Bank & Branch : People's Bank Corporate Banking Division
Account No. : 004100180210331
- ❖ Applications should be clearly marked "Registration of Suppliers / Contractors - 2025" on top left-hand corner of the envelope.
- ❖ For any clarifications or details, please feel free to contact Actg. Manager - Purchasing on **Tel: 011-4500530 - 34** during office hours.

**The Chairman
Tender Committee,
MILCO (PRIVATE) LIMITED,
5th Floor, Millennium Tower,
No. 345, Galle Road, Colombo - 03.**