

# Hatton National Bank PLC

## REGISTRATION OF SUPPLIERS FOR THE YEARS 2024/25 & 2025/26

Applications are invited from reputed suppliers/service providers who wish to register themselves with Hatton National Bank PLC (HNB) for the supply of Goods/Services during the years 2024/25 and 2025/26

### REGISTRATION / RENEWAL OF REGISTRATION OF SUPPLIERS FOR THE YEARS 2024/25 & 2025/26

Suppliers/Service Providers are required to register/renew their registration with HNB according to the stipulated guidelines. The guidelines and documents required for the registration and renewal respectively can be accessed by using any one of the following links/URLs:

01. <https://www.hnb.net> / e-tendering.

02. Bank's website ([www.hnb.net](http://www.hnb.net)) and click the e-Tendering Link, on the bottom of the website.

<b>Registration of new suppliers/service providers and Renewal of Registration of existing suppliers</b>	<ul style="list-style-type: none"><li>a) The Registration/Renewal user guide is available in the Bank's e-Tendering portal.</li><li>b) Suppliers/service providers are required to register for the Products/ Services as per the listed Categories/ Products as displayed on the site. A <b>non-refundable fee of Rs.10,000/-</b> will be levied <b>per category</b>.</li><li>c) Suppliers/Service providers are requested to provide <b>one email address</b> with which the Bank will communicate with them. Please note that all future correspondence including that of tenders will be communicated to this given email only upon completion of the registration.</li><li>d) <b>Registration will be valid for 2 years</b> from the date of registration/re-registration.</li><li>e) The completed documents should be handed over to HNB Banking Services Division, HNB Towers, Level 16, 479 T B Jayah Mawatha, Colombo 10 between <b>9.00 am</b> and <b>3.00 pm</b> on bank working days only</li><li>f) Submitting documents at times other than mentioned in clause (e) above - The documents should be enclosed in a sealed envelope addressed to Senior Manager – Procurement and marked as "Supplier Registration" on the top of the envelope and such envelope need to be sent by Registered Post to the <b>given address</b>.</li><li>g) Suppliers/Service providers will receive an acknowledgement of documents submitted within 10 working days upon submission</li></ul>
<b>Payment</b>	<ul style="list-style-type: none"><li>a) Payment could be effected by way of a cheque/cash deposit /Online transfer/CEFT to <b>A/c No.003010364772</b> titled "<b>HNB o/a Banking Services</b>" indicating the name of the company as the reference. Cheques will be accepted, subject to realization, (Amount payable should be computed based on the number of categories selected x Rs.10,000/- per category).</li><li>b) A clear copy of the deposit slip/transfer confirmation (physical copy) will need to be submitted to HNB's Banking Services Division in proof of such payment.</li></ul>

#### Terms & Conditions:

1. The Bank reserves the right to accept or reject any application without adducing any reasons.
2. The Bank reserves the right to remove/blacklist the name of any registered supplier/service provider from the register due to frauds, supply of fake items, sub-standard quality, poor/non performances, pending legal actions, non-delivery, provision of fraudulent information etc.

#### Important:

1. Applicants should be in possession of the business registration certificate/certificate of incorporation.
2. Applicants should produce other types of certificates obtained as a statutory/legal requirement if requested by the Bank.
3. Quotations/tenders will normally be called from the registered suppliers/service providers only. However, the Bank reserves the right to call for tenders from non-registered suppliers/service providers if suitable suppliers are not available for a specific product or service.
4. Names of those suppliers/service providers who fail to quote promptly when required or fail to provide services on time and in conformity with the specifications, samples or prescribed in the purchase order or who supply substandard goods are liable to be expunged/blacklisted from the supplier register of the Bank..
5. All supplier payments will be made only to an account maintained at HNB.
6. The unique identification (User ID) of the supplier will be the Business Registration Number which cannot be changed once registered.
7. The suppliers/service providers will be responsible for the accuracy/genuineness of the documents/information submitted by them at the time of registration and during the tender process and if any incorrect/fraudulent information is found, such suppliers will be liable for being blacklisted
8. The general business law in Sri Lanka will apply for disputes where any terms and conditions have not been specifically covered in this document.



**For further information,  
please contact the HNB Banking Services Division  
on 0112661508 /0112661894 or email [bsdbvc@hnb.lk](mailto:bsdbvc@hnb.lk)**