

<Supplier Letter Head>

Your Number : STC/2025/Rice/Reg01
Chairman ,
Sri Lanka State Trading (General) Corporation Ltd,
100, Nawam Mawatha,
Colombo 02,Sri Lanka.

Dated : /01/2025

Dear Sir/Madam

**REGISTRATION OF FOREIGN SUPPLIERS FOR SUPPLY OF RICE
TO SRI LANKA STATE TRADING (GENERAL) CORPORATION LTD - 2025**

Registrations are called for importing all rice varieties to Sri Lanka.

In responses to Registration of International/Foreign Suppliers required to include information with documentary evidence in support of the following.

Company Details

1. Registered name and address of the Commodity Trading Company with contact details.
2. A certified copy of the "certificate of incorporation" of the firm / company along with the names of Directors listed
3. Details of the Executive Board : Chairman, Directors and Chief Executive Officer.

Financial, Business and Administrative strength/standing of the firm.

4. Annual income of the company for the past Three (03) years including Current Year
5. Audited financial statements for the past Three (03) years. (Balance Sheet)
6. List of company's bankers with Bank Credential Letter
7. Staff ,Resources & Stock Availability Details

Qualifications and experience in Rice Exports

8. Minimum Three (03) Years of Experience in Exporting rice consignments.
9. Should Have Completed Acceptable quantity of large scale rice exports during last 3 Years
10. Details of locations of commodity warehouses with capacities, stocks and usual ports of shipments.
11. Experience in exporting rice to countries in the region with list of clients.
12. List of top major clients of the company with quantities and values of rice shipped during 2024.
13. Attach a Proof of Payment for Registration Fee with Deposit Slip for USD100
14. I will make necessary arrangements to send 3nos of 1kg samples for all stocks available varieties listed in the application, before the registration closing Date.

I have understood that submitting false information or documents will result in rejecting my application and also my company will be blacklisted for Sri Lanka Government Tenders.

Regards,

(Company Name)

(Authorised Person Name : (Place Official Stamp)

(Designation).....

(Signature)..... Contact Number :(whatsapp)
email :

SRI LANKA STATE TRADING (GENERAL) CORPORATION LTD

SUPPLIER REGISTRATION FORM FOR IMPORT OF ALL VARIETIES OF RICE - 2025

(Place stamp and signature on bottom of all pages)

SECTION -A. COMPANY DETAILS

1. Name of the Company:
2. Business registered address:
3. Business registration Number:..... Date of Registration :

(Copy of Certificate of Incorporation should be attached) – (A 01)

4. Mailing Address:
5. Contact Person (Name)
6. Contact Person (Designation)
7. Contact Number (Corporate) Mobile Number
- Fax Number :
8. Email Address: (Mobile Whatsapp enabled) – (Y/ N)

9. Directros of the Firm (As in the Form (1/20/40) as applicable / Attach a Copy of Directors Consent)

Details of the Executive Board: Chairman, Directors and Chief Executive Officer.-(A 02)

1(Name)	2(Name)
(Position)	(Position)
(Address)	(Address)
Contact No :	Contact No :

3(Name)	4(Name)
(Position)	(Position)
(Address)	(Address)
Contact No :	Contact No :

10.Type of Business:

Manufacturer Trader Exporter

SECTION - B. FINANCIAL STANDING & STAFF.

1. Audited financial statements for the past three (03) years as below need to be attached. **(B 01)**
 Following Summary needs to be completed.

Financial Data	2022 (Audited)	2023 (Audited)	2024 (Management Accounts)	Annual Average
Annual Revenue				
Profit before tax				
Balance Sheet Status at year end:				
Equity				
Liabilities				

2. Details of company's bankers.

i. Bank Name : Branch :

Account Number :(Bank Creditials Letter needs to be Attached) **(B02)**

3. Staff details for the current year and the previous year.

* Permanent Staff	Last Year	Current Year
Executive		
Technical		
Labor		
Supervisors		
Other staff		

* Please attach a list of Employees– **(B 03)**

SECTION - C - QUALIFICATIONS AND EXPERIENCE IN RICE EXPORTS

01. Summary of Varieties of Commodities Exported during Last 3Years' Time

Se.No	Variety of Essential Commodity	Maximum single Export order completed in Metric Tons (MT) During Last 3 Years	Total Experience Years	Suppliers Response for Exports durng Last 3 Years (*Need to fill chart 02. for total numbes)
01	Boiled Rice – Short Grain (Samba)			
02	Parboiled Rice – Madium Grain (Nadu)			
03	Raw Rice (White)			
04	Raw Rice (Red)			

02. Detailed List of Core Rice Exports during Last 3 Years

S.N.	Variety of Rice	Quantity In MT	Value of Exports	Country of Export Shipment	Consignee Details
01					
02					
03					
04					
05					
06					
07					
08					
09					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

- Attach Proof of Purchase for above consignments –**(C 01)**
 - Attach List of Major Clients –**(C 02)**
- (Use a Duplicate of This Page if required)**

03. Production , Processing and Storage Capacity

Se. No	Type of Facility (Production / Processing/ Storage)	Address and Contact Details of Plants and Strage Facilities	Production Capacity in (MT)	Processing Capacity in (MT)	Storage Capacioty in (MT)
01			Per Day	Per Day	Nadu :
			Per Week	Per Week	Samba:
			Per Month	Per Month	Raw Rice:
02			Per Day	Per Day	Nadu :
			Per Week	Per Week	Samba:
			Per Month	Per Month	Raw Rice:
03			Per Day	Per Day	Nadu :
			Per Week	Per Week	Samba:
			Per Month	Per Month	Raw Rice:
04			Per Day	Per Day	Nadu :
			Per Week	Per Week	Samba:
			Per Month	Per Month	Raw Rice:
05			Per Day	Per Day	Nadu :
			Per Week	Per Week	Samba:
			Per Month	Per Month	Raw Rice:

- **Attach Full details of Facilities – (C 03)**

03 Cetification of Fumigation :

Availability of Fumigated Stock (With Details of Company) :

Certication Body : Certificate Number :

Please attach Copy of Valid Certificate **(C 04)**

04. RICE STOCKS AVAILABLE FOR IMMEDIATE SHIPMENT/ DISPATCH

	Variety of Rice Full Specification	Crop Year	Volume can be Supplied within 1 Week (LC terms) (MT - Metric Tons)	Volume can be Supplied within 1 Month (LC terms) (MT - Metric Tons)
01				
02				
03				
04				

*** Please attach Full Specifications of Products with International Certifications – (C 05)**

05. Local Agents (Legally Appointed) – Only If Available**(OPTIONAL)**

- i. Copy of Power of attorney needs to be attached : **(C 06)**
(with Registration Number)
- ii. Agent Since : (Date of Appointment of agent)
Validity of Power of Attorney needs to be there at least 365days beyond this registration
- iii. Name of the Company :
.....
- iv. Address of the Company :
.....
- v. Contact Person (Name)
- vi. Contact Number : (Office) (mobile)
- vii. email address :

1.0 Specifications Common for All rice Varieties

1.1 Technical Specifications and standards Short Grain Samba Rice , Medium Grain Nadu, raw rice (White & Red)			
Major Requirements for all rice varieties			
Details	Required	Bidder's Offer	Comments
1.Quality Report against specifications to be obtained and attached from SGS, Bureau Veritas(BV) or Intertek	Yes		
2 Should comply with the Food Act No 26 of 1980	Yes		
3. Required standard, the following definitions shall apply Raw Rice, Boiled or Parboiled Rice : Whole / head grains with or without broken kernels of rice (<i>Oryza sativa</i> L) from which the husk, germ and outer coats of the kernel (outer brain) layers have been removed 4.Rice should be free from foreign matter such as paddy and sand, stones, dead insects or debris of dead insects, weeds, seeds, paddy stalks, chaff and powder.	Yes		
5.Rice free from commercially objectionable foreign odour and insect infestation 6.Rice shall be uniform color. 7.Rice shall not contain pesticide residues in excess of the limits as prescribed in SLS 633.1995 8.Rice shall be well milled polish 9. Rice shall be free from mold.	Yes		
10.Limits for Potentially Toxic Elements	Yes		
Element	Limit		
i.Arsenic, as As,	Max 0.2 mg/kg		
ii.Lead, as Pb	Max 0.2 mg/kg		
iii.Mercury, as Hg	Max 0.1 mg/kg		
iv.Cadmium, as Cd	Max 0.2 mg/kg		
(Test Methods : i.AOAC 20213.06 ii. AOAC 20213.06 iii. AOAC 20213.06)			
11.Microbiological Limits	Yes		
Test Organism	Limit		
i. <i>Salmonella</i> count per g.	Not Detected		
ii. <i>E. coli</i> count per g.	Not Detected		
iii.Yeast and Mould count per g	Max 1×10^4		
(Test Methods i.SLS516:Part5 / ii.Part 12 / iii.Part2/Section 2)			
12.Mycotoxin Limits	Yes		
Mycotoxin	Limit		
i.Aflatoxin B1	Max 2 µg/kg		
ii.Total Aflatoxin ($B_1 + B_2 + G_1 + G_2$)	Max 4 µg/kg		
iii.Ochratoxin A	Max 3 µg/kg		
(Test Methods i.SLS962 Part1 ii.SLS962 Part1 iii. ISO 15141)			

All rice varieties shall undergo testing for above mandatory requirements from point 1 to 12 in above table. Supplier shall submit test reports from international testing agency, SGS, BV (Bureau Veritas) or intertec against above specifications from 1 to 12 for all varieties of rice.

2 Specifications for **Short Grain Boiled Rice** and **Medium Grain Parboiled Rice**

	Details of the Requirement	Short Grain Boiled Samba Rice		Medium Grain Parboiled Nadu Rice	
1	Variety of Rice (Indicated supplying variety)				
2	HS Code				
3	Producing Mill				
4	Crop Year				
5	Availability of Stocks in Metric Tons				
6	Time Required to ship Minimum order of 2600MT to Colombo, Sri Lanka				
	Specification of Rice	STC Requirement	Suppliers Response	STC Requirement	Suppliers Response
A	Type admixture % by Mass (Max)	1%		1%	
B	Grain Length	< 4.5mm		4.5-5.99mm	
C	Length to Width Ratio :	2.00		2.4-2.99	
D	Appearance -	Translucency		Translucency	
E	Broken Grains Percent by mass (Max) (Below 3/4 Grain Length grain of Size will be counted as broken, 3/4 and above shall count as full grains)	5%		5%	
F	Moisture Percent by mass (Max)	14%		14%	
G	Damaged Grains Percent by mass (Max)	2.0%		2.0%	
H	Chalky Grains Percent by mass (Max)	4%		4%	
I	Black seeds or Black Tip (Max)	0.5%		0.5%	
J	Under Milled and red striped Percent by mass(Max)	0.5%		0.5%	
K	Foreign Matter Percent by mass (Max)	Null		Null	
L	Paddy grains per kg	Null		Null	
M	Milling Degree	Well Milled / Silky polish		Well Milled / Silky polish	
Cooked Rice Properties					
N	Texture of Cooked rice - Firm and tender without splitting and non-sticky	Yes			
O	Unpleasant odour and glutinous	Not Available		Not Available	
P	Amylose Content (more than 20)	>20		>20	
Q	Aroma	Appetizing		Appetizing	
R	Colour	Bright White		Bright White	

Supplier shall submit test reports from international testing agency, SGS, BV (Bureau Veritas) or intertec against above specifications from A to R for above both varieties of rice.

3. Specifications for **White Raw Rice and Red Raw Rice**

	Details of the Requirement	(White) Raw Rice		(Red) Raw Rice	
1	Variety of Rice (Indicated supplying variety)				
2	HS Code				
3	Producing Mill				
4	Crop Year				
5	Availability of Stocks in Metric Tons				
6	Time Required to ship Minimum order of 2600MT to Colombo, Sri Lanka				
	Specification of Rice	STC Requirement	Suppliers Response	STC Requirement	Suppliers Response
A	Type admixture % by Mass (Max)	<6%		<6%	
B	Grain Length	4.5-5.99mm		4.5-5.99mm	
C	Length to Width Ratio :	2.4-2.99		2.4-2.99	
D	Appearance -	Translucency		Translucency	
E	Broken Grains Percent by mass (Max) (Below 3/4 Grain Length grain of Size will be counted as broken, 3/4 and above shall count as full grains)	10%		10%	
F	Moisture Percent by mass (Max)	14%		14%	
G	Damaged Grains Percent by mass (Max)	1.0%		1.0%	
H	Chalky Grains Percent by mass (Max)	4%		4%	
I	Black seeds or Black Tip (Max)	0.5%		0.5%	
J	Under Milled and red striped Percent by mass(Max)	0.5%		0.5%	
K	Foreign Matter Percent by mass (Max)	Null		Null	
L	Paddy grains per kg	5nos/kg		5nos/kg	
M	Milling Degree	Well Milled, Polished		Well Milled, (polished to) Remain red pericarp lightly)	
Cooked Rice Properties					
N	Texture of Cooked rice - Firm and tender without splitting and non sticky	Yes		Yes	
O	Unplecent odour and glutinous	Not Available		Not Available	
P	Amylose Content (more than 20)	>20		>20	
Q	Aroma	Appetizing		Appetizing	
R	Colour	Bright White		Bright White	

Supplier shall submit test reports from international testing agency, SGS, BV (Bureau Veritas) or intertec against above specifications from A to R for above both varieties of rice.

4. Samples / Shipping & Shipping Documents /Payment Terms

Details of the Requirement	STC Requirement	Suppliers Response
Samples Samples Required in 4kg pack(1kg x 4 packs preferred) for each variety at the time Registration.	Required	
Shipping Shipping in Food Grade 20 Feet Dry Containers / FCL Allowed Break Bulk vessel loading will be allowed on special circumstance	Comply to requirement	
Payment terms LC at Sight is acceptable	Required	
Documents Required with Shipment 1. Commercial invoice 2. Bill of Lading 3. The Certificate of Origin issued by the Trade and Development Authority of relevant Origin Country (TDA) 4. Packing List 5. Loading Port Report 6. Certificate of fumigation issued by any institute approved by the Ministry of National Food Security and Research Department of Plant Protection of relevant Origin Country. 7. Quality Testing Certificate for each shipment from SGS, Intertec or Bureau Veritas against Specifications.(International Surveyor Report) 8. Crop Year Certificate from Manufacturer. 9. Certificate of Phytosanitary issued by the relevant Origin Country Quarantine authority 10.Preshipment /Warehouse/Stuffing Independent Survey Report SGS, Intertec or Bureau Veritas relevant Origin Country, Deployed by Bureau Veritas or Intertek Sri Lanka in order of Sri Lanka State Trading (General) Corporation Ltd. (Letter will be issued by STC) against specifications. Independent Surveyor Full report for Quality, Quantity ,Stuffing & warehouse report with testing of Samples against the Required Specifications, (For 1 st Consignment) 11. Container loading Report, with for Quality, Quantity ,Stuffing from SGS, Intertec or Bureau Veritas .(International Surveyor), container seal of origin team to be verified by Sri Lankan team on arrival for each shipment 12. Health Report Conformity for “Fit for human consumption” Referring to test report, heavy metal Testing (including Lead-Pb Arsenic-As and Cadmium-Cd) including amylose content test and quality reports.	Required all Shipping Documents	

5. Packing Options

Details of the Requirement	STC Requirement	Suppliers Response
<p><u>Packing Options</u></p> <p>Bulk packs – 50kg Should supply commercial packs in 50kg bags printed as per the details that will be provided by the purchaser in two colours and to be packed in woven polypropylene bags. The mouth of each bag shall be securely stitched. (Prices to be indicated separately)</p> <p>Bulk packs – 25kg Should supply commercial packs in 25kg bags printed as per the details that will be provided by the purchaser in two colours and to be packed in woven polypropylene bags. The mouth of each bag shall be securely stitched. (Prices to be indicated separately)</p> <p>Retail Packs -5kg Should supply commercial packs in 5kg bags printed as per the details that will be provided by the purchaser in two colours and to be packed in yellow colour non-woven polyester bags. The mouth of each bag shall be securely stitched. (Prices to be indicated separately) (Complied with govt. gazette 1376/9-19th Jan 2005)</p> <p>http://eohfs.health.gov.lk/food/index.php?option=com_content&view=article&id=18&Itemid=159&lang=en</p>	Yes according to market requirements	
<p>Marking will be given to the selected bidder from consignee Each bag shall be marked legibly and indelibly or a label shall be attached to the bag, with the following information. In English & Sinhala Language</p> <p>(1) Name of the product : (2) Trade mark; (3) Net mass in Kg; (4) Type; (5) Grade; (6) Name and address of the producer or trader; and Distributor (7) Month and year of harvest (8) Expire date should be indicated.</p>	Yes, Required	

6. Shipping & Quality Terms

All Rice Consignment has to be approved as "Fit for human Consumption by International quality testing agencies. Bureau Veritas, SGS or Intertec. or Quality tests conducted by Sri Lanka Customs food department for each consignment after random sampling has to be qualified as "Fit for human Consumption"

STC will additionally test rice samples against specifications from RRD(I(Rice Research and Development Institute) Bathalegoda or SLS test lab or any other reputed laboratory when required to ensure the quality of rice.

a. Return Procedure

If any shipment quality is rejected, shipper needs to replace the consignment with new one and full container (FCL) will be returned and exported to origin country and expenses of such event to be borne by the shipper including shipping charges, delivery & statutory charges in the destination country before export being started.

In case of reporting of quality rejects beyond 1% required to be replaced by the shipper. Charges for the shipment including delivery, shipping & statutory charges in the origin and destination country has to be borne by the shipper for rejected consignments as combined or individual shipments.

b. Shipping Demurrages

Demurrages due to non-availability of shipping documents on time for clearance or banking procedure at the destination and or due to not issue release order by the shipping agent at the destination port to be borne by the shipper. All "copy shipping documents" need to be available and notified when the consignment reach at the destination port.

Copy shipping documents includes 12 documents declared in Specifications "Documents Required with Shipment"

c. Container Demurrages

Container Demurrages due to non-availability of 14days free time after availability of shipping documents on time at the destination and or due to not issue release order by the shipping agent or acceptance of shipping guarantee at the destination port to be borne by the shipper.

Container demurrage amount beyond 14days up to 20days has to be equal to the general shipping container per day rates at the destination port and cannot exceed beyond the normal rate..

d. Shipping Insurance Policy

Full shipping insurance Certificate has to be submitted by the shipper at the time of shipping.

Consignment FCL's

e. A Consignment shall have minimum of 20FCL's having 26MT of rice in each FCL, but can exceed FCL count on request of the consignee and cannot be less than 20FCL's.

FCL quantity of sample or first consignment can be decided by the consignee.

f. Quality of Shipping Containers 20Ft Dry

20Feet Dry containers has to undergo a test for water leakages and physical damages inside and outside for ensuring the safety of the consignment. Any damage occur due to low quality containers shall be sole responsibility of the shipper. Any rejection of consignment due to water leakage will be exported to the origin country and all the expenses has to be borne by the shipper.

g. Weight of Rice & bag

Weight of Rice of a container shall be 26MT and in 50kg Bulk Bags , 25kg bags or 5kg retail bags as requested by the consignee. Any change in the weight or quality will be claimed by the consignee to shipper as shortage.

Agreed to above "Shipping and Quality Terms" :(Yes / No)

Name:Title:

Signature:Date:

(Place Official Stamp Here)

I, the undersigned hereby certify that information provide in this form is correct and true according to my knowledge and i undestand that in an event of providing false information may result in blacklisting of my company for Sri Lanka Government Tenders.

Name:Title:

Signature:Date:

(Place Official Stamp Here)

USD 100 (Registration Fee)	Paste Proof of Payment / Payment Slip Here(C 07)
-----------------------------------	----------------------------------------------------------