



UNIVERSITY OF SRI JAYEWARDENEPURA

Registration of Suppliers and Contractors – 2018

Applications are hereby invited from reputed Suppliers / Manufacturers / Local Agents / Contractors who wish to register themselves with the University of Sri Jayewardenepura for the supply and provision of under mentioned goods and services for the year 2018.

(A) Supply of Goods

1. Stationery
 - I. Photocopy Papers, computer continuation sheets, duplicating papers, typing papers and etc.
 - II. All type of library book binding materials.
 - III. Toners, Cartridges and Ribbons for Photocopy machines, Computers, and Printers
 - IV. All other types of stationery
2. Furniture
 - I. Wooden furniture
 - II. Steel Furniture (Including Bunker Beds)
 - III. Library Furniture
 - IV. Fiberglass and Plastic Products
 - V. Magnetic White Boards, Chalk Boards etc.
3. Audio Visual Equipment , Accessories, Camera and CCTV System
4. Photocopy Machines Duplicating Machines , Fax Machines, Adding Machines,
5. Telephone & Accessories
6. Electronic Equipment – Refrigerators, Deep Freezers, Fans, Televisions, Boilers, Kettles, and other Electronic Equipments.
7. Air-conditioners and Accessories
8. Building Materials
 - I. Steel Items, Brass Items, Aluminum Items, Plywood, Barb wire, & other hardware items.
 - II. Building Materials (River Sand, Sea Sand, Bricks, Tiles Ceramic, Roofing tiles, Cement, Metal, Lime, Glass, Cement Products, Clay)

- III. Sanitary ware (ceramic wash basin, commode, squatting pan etc.)
- IV. Timber- Local / Imported
- V. Wall Paints and Relevant Accessories
- VI. Plumbing Items
- VII. Materials and Equipment used for Landscaping (Flower Pots, Plants, Fertilizer, Anthill-clay, Cow dung and Coconut Fiber etc.)
- VIII. Name Boards (Plastic, Metal and Wooden)
- 9. Laboratory Equipments
 - I. General Lab equipments & instruments
 - II. Medical & Dental Equipment
 - III. Analytical Equipment & Spectrophotometers
 - IV. Bio Technology & Bio Medical Equipments
 - V. Electrical & Electronic Engineering, Mechanical & Civil Lab Equipments
- 10. Chemicals and Glassware
 - I. General Purpose Chemicals – Pesticides, Weedicides, Disinfectants, and Cleaning Chemicals
 - II. Laboratory Chemicals and Glassware
 - III. Chemicals & Special Glassware for molecular Biology, Bio Chemistry , & Related Areas
 - IV. Chemicals and Glassware for Food Science
 - V. Chemicals & Glassware for Medical Science
 - VI. Swimming Pool Chemicals and equipment
- 11. Computers, Computer related equipment and accessories
- 12. Networking and Network Accessories
- 13. Workshop Tools & Equipment
- 14. Uniforms Materials
 - I. Textile
 - II. Sports ware
 - III. Shoes
 - IV. Sport Shoes
 - V. Gum Boots, Overall Kits and Raincoats etc.
- 15. Mattress and Mattress Covers
- 16. Tailoring and Fixing Curtains and Interior Decorative Items and Cushion Works
- 17. Electrical Items- Wire, all kind of switches, , Bulb & chalk etc.

18. Tyre, Tubes and Batteries for Motor Vehicles
19. Motor Spare and Accessories, Cleaning Materials and Equipments
20. Sports Goods (Equipments etc.)
21. Kitchen Utensils Including Cutlery and Crockery, cup and saucers, Gas Cookers, Burners, Rice Cookers, Rice Steamers etc.
22. Necessary Equipment for Cleaning Purpose –
Brushes , Brooms, Ekel Brooms, and Coir Mat etc
23. Plastic items including buckets, baskets, basin, dustbin etc.
24. Rubber Mat, Floor carpet etc.

B Supply of Services

1. Maintenance & Services of Office Machines and Equipment
(Computers, Typewriters, Calculators, Photocopying etc.)
2. Repairs of Computers and computer related equipments, Printers, Photocopy/ duplicating machines etc.
3. Dry Cleaning and Laundering Services
4. Cleaning and Janitorial Services
5. Security and Allied Services
6. Repairs to Wooden Furniture
7. Repairs to Fiberglass Chairs, Tables, Water Tanks etc.
8. Repairs to Laboratory Equipment & Medical Equipment
9. Repair and Service of Air Conditioners and Refrigerators, Deep Freezers and Body cooler.
10. Pest Control Services
11. Professional Services
 - I. Legal,
 - II. Finance
 - III. Draughtsman
 - IV. Engineers
 - V. Surveyor Service
12. Hiring of Manpower Services
13. Printing
 - I. Normal (Papers, books etc.)
 - II. Ledger Books (Printing with hard binding)
 - III. Computer forms pre-printed
 - IV. Artwork and Designing of Printing Materials
 - V. Printing & supply of Organizer (diary)

14. Book Binding
 - I. Library book binding
 - II. Laminating
15. Servicing and Repairs of all kinds of Motor Vehicles
(Our Engineer will visit and inspect the vehicle repair centers within three months of registration, you should contact Asst. Registrar General Administration – contact no. 2802869)
 - I. All type of Vehicle repair centers – (electrical and mechanical)
 - II. All type of Vehicle Service Stations
 - III. Air Conditioning of all type of Vehicles
 - IV. Cushioning of all type of Vehicles
 - V. All type of Vehicle Tinkering & Painting
16. Hiring of Vehicles
 - i. Hiring of non Air conditioned Bus & Van (seats 26 and 56)& Lorry
 - ii. Hiring of Air conditioned Bus & Van (seats 26 and 56)
 - iii. Hiring of Luxury vehicles with /without driver
 - iv. Vehicle recovery services
 - v. Ambulance Services
17. Providing accommodation, vehicles and related facilities for foreign/local resource persons to attend conferences and workshops.
18. Tailoring of Garments, Cloaks, Making Convocation Garlands
19. Photographers / Convocation Photographers
20. Removal of Garbage
21. Supply of Gully Bowser
22. Landscaping Services
23. Fire extinguish Service and maintenance
24. Services of Event organizers and Event Managers.
25. Venues/Hotels for conferences, Training program and Workshops
26. Video & Video production (Short drama & Video clips etc.)
27. Catering Service - buffet, refreshments, food item
Food & Beverages
28. Hiring Sound Systems
29. Flower Decorations
30. Hiring of Chairs (steel/plastic), huts & tents, and Industrial Fans
31. Designing and supplying of Backdrops, Banners, plaques
32. Courier services for goods and documentations (local and foreign)

33. Scanning Facility of documents.
34. Air Ticket Agencies
35. Caretaker services.

C. Works

1. Civil Construction Relevant ICTAD(CIDA) registration required.
 - I. Building Construction / Repair / Improvements
 - II. Hiring of Construction Machinery and Equipment
 - III. Roads Works / Bituminous Laying / Repair / Maintenance
 - IV. Water Supply/ Plumbing / Roof Drain
 - V. Electrical Works / Repair / Maintenance
 - VI. Mechanical Works / Repair / Maintenance
 - VII. Aluminum Works / Aluminum Cladding
 - VIII. Wood Work and Timber Work
 - IX. Interior Decorative Works/making notice boards, installation of curtains and installation of wall cupboards.
2. Drainage / Sewerage / Repair / Maintenance
3. Tree Cutting and Uprooting
4. Repair of Gas Lines and Appliances
5. Cane and Synthetic Rattan Work
6. Other Human Resource Services such as Masonry, Welding and Blacksmith's Work, Carpentry, Electrical Works, Painting and Labor Works

The applications should be sent as per specimen form below, accompanied by a receipt obtained by paying a non-refundable registration fee of Rs. 1000.00 in cash to the Shroff or Bank Draft drawn in favour of Bursar University of Sri Jayewardenepura in respect of **each sub category** (Eg: Stationary, Furniture) of supply or service indicated above. The applications will be accepted only from those applicants who have previous experience of over one year in the supply or providing service for which registration is sought. A photocopy of Business Registration Certificate and other documentary evidence in proof of past performance should be submitted along with the application. The registration fee of ineligible applicants will not be refunded. The Government Departments, Boards, Corporations or Semi-Government Institutions which apply for registration need not submit the above documents.

The registration fee is payable to the Shroff of any working day between 9.00 a.m. to 12.00 p.m. and 1.00 p.m. to 2.30 p.m. **Please note that money orders or cheques will not be accepted.**

Applications should be sent under registered cover to reach the Senior Assistant Bursar / Supplies, University of Sri Jayewardenepura **on or before 24.11.2017** and the words "**Registration of Suppliers -(Mention Category) 2018**" should be written on the top left-hand corner of the envelope. If registration is sought for more than one sub category of supply or service, separate applications for each such item should be sent under one cover.

The Suppliers who fail to submit quotations when called for or who fail to supply goods or provide services on time or not in conformity with the stipulated specifications will be struck off the register without prior notice. Although quotations will be usually be called from Registered Suppliers / Contractors, the University reserves the right to call for quotations from other Suppliers / Contractors as well.

**Registrar
University of Sri Jayewardenepura
Gangodawila,
Nugegoda**

24 October 2017

