



University of Sri Jayewardenepura

Registration of Suppliers and Contractors - Year 2019

Applications are 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, services and works for the Year 2019.

Category Code A - Supply of Goods

Category Code	Sub Category Code	Sub Category	Item Name
A	1	Stationery I	Photocopy Papers
A	1	Stationery I	Computer Continuation sheets
A	1	Stationery I	Duplicating papers
A	1	Stationery I	Typing Papers
A	1	Stationery I	All Types of other Stationery
A	2	Stationery II	All type of library book binding material
A	3	Printer Consumables I	Toners
A	3	Printer Consumables I	Cartridges , Ink
A	3	Printer Consumables I	Ribbons
A	3	Printer Consumables I	All other Types of Printer and copier Consumables
A	4	Furniture I	Wooden Furniture
A	5	Furniture II	Steel Furniture (including bunker beds)
A	6	Furniture III	Library furniture
A	7	Furniture IV	Fiberglass Furniture
A	8	Furniture V	Plastic Furniture
A	9	Furniture VI	Magnetic White Boards
A	9	Furniture VI	Chalk Boards
A	10	Audio Visual Equipment I	Multimedia Projectors
A	10	Audio Visual Equipment I	Sound Systems/ Public Address System
A	10	Audio Visual Equipment I	Camera
A	10	Audio Visual Equipment I	CCTV System
A	10	Audio Visual Equipment I	All other Audio Visual Equipments & Accessories
A	11	Office Equipment I	Photocopy Machines
A	11	Office Equipment 1	Duplicating Machines
A	11	Office Equipment I	Fax Machines
A	12	Office Equipment II	Telephone and Accessories
A	13	Office Equipment III	Air Conditioners
A	14	Office Equipment IV	All other Office Equipments & Accessories
A	15	Electronic Equipment I	Refrigerators
A	15	Electronic Equipment I	Deep Freezers
A	16	Electronic Equipment II	Fans, Boilers, Kettles, Iron
A	17	Electronic Equipment III	Televisions
A	17	Electronic Equipment III	Other Electronic Equipments
A	18	Building Materials I	Steel Items
A	18	Building Materials I	Brass Items
A	18	Building Materials I	Aluminum Items
A	18	Building Materials I	Plywood
A	18	Building Materials I	Other Hardware Items
A	18	Building Materials I	River Sand
A	18	Building Materials I	Sea Sand
A	18	Building Materials I	Bricks
A	18	Building Material I	Metal
A	18	Building Material I	Lime

A	19	Building Material II	Bath Room Mirror, Wall Mirror
A	20	Building Materials III	Tiles Ceramic
A	21	Building Materials IV	Roofing Tiles
A	22	Building Materials V	Cement
A	23	Building Materials VI	Metal
A	24	Building Materials VII	Glass
A	25	Cement Products	Cement Blocks
A	26	Clay	Clay and anthil Clay
A	27	Bath Room Item I	Ceramic Wash basing
A	27	Bath Room Item I	Commode
A	27	Bath Room Item I	Squatting Pan
A	28	Timber	Timber -Local/Imported
A	29	Paint Item I	Wall Paints
A	29	Paint Item I	Paint Brushes and all other accessories
A	30	Plumbing Items I	Plumbing Items
A	31	Landscaping Item I	Flower Pots, (Plastic, Cement, Titanium Cement)
A	31	Landscaping Item I	Half Burn Paddy Husks
A	31	Landscaping Item I	Compost, Garden Soil Mixtures
A	31	Landscaping Item I	Garden Tools
A	31	Landscaping Item I	Cow dung
A	31	Landscaping Item I	Coconut Fiber and other
A	32	Name Boards I	Plastic Boards
A	32	Name Boards I	Metal Boards
A	32	Name Boards I	Wooden Boards
A	33	Laboratory Equipments I	General lab Equipments and Instruments
A	34	Laboratory Equipments II	Medical & Dental Equipments
A	35	Laboratory Equipments III	Analytical equipments & Spectrophotometers
A	36	Laboratory Equipments IV	Bio Technology & Bio Medical Equipments
A	37	Laboratory Equipments V	Electrical & Electronic Engineering Equipments
A	38	Laboratory Equipments VI	Mechanical & Civil lab Equipments
A	39	Laboratory Equipments VII	Swimming Pool Equipment
A	40	Chemicals and Glassware I	Pesticides
A	40	Chemicals and Glassware I	Weedicides
A	40	Chemicals and Glassware I	Disinfectants, Cleaning Chemicals
A	40	Chemicals and Glassware I	Other General Purpose Chemcials
A	41	Chemicals and Glassware II	Laboratory Chemicals
A	42	Chemicals and Glassware III	Laboratory Glassware
A	43	Chemicals and Glassware IV	Chemicals & Special Glassware for molecular Biology, Bio Chemistry and Related Areas
A	44	Chemicals and Glassware V	Chemicals for Food Science
A	45	Chemicals and Glassware VI	Glassware for Food Science
A	46	Chemicals and Glassware VII	Swimming Pool Chemicals
A	47	Computers I	Computers, printers, scanners, ups
A	47	Computers I	Computer related equipment and accessories
A	48	Network I	Networking and Accessories
A	49	Workshop Equipments I	Workshop Tools
A	49	Workshop Equipments I	All other Workshop Equipments & Machinery
A	50	Office Uniform I	Uniform Material
A	51	Office Uniform II	Shoes
A	52	Office Uniform III	Gum Boots and Safety Shoes
A	52	Office Uniform III	Overall Kits
A	52	Office Uniform III	Raincoats
A	53	Mattress I	Matress
A	53	Mattress I	Matress Covers
A	54	Interior Items I	Tailoring and Fixing Curtains
A	54	Interior Items I	Interior Decorative Items
A	55	Interior Items II	Cushion Works, Floor Carpet

A	56	Electrical Items I	Wire & Cables
A	56	Electrical Items I	All kind of switches
A	56	Electrical Items I	Bulb, Chalk and all other electrical items
A	57	Motor Vehicle Accessories I	Tyre
A	57	Motor Vehicle Accessories I	Tubes
A	58	Motor Vehicle Accessories II	Batteries
A	58	Motor Vehicle Accessories II	Spare Parts and Accessories
A	58	Motor Vehicle Accessories II	Cleaning Materials & Equipments
A	59	Sports Goods I	Sports Equipments
A	60	Sports Goods II	Sports ware
A	61	Sports Goods III	Sports Shoes
A	61	Sports Goods III	All other Sports Goods
A	62	Kitchen Utencils I	Catering Equipments
A	62	Kitchen Utencils I	Cup and saucers, Dinner Plates
A	62	Kitchen Utencils I	Gas Cookers and Accessories
A	62	Kitchen Utencils I	Rice Cookers
A	62	Kitchen Utencils I	Rice Steamers - Gas/Electric
A	63	Kitchen Utencils II	Cuttleries
A	64	Cleaning Items I	Brushes, Mop Brush,
A	64	Cleaning Items I	Brooms
A	64	Cleaning Items I	Ekel Brooms
A	65	Floor Mat I	Coir Mat
A	65	Floor Mat I	Rubber Mat
A	66	Plastic Goods I	Bucket, Basin, Dust Bin,
A	66	Plastic Goods I	Garbage Bin , Peddle Bin
Category Code B- Supply of Services			
B	1	Maintenance & repairs of Office Equipment I	Computers, printers and other related
B	1	Maintenance & repairs of Office Equipment I	Photocopiers, Duplicating Machines
B	2	Maintenance & repairs of Office Equipment II	Water Tanks
B	2	Maintenance & repairs of Office Equipment II	Air Conditioners
B	2	Maintenance & repairs of Office Equipment II	Refrigerators, Deep Freezers
B	2	Maintenance & Repairs of Office Equipment II	Televisions
B	2	Maintenance & Repairs of Office Equipment II	Fans, Boilers, Kettles, Iron
B	3	Maintenance & repairs of Lab Equipment I	Body Coolers
B	3	Maintenance & repairs of Lab Equipment I	Medical & Dental Equipment
B	3	Maintenance & repairs of Lab Equipment I	Other Laboratory Equipment
B	4	Maintenance & Repairs of workshop Tools and Machinery I	Grinder
B	4	Maintenance & Repairs of workshop Tools and Machinery I	Hilt Machine
B	4	Maintenance & Repairs of workshop Tools and Machinery I	Drill Machine
B	4	Maintenance & Repairs of workshop Tools and Machinery I	Bush Cutter Machine
B	4	Maintenance & Repairs of workshop Tools and Machinery I	Router
B	4	Maintenance & Repairs of workshop Tools and Machinery I	Planer Machine
B	4	Maintenance & Repairs of workshop Tools and Machinery I	Sander Machine
B	4	Maintenance & Repairs of workshop Tools and Machinery I	Water Motor
B	4	Maintenance & Repairs of workshop Tools and Machinery I	LED Fittings
B	4	Maintenance & Repairs of workshop Tools and Machinery I	Chain Shower

B	4	Maintenance & Repairs of workshop Tools and Machinery I	Jigsaw
B	5	Laundering Services	Dry Cleaning and Laundering
B	6	Cleaning & Janitorial	Cleaning and Janitorial Services
B	7	Security & Allied Services	Security and Allied Services
B	8	Furniture Repair I	Wooden furniture
B	8	Furniture Repair I	Fiberglass chairs
B	9	Pest control Services	Pest Control
B	10	Professional Services I	Legal
B	10	Professional Services I	Finance
B	10	Professional Services I	Draughtsman
B	10	Professional Services I	Engineers
B	10	Professional Services I	Surveyor Service
B	11	Hiring of Manpower Services	Hiring of Manpower Services
B	12	Printing I	Papers (normal)
B	12	Printing I	Books
B	12	Printing I	Ledger books (printing with hard binding)
B	12	Printing I	Computer forms Pre-printed
B	12	Printing I	Artwork and designing of printing materials
B	12	Printing I	Printing and supply of Diary (organizer)
B	13	Book binding I	Library book binding
B	14	Book binding II	Laminating
B	15	Servicing and Repairs of all kinds of motor vehicles I	All type of vehicle repair centers (Electrical and Mechanical) our engineer will visit and inspect the vehicle repair centre within three months of registration (Contact no 001-2802869)
B	16	Servicing and Repairs of all kinds of motor vehicles II	All type of vehicle service stations
B	17	Servicing and Repairs of all kinds of motor vehicles III	Air conditioning of all type of vehicles
B	18	Servicing and Repairs of all kinds of motor vehicles IV	Cushining of all type of vehicles
B	19	Servicing and Repairs of all kinds of motor vehicles V	All type of vehicle tinkering and painting
B	20	Hiring of vehicles I	Non air conditioned bus & van (seats 26 and 56) & Lorry
B	21	Hiring of vehicles II	Air conditioned bus & van (seats 26 and 56)
B	22	Hiring of vehicles III	luxury vehicles with/without driver
B	23	Hiring of vehicles IV	Vehicle recovery services
B	24	Hiring of vehicles v	Ambulance Services
B	25	Hiring of vehicles VI	Vehicles and related facilities for foreign/local resource persons to attend conferences and workshops providing accommodation
B	26	Tailoring I	Cloaks
B	26	Tailoring I	Making convocation garlands
B	27	Photography Services I	Photographers
B	27	Photography Services I	Convocation photographers
B	28	Garbage Romoval Services I	Removal of garbage
B	29	Gully Bowser Services	Supply of gully bowser
B	30	Landscaping Services	Landscaping Services
B	31	Fire Extinguish Service	Fire extinguish service and maintenance
B	32	Event Organization Services I	Services of event organizers and event Managers
B	32	Event Organization Services I	Venues hotels of rconferences
B	32	Event Organization Services I	Training Programme and Workshops
B	33	Video Services	Video and video production (short drama & video clips)
B	34	Catering Services I	Buffet
B	34	Catering Services I	Refreshments
B	34	Catering Services I	Food Items

B	35	Catering Services I	Food and Beverages
B	35	Hiring of Items I	Sound Systems
B	35	Hiring of Items I	Flower Decorations
B	35	Hiring of Items I	Steel Chairs
B	35	Hiring of Items I	Plastic Chairs
B	35	Hiring of Items I	Huts , Tents
B	35	Hiring of Items I	Industrial Fans
B	36	Designing Services I	Supplying of backdrops
B	36	Designing Services I	Banners
B	36	Designing Services I	Plaques
B	37	Courier Services	Goods and documentations (local and foreign)
B	38	Scanning Services	Scanning facility of documents
B	39	Air Tiketing Services	Air ticket agencies
B	40	Care Taker Services	Caretaker Services
Category Code C- Supply of Works (Relevant ICTAD /CIDA) Registration required			
C	1	Civil construction I	Building construction/repair and improvement
C	1	Civil construction I	Wooden furniture Repair and improvemnt
C	2	Civil construction II	Hiring of construction machinery and equipment
C	3	Civil construction III	Roads works, Repair & Maintenance,
C	3	Civil construction III	Bituminous laying
C	4	Civil construction IV	Water Supply
C	4	Civil construction IV	Water Supply
C	4	Civil construction IV	Roof Drain
C	5	Civil construction V	Electrical Works, rRepair & Maintenance
C	6	Civil construction VI	Mechanical works, Repair and Maintenance
C	7	Civil construction VII	Aluminum works
C	7	Civil construction VII	Aluminum cladding
C	8	Civil construction VIII	Wood work
C	8	Civil construction VIII	Timber Work
C	9	Civil construction IX	Interior Decorative Works
C	9	Civil construction IX	Making Notice Boards
C	9	Civil construction IX	Installation of Wall Cupboards
C	10	Maintenance Services I	Drainage/Sewerage repair and maintenance
C	10	Maintenance Services I	Tree cutting an Uprooting
C	10	Maintenance Services I	Repair of Gas Lines
C	10	Maintenance Services i	Gas appliances
C	10	Maintenance Services I	Cane and synthetic rattan work
C	10	Maintenance Services I	Masinery
C	11	Human Resources Services I	Welding Work
C	12	Human Resources Services II	Blacksmith's work
C	13	Human Resources Services III	Carpentry
C	14	Human Resources Services IV	Electrical Works
C	15	Human Resources Services V	Painting
C	16	Human Resources Services VI	Labour 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 ,Goods, Service or Works indicated above . The applications will be accepted only from those applicants who have previous experience of over one year in the Supply or Service for which registration is sought. ***The Application and Details can be viewed and downloaded from the University Website www.sjp.ac.lk.*** (pl view Home page tenders & notices). 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 23.11.2018 and the words "**Registration of Suppliers-(Mention Category) 2019**" 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 from the register without prior notice. Although quotations will be usually 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

October 29, 2018

SPECIMEN FORM		
APPLICATION FOR REGISTRATION AS A SUPPLIER/CONTRACTOR - 2019		
TO BE SUBMITTED ON A COMPANY LETTER HEAD		
1	Item of Supply of Good, Service or Work for which registration is sought (Please attach separate application for each item)	
2	Name of Applicant	
3	Name of the Business Institution/Company/Firm	
4	Business Address of the Applicant	
5	Telephone No.	
6	Fax No.	
7	Email Address	
8	Status of the Supplier /Contractor - (whether Sole Agent/Importer/Manufacturer/Wholesale or Retail)	
9	No. and date of Business Registration Certificate. Please attached a photocopy of the certificate.	
10	ICTAD Registration No. and Grade (If Applicable) for Field of Registration. Please attach a copy of	
11	Number of Years of Experience in the relevant Field or Trade	
12	Period of which credit facilities are allowed	
13	whether the delivery of Items to the University undertaken	
14	Name of the Bankers	
15	VAT Registration Number - (If you are not registered for VAT, please attach a letter obtained from the commissioner of Inland Revenue, Certifying that your company has not been registered for VAT)	
<p>I/We hereby agree with the conditions stipulated by te University of Sri Jaywardenepura and submit my/our application for registration.</p> <p style="text-align: center;">Date Signature</p>		