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**UNIVERSITY OF SRI JAYEWARDENEPURA**

**Registration of Suppliers and Contractors – 2020**

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 2020.

**Category A - Supply of Goods-**

1. Stationery
	1. Photocopy Papers, computer continuation sheets, duplicating papers, typing papers and etc.
	2. All type of library book binding materials.
	3. Toners, Cartridges and Ribbons for Photocopy machines, Computers, and Printers
	4. All other types of stationery
2. Furniture
	1. Wooden furniture
	2. Steel Furniture (Including Bunker Beds)
	3. Library Furniture
	4. Fiberglass and Plastic Products
	5. Magnetic White Boards, Chalk Boards etc.
3. Office Equipment
4. Audio Visual Equipment & Accessories- Camera and CCTV Camera System, Multimedia Projectors, Public Address Systems, Sound systems etc.

II. Photocopy Machines, Duplicating Machines, Fax Machines, Adding Machines, etc.

1. Telephone & Accessories
2. Electronic Equipment –
3. Refrigerators, Deep Freezers, washing Machines, Electric Fans, Televisions
4. Boilers, Kettles, Iron and other Electronic Equipment.
5. Air-conditioners and Accessories
6. All type of Hardware Items and Building Materials
	1. Timber - Local /Imported
	2. Paints and Relevant Accessories
	3. Equipment and materials used for Landscaping (Flower Pots, Plants, Fertilizer, Anthill-clay, Cow dung and Coconut Fiber etc.)
7. Name Boards (Plastic, Metal and Wooden)
8. Laboratory Equipment
	* 1. General Lab Equipment & Accessories
		2. Medical & Dental Equipment
		3. Analytical Equipment & Spectrophotometers
		4. Bio Technology & Bio Medical Equipments
		5. Electrical & Electronic Engineering, Mechanical & Civil Lab Equipment
9. Chemicals and Glassware
	1. General Purpose Chemicals – Pesticides, Weedicides, Disinfectants, and Cleaning Chemicals
	2. Laboratory Chemicals and Glassware
	3. Chemicals & Special Glassware for molecular Biology, Bio Chemistry , & Related Areas
	4. Chemicals and Glassware for Food Science
	5. Chemicals & Glassware for Medical Science
10. Swimming Pool Chemicals and equipment
11. Computers, Printers, Scanners, UPS and Computer related equipment and Accessories
12. Networking and Network Accessories
13. Workshop Tools & Equipment
14. Office Uniform Materials and Items
	1. Textile
	2. Shoes (normal)
	3. Gum Boots, Overall Kits and Raincoats.
15. Mattress and Mattress Covers,
16. Interior Items

Tailoring and Fixing Curtains and Interior Decorative Items and Cushion Works, Floor Carpets.

1. Electrical Items- Wire and cables, all kind of switches, Bulb, chalk and items related to electricity supply.
2. Motor Vehicle Spare Parts and Accessories
	* 1. Tyre, Tubes and Batteries for all type of Motor Vehicles
		2. Motor Spare parts and Accessories, Cleaning Materials and Equipment
3. Sports Goods
	* 1. Sports Equipment
		2. Sport Shoes
		3. Sport Wear
4. Kitchen Utensils
	* 1. Gas Cookers, Gas Burners, Rice Cookers, Gas/Electric Rice Steamers etc.
		2. Catering equipment, Cup saucers, Cutleries

1. Cleaning items and Plastic Items
	1. Brushes , Brooms, Ekel Brooms, and Coir Mat , Rubber Mat.
	2. Plastic items including buckets, baskets, basin, dustbin Garbage Bins

**Category B- Supply of Services**

1. Maintenance & Services of Office Equipment, Furniture and ,Workshop Machinery and Equipment .
	1. Repairs of Computers, Printers and computer related equipments,
	2. Repairs and maintenance of Photocopy/ duplicating machines
	3. Repair and service of Air Conditioners.
	4. Repair and maintenance of Refrigerators, Deep Freezers, and Body cooler.
	5. Repairs of Wooden Furniture
	6. Repairs of Fiberglass Chairs, Tables,
	7. Repairs and maintenance of Laboratory Equipment & Medical Equipment
	8. Maintenance and repairs of Workshop Tools and machinery
2. Dry Cleaning and Laundering Services
3. Cleaning and Janitorial Services
4. Security and Allied Services
5. Pest Control Services
6. Professional Services - Legal, Finance , Draughtsman, Engineers, Surveyor Service
7. Hiring of Manpower Services
8. Printing
	1. Normal (Papers, books etc.)
	2. Ledger Books (Printing with hard binding)
	3. Computer forms pre-printed
	4. Artwork and Designing of Printing Materials
	5. Organizer and Diary
9. Library Book Binding
10. Servicing and Repairs of all kind of Motor Vehicles

(Our Engineer will visit and inspect the vehicle repair centers within three months of registration, you should contact Senior Asst. Registrar General Administration – contact no. 2802869)

1. All type of Vehicle repair centers – (electrical and mechanical)
2. All type of Vehicle Service Stations
3. Air Conditioning of all type of Vehicles
4. Cushioning of all type of Vehicles
5. All type of Vehicle Tinkering & Painting
6. Hiring of Vehicles
	* 1. Non Air conditioned Bus & Van ( seats 26 and 56)& Lorry
		2. Air conditioned Bus & Van ( seats 26 and 56)
		3. Hiring of Luxury vehicles with /without driver
		4. Vehicle recovery services
		5. Ambulance Services
7. Providing accommodation, vehicles and related facilities for foreign/local resource persons to attend conferences and workshops.
8. Tailoring of Garments, Cloaks, Making Convocation Garlands
9. Photographers / Convocation Photographers
10. Removal of Garbage
11. Supply of Gully Bowser
12. Landscaping Services
13. Fire extinguish Service and maintenance
14. Event organizers , Event Managers and Hiring of Event Items
15. Venues/Hotels for conferences, Training program and Workshops
16. Video & Video production ( Short drama & Video clips etc.)
17. Sound Systems
18. Flower Decorations
19. Chairs (Steel/plastic), Huts, Tents and Industrial Fans
20. Designing and supplying of Backdrops, Banners, plaques
21. Catering Service - buffet, refreshments, food item

Food & Beverages

1. Courier services for goods and documentations (local and foreign)
2. Scanning Facility of documents.
3. Air Ticket Agencies
4. Caretaker services.

**Category C - Supply of Works**

1. Civil Construction Relevant CIDA registration is required.
	1. Building Construction / Repair / Improvements.
	2. Hiring of Construction Machinery and Equipment
	3. Roads Works / Bituminous Laying / Repair / Maintenance
	4. Water Supply/ Plumbing / Roof Drain
	5. Electrical Works / Repair / Maintenance
	6. Mechanical Works / Repair / Maintenance
	7. Aluminum Works / Aluminum Cladding
	8. Wood Work and Timber Work
	9. Interior Decorative Works/making notice boards, installation of curtains

 and installation of wall cupboards.

1. Drainage / Sewerage / Repair & Maintenance
2. Tree Cutting and Uprooting
3. Repair of Gas Lines and Appliances
4. Cane and Synthetic Rattan Work
5. 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 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. ***The Application and details can be viewed and downloaded from the University website [www.sjp.ac.lk](http://www.sjp.ac.lk) (pl view home page tenders and notices.)*** the A copy 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 Deputy Bursar/ Supplies, University of Sri Jayewardenepura **on or before 22.11.2019** and the words “**Registration of Suppliers- (Category Name) 2020**” 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**

**18 October 2019**

**SPECIFIMEN FORM**

**Application for Registration as Supplier/Contractor – 2020**

**(To be submitted on a Company Letterhead)**

|  |  |  |
| --- | --- | --- |
| **1** | **Item name: Supply of Goods, Service or Work for which registration is sought (please attach separate application for each item.)** |  |
| **2** | **name of the Business Institution/Company/Firm** |  |
| **3** | **Business Address** |  |
| **4** | **Tele. No.** |  |
| **5** | **Fax No.** |  |
| **6** | **Email Address.** |  |
| **7** | **Status of the Supplier/Contractor-whether sole Agent/importer/Manufacturer/whole sale or Retail** |  |
| **8** | **Date of Business Registration- (pl attach a copy of BRC** |  |
| **9** | **CIDA Registration No. and grade (if applicable ) for field of Registration. (pl attach a copy)** |  |
| **10** | **Number of Years of the experience in the relevant field of trade** |  |
| **11** | **Period of which credit facilities are allowed.** |  |
| **12** | **Whether the delivery of items to the university undertaken** |  |
| **13** | **Name of bankers** |  |
| **14** | **VAT Registration Number (if you are not registered for VAT , pl. attach a letter obtained from the commissioner of inland revenue, certifying that your company has not been registered for VAT** |  |
| **I/We hereby agree with the conditions stipulated by the University of Sri Jayewardenepura and submit my/our application for registration** **Date signature** |