



UNIVERSITY OF SRI JAYEWARDENEPURA
REGISTRATION OF SUPPLIERS AND CONTRACTORS -2023

Applications are invited from reputed suppliers, Manufacturers, Local Agents, Dealers and Contractors who wish to register themselves with the University of Sri Jayewardenepura for the supply of under mentioned Goods, Services and Works for the year 2023.

- An application should be sent in respect of Goods, Services and Works and a **Non-refundable deposit of Rs. 2,000.00** should be paid for the registration of each Sub Category (Category 1, 2, 3, .etc.).
- The Non-refundable deposit of Rs.2, 000.00 should be paid **to Account No. 097-1-001-6-2315454 - Peoples Bank, Gangodawila Branch or Online Payment Facility will be available in the University Website ([www.sjp.ac.lk/ Procurement](http://www.sjp.ac.lk/Procurement) and Notices)**. Deposit slip or online receipt should be attached with the application along with the other documents.. **Please note that Money orders, Cheques or Bank Drafts will not be accepted for this purpose.**
- The application and details can be viewed and downloaded from the University website, www.sjp.ac.lk – Procurements and Notices.
- Duly completed applications for goods, services and works should be sent along with the following documents.
 - A certified copy of valid Business Registration Certificate, certified copies of relevant licenses according to their field and Memorandum of Association and Articles of Association (for Limited Liability Company).
 - 03 years' experience in similar capacity (Evidences should be attached such as awarding letters of contracts, Purchase Orders etc.)
- The registration fee of ineligible applicants will not be refunded. The Government Departments/ Boards/ Corporations/ Semi-Government Institutions which apply for the registration need not to pay and submit the above documents.
- Applications should be sent either by Registered Post or depositing in the Tender Box available at Main Security Point of the University on or before **21st December 2022 at 4.00 p.m.** and **“Registration of Suppliers (Sub Category Name) 2023”** should be written on the top left hand corner of the envelop. If registration is sought for more than one sub category of Goods/Service/Works, Clearly indicate the category on application.
- The University reserves the right to accept or reject any application. 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 rejected from the register without prior notice and previous years poor performance suppliers who did not supply goods /service on time will not be registered. Uncompleted applications will not be considered.
- Quotations will be usually called from registered Suppliers /Contractors the University reserves the right to call for quotations from other Suppliers/Contractors and Promise.lk as well to obtain competitive offers.
- Supplier or Contractor should give minimum 30 days credit period to the University.
- Further information can be obtained from the Deputy Bursar/ Supplies Division of the University during working days. (Telephone No. 0112758216/0112758217)

Registrar
University of Sri Jayewardenepura
Gangodawila, Nugegoda
November 30, 2022