UNIVERSITY OF SRI JAYEWARDENEPURA
REGISTRATION OF SUPPLIERS AND CONTRACTORS -2024

University of Sri Jayewardenepura invite application from Suppliers/Manufacturers/Local agents/Distributers and contractors for registration of suppliers 2024.

- The Non-refundable deposit of Rs.2,000.00 should be paid **to Account No. 097-1-001-6-2315454 - Peoples Bank, Gangodawila Branch.** Deposit slip should be attached with the application along with the other documents.
- The application and details can be viewed and downloaded from the University website, www.sjp.ac.lk – Procurements and Notices.
- Duly completed applications for Sub Category / Sub-sub Category of 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 submit the above documents.
- Applications should be sent either by Registered Post on or before **30th November 2023** and **"Registration of Suppliers (Sub Category/Sub-sub Category Name) 2024"** should be written on the top left hand corner of the envelope. If registration is sought for more than one sub category/ sub-sub category of Goods/Service/Works, separate applications for each such item should be sent in one envelop.
- 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. Incompleted applications will not be considered.
- 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 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. 0112801482)

Registrar
University of Sri Jayewardenepura
Gangodawila, Nugegoda
16.10.2023