

## Application for Registration of Suppliers/Contractors – 2024

1. Item Category / Sub Category for which the registration is Sought (Please attach Separate Application for each Category/Sub Category):.....
2. Name of the Organization:.....  
.....
3. Address of the Organization:.....  
.....
4. Contact Number: Telephone:.....  
Fax:.....  
E mail:.....
5. Number and Date of Business Registration:.....  
(Attach a copy of Business Registration)
6. Nature of the Business Organization (whether a sole proprietor, partnership, limited company or government owned entity, Corporation etc.):.....
7. Name of the Owner (When applicable):.....
8. Nature of the Business (Whether Manufacturer, Sole Agent/ Importer, Sole Distributor, Wholesale or Retailer):.....
9. Registration details with CIDA/Health Ministry/any other legal requirements (If applicable) for field of registration:.....
10. Number of Years of the Experience in the relevant field or Trade:.....
11. Name of Bankers and Account Numbers (Suppliers who do not have bank accounts will be rejected):.....
12. VAT Registration No:.....
13. Availability of 30days Credit Period (Yes/No):.....
14. Whether the delivery of items to the University is being undertaken (Yes/No):.....

- 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.
- Suppliers who wish to apply for the registration of No. 2 - **Repairs and Services of All Kind of Motor Vehicles under Category B – Supply of Services, are required to fill the relevant Annexure from 1 to 4. University Automobile Engineer will visit and inspect the vehicle repair Centers within 03 months of the registration.**

I/We hereby agree with the conditions stipulated by the University of Sri Jayewardenepura and submit my/our application for the registration of Suppliers/Contractors – 2024.

**Date:**.....

**Signature & Seal:**.....