



UNIVERSITY OF RUHUNA

REGISTRATION OF SUPPLIERS FOR YEAR – 2014

The Chairman, Department Procurement Committee, University of Ruhuna, will receive applications from Government Departments, Government owned Business Undertakings, Public Corporations, Suppliers, Local Agents, Manufacturers, Dealers, Business Organizations and Contractors to register with the University of Ruhuna for the supply of under mentioned Goods/Services for year 2014.

Suppliers who wish to register themselves for any category of Goods/ Services should forward a copy of **Business Registration** together with the duly completed application. In addition, applicants who wish to register themselves for construction contracts should submit a copy of **ICTAD Registration**. All Suppliers should agree to offer credit facilities for a period of at least 30 days. Applications without above documents and credit facilities will be rejected without giving any notice. All suppliers of Goods/Services should have registered at Inland Revenue Department for VAT and a copy of Registration Certificate should be submitted with application. If not a letter issued by Inland Revenue Department stating “VAT Registration is not required or exempts” should be submitted.

Each application should be accompanied by non-refundable fee of Rs.500/= in the form of money order drawn in favour of “**University of Ruhuna**” payable at Post Office, Matara. No cheques will be accepted. If registration is sought for more than one category of Goods/ Services by the same organization separate application should be forwarded in the same envelope for categories with applicable payments.

Application forms can be obtained from the Office of Assistant Bursar(Supplies), University of Ruhuna or downloaded from <http://www.ruh.ac.lk/> “**Application for Registration of Suppliers–2014**” should be written clearly on the top left hand corner of the envelope. Applications should be sent to “**Assistant Bursar (Supplies), University of Ruhuna, Matara**” by Registered Post. Closing date of application will be **20th September 2013**.

GOODS

1. OFFICE EQUIPMENT

Calculators, Adding Machines, Photocopiers ,Multimedia Projectors, Overhead Projectors, Duplicating Machines, Telephones and Fax Machines,Accessories etc.

2. STATIONERY AND OFFICE CONSUMABLES

All types of stationeries including C.R. Books, Photocopy Papers, Rough Sheets, Half Sheets, Envelopes, Pencils, Erasers, Ballpoint Pens, Clips, Pins, Typewriter Ribbons, Blank CDs & DVDs , Toner Cartridges etc.

3. COMPUTER HARDWARE & SOFTWARE

Computers, Printers,UPS, Network Switches & Network Accessories, Servers, and other Accessories etc.

- 4. FURNITURE – STEEL AND ALUMINIUM**
Tables, Beds, Bunk Beds, Wall Cupboards, Chairs, Almirahs, Stools, Display Cupboards and other Steel Furniture
- 5. FURNITURE - WOODEN**
Beds, Tables, Chairs, Almirahs, Stools, Wall Cupboards, Sofa, Settee etc.
- 6. FIBREGLASS AND PLASTIC PRODUCTS**
Tables, Chairs, Name Boards, Water Tanks, etc.
- 7. LABORATORY CHEMICALS**
All types of Chemicals for Science, Medical, Fisheries, Engineering and Agricultural Laboratories
- 8. LABORATORY GLASSWARE**
All types of Glassware for Science, Medical, Fisheries, Engineering and Agricultural Laboratories
- 9. LABORATORY EQUIPMENT**
All types of equipment for Science, Medical, Fisheries, Engineering and Agricultural Laboratories.
- 10. WORKSHOP EQUIPMENT AND TOOLS**
All types of Equipment and tools used in Engineering and General Workshops
- 11. ELECTRICAL AND ELECTRONIC APPLIANCES**
Stabilizers, Freezers, Refrigerators, Air Conditioners, Fans, Televisions, Cameras, Video & Audio Equipment Water Boilers, Rice Cookers, Wall Clocks & Table Clocks etc. Irons, Kettles, Filters, Boilers and spare parts etc.
- 12. ELECTRICAL WIRING AND FITTINGS**
Switches, Holders, Lamps and Fittings, Circuit Breakers, Surge Arrestors, Distribution Boards, Wires and Cables etc.
- 13. BUILDING MATERIALS**
Bricks, Metal, River Sand, Red Soil, Gravel, Tiles, Sawn Timber
Brass Fittings, Hinges, Door Locks, Casement Stays, Fasteners, Tower Bolts.
Sheets (Asbestos, Plastic, Formica, Zn - Alumn Sheets etc.)
Wire Mesh, Wire Nettings
Glass (Plain, Tinted and Pin Head).
Wash Basins, Bathroom fittings, Cement etc.
- 14. CEMENT PRODUCTS**
Cement Blocks, Fence post, Compost Bins, Flower Pots etc.
- 15. GENERAL HARDWARE ITEMS**
Bolts and Nuts, Washers, Wire Nails, Iron Screws, Padlocks, Buckets, Rubber Hoses etc. Bicycles and Spares. Brushes, Tools (Agricultural & others) All types of paints, PVC Pipes & fittings, workshop equipment & Tools

16. SANITARY ITEMS

Disinfectants, Detergents, Soaps, Toilet Papers, etc.

17. MOTOR SPARE PARTS

Spare parts for all types of Motor Vehicles and Motor Cycles

18. TIRES AND TUBES

For Motor Vehicles, Motor Cycles and Three wheelers

19. FOOT CYCLES AND ACCESSORIES

20. VEHICLE BATTERIES

For Motor Vehicles, Motor Cycles and Three Wheelers

21. BOOKS, PERIODICALS AND OTHER PUBLICATIONS

22. BOOKS BINDING MATERIALS

23. FERTILIZER AND AGRO CHEMICALS

24. ANIMAL FEED AND VETERINARY DRUGS

25. SPORTS GOODS AND ITEMS

26. UNIFORM MATERIALS

Uniform Materials

27. UNIFORM ITEMS

Rain Coats, Boots, Shoes, Safety Shoes & Wares and related products etc.

28. CURTAIN MATERIALS AND ITEMS

29. BLOCKS, RUBBER SEALS AND DATE STAMPS

30. KITCHEN UTENSIL AND CUTLERY ITEMS

Ceramic ware, Glassware, Plastic, Stainless steel, Aluminum and other related items

31. FIRE AND SAFETY EQUIPMENT

Fire Extinguishers, Fire Hose, Helmets, Goggles, Boots, Gloves, Life Saving Jackets etc.

32. MEDICAL AND DENTAL ITEMS

Drugs, Medical and Surgical items

SERVICES

33. PRINTING AND BINDING OF BOOKS

34. REPAIR AND MAINTENANCE OF BUILDINGS

35. REPAIR OF OFFICE EQUIPMENT

36. REPAIR OF LABORATORY EQUIPMENT

37. SERVICE & LUBRICATION OF MOTOR VEHICLES

- 38. SERVICE & LUBRICATION OF MOTOR CYCLES**
- 39. SERVICE & LUBRICATION OF THREE WHEELERS**
- 40. REPAIR OF MOTOR VEHICLES**
- 41. REPAIR OF MOTOR CYCLES**
- 42. REPAIR OF THREE WHEELERS**
- 43. REPAIR AND MAINTENANCE OF COMPUTERS**
- 44. REPAIR OF ELECTRICAL AND ELCTRONIC APPLIANCES**
Refrigerators, Freezers, Air Conditioner, Fans and other Electrical & Electronic equipment.
- 45. TRANSPORT SERVICES**
Cab Services, all types of Buses, Passenger Van, Lorry etc.

Registrar.
University of Ruhuna,
Matara.
19th August 2013.