



## UNIVERSITY OF RUHUNA

### REGISTRATION OF SUPPLIERS FOR YEAR – 2015

The Chairman, Departments Procurement Committee, University of Ruhuna, will receive applications from qualified suppliers to register with the University of Ruhuna for the supply of under mentioned Goods/Services for year 2015.

Suppliers who wish to register themselves for any category of Goods/Services should forward a certified 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 minimum. 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 certified 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 exempted” 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 or pay to the shroff of the University. No cheques will be accepted. If registration is sought for more than one category of Goods/ Services by the same supplier separate application for each category with applicable on payment should be forwarded in the same envelope.

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– 2015**” should be written clearly on the top left hand corner of the envelope. Applications should be sent to “**Assistant Bursar (Supplies), University of Ruhuna, Wellamadama, Matara**” by Registered Post. Closing date of application will be **05<sup>th</sup> September 2014**.

### 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 and Software

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

**4. Furniture – Steel**

*Tables, Beds, Bunk Beds, Wall Cupboards, Chairs, Almirahs, Stools, Book Racks, File Cabinets, Cupboards and other Steel Furniture*

**5. Furniture - Wooden**

*Beds, Tables, Chairs, Almirahs, Stools, Wall Cupboards, Sofa, Settee and other Timber Furniture*

**6. Fiber glass and Plastic Products**

*Tables, Chairs, Name Boards, Water Tanks, and other Fiber/Plastic Goods.*

**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 – Aluminum Sheets etc.)  
Wire Mesh, Wire Nettings  
Glass (Plain, Tinted and Pin Head).  
Wash Basins, Bathroom fittings, Cement etc.*

**14. Cement Products**

*Cement Blocks, Fence posts, Compost Bins, Flower Pots, Compost Bins 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, Soap/ Toilet Papers.*

**17. Motor Spare Parts**

*All types of Spare parts for Motor Vehicles and Motor Cycles*

**18. Tires and Tubes**

*All types of tires and tubes for Motor Vehicles, Motor Cycles and Three Wheelers*

**19. Foot Cycles and Accessories**

**20. Vehicle Batteries**

*All types of 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**

**27. Uniform Items**

*Rain Coats, Boots, Shoes and related products.*

**28. Curtain Materials and Items**

**29. Blocks, Rubber Seals and Date Stamps**

**30. Kitchen, Utensil and Cutlery Items**

*Ceramic / Glass/ Plastic /Stainless steel/Aluminum/Kitchen Utensil and Cutlery items.*

**31. Fire and Safety Equipment**

*Fire Extinguishers, Fire Hose, Helmets, Goggles, Safety Shoes and Cloths, Boots, Gloves, Life Saving Jackets etc.*

**32. Medical and Dental Items**

*Drugs, Medical and Surgical items*

## **SERVICES**

**33. Printing and Binding of Books/Record Books**

**34. Printing and Supply of ID Cards**

**35. Repair of Office Equipment**

*Photocopiers, Printers, Scanners, Multimedia Projectors, Duplo Machines, O.H.P, Fax Machine, Telephone and Type writers.*

**36. Repair of Laboratory Equipment**

**37. Service and Lubrication of Motor Vehicles**

**38. Service and Lubrication of Motor Cycles**

**39. Service and 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 and Network Accessories**

**44. Repair of Electrical and Electronics Appliances**

**45. Repair and Maintenance of Air Conditioners/Refrigerators/Freezers**

**46. Transport Services**

*Cab Services, all types of Buses, Passenger Van, Lorry etc.*

**47. Repair and Maintenance of Gas Supply System**

**48. Photography Service**

*Still Photographs, Video, Mobile Studio at University for Convocations*

**49. Supply of Earth Movers**

Registrar.  
University of Ruhuna,  
Matara.  
12<sup>th</sup> August 2014.





