



UNIVERSITY OF RUHUNA

REGISTRATION OF SUPPLIERS / CONTRACTORS FOR YEAR 2017

The Chairman, Department Procurement Committee, University of Ruhuna will receive applications from qualified Suppliers/Contractors to register with the University of Ruhuna for the supply of under mentioned Goods/Services for year 2017.

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, Contractors who wish to register themselves for construction contracts should submit a certified copy of **ICTAD Registration**. All applicants should agree to offer credit facilities for a period of at least 30 days or as specified. Applications without above documents will be rejected without giving any notice. All applicants should have registered at Inland Revenue Department for VAT and a certified copy of VAT Registration certificate should be submitted together with the application. If not a letter issued by Inland Revenue Department stating “VAT Registration is not required or exempted” should be submitted with the application.

Each applications 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 cheque will be accepted. If registration is sought for more than one category of Goods/Services by the same applicant separate application for each category with applicable payment should be forwarded in the same envelope.

Applications 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/Contractors for year 2017**” should be written clearly on the top left hand corner of the envelope. Application should be sent to “**Assistant Bursar (Supplies), University of Ruhuna, Wellamadama, Matara**” by Registered Post. Closing date of application will be 21st October 2016.

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

33. Security Systems

CCTV Camera and accessories

SERVICES

- 34. Printing and Binding of Books/Record Books**
- 35. Printing and Supply of ID Cards**
- 36. Repair of Office Equipment**
Photocopiers, Printers, Scanners, Multimedia Projectors, Deplo Machines, O.H.P, Fax Machine, Telephone and Type writers.
- 37. Repair of Laboratory Equipment**
- 38. Service and Lubrication of Motor Vehicles**
- 39. Service and Lubrication of Motor Cycles**
- 40. Service and Lubrication of Three Wheelers**
- 41. Repair of Motor Vehicles**
- 42. Repair of Motor Cycles**
- 43. Repair of Three Wheelers**
- 44. Repair and Maintenance of Computers and Network Accessories**
- 45. Repair of Electrical and Electronics Appliances**
- 46. Repair and Maintenance of Air Conditioners/Refrigerators/Freezers**
- 47. Transport Services**
Cab Services, all types of Buses, Passenger Van, Lorry etc.
- 48. Repair and Maintenance of Gas Supply System**
- 49. Photography Service**
Still Photographs, Video, Mobile Studio at University for Convocations
- 50. Supply of Earth Movers**
- 51. Repair and Maintenance of Buildings**

The Chairman.
Department Procurement Committee,
University of Ruhuna,
Wellamadama,
Matara.
23rd September 2016.

04. Business Registration Number and Registered Business :-
(A copy of the certificate of Business registration should be attached)
05. Nature of Business :
- i. Manufacturer
 - ii. Sole Importer
 - iii. Sole Distributor or Stockiest, etc.
 - iv. Other (Please Specify).....
06. ICTAD Registration Number :-
(A certified copy of the Certificate of ICTAD registration should be attached.)
07. VAT Registration No:-
i. If “Yes” (A Certified copy of VAT registration certificate should be attached.)
ii. If “No” (A letter from the Inland Revenue Department stating “VAT Registration is not required or exempts” should be attached)
08. Credit Facilities - Value up to Rs..... Period.....
(Credit facilities at least for 30 days should be given)
09. Payment - Amount : - Date :
10. Name and Item numbers applied for:-
11. Item to be registered :-

Goods

Item Name	Item No																
<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td> </tr> </table>															<table border="1" style="width: 50%; height: 20px;"> <tr> <td style="width: 50%;"></td><td style="width: 50%;"></td> </tr> </table>		
<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td> </tr> </table>															<table border="1" style="width: 50%; height: 20px;"> <tr> <td style="width: 50%;"></td><td style="width: 50%;"></td> </tr> </table>		
<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td> </tr> </table>															<table border="1" style="width: 50%; height: 20px;"> <tr> <td style="width: 50%;"></td><td style="width: 50%;"></td> </tr> </table>		

Service

Item Name	Item No																
<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td> </tr> </table>															<table border="1" style="width: 50%; height: 20px;"> <tr> <td style="width: 50%;"></td><td style="width: 50%;"></td> </tr> </table>		
<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td> </tr> </table>															<table border="1" style="width: 50%; height: 20px;"> <tr> <td style="width: 50%;"></td><td style="width: 50%;"></td> </tr> </table>		

.....
Signature of Supplier / Contractor
(Rubber Stamps)