SOUTH EASTERN UNIVERSITY OF SRI LANKA

REGISTRATION OF SUPPLIERS FOR THE YEAR - 2027

Applications are invited from Government Departments, Government Owned Business Undertakings, Public Corporations, Reputed Suppliers, Local Agents, Manufacturers, Dealers and Business Organizations who wish to register themselves with the South Eastern University of Sri Lanka for the supply of goods and services for the year - 2027.

The applicants may apply for one or more categories by paying the registration fee of Rs. 1,000.00 for each category. The application should be accompanied by a **Bank Deposit Slip** obtained by paying a non-refundable registration fee to the South Eastern University of Sri Lanka (People's Bank, Acc. No 228 1001 9000 1704) **or Receipt** obtained by paying the same **at the shroff counter**, South Eastern University of Sri Lanka, Oluvil. **Please note that Bank draft, cheques or money orders will not be accepted.**

An arrangement has been made to register the suppliers **through online** using the link www.seu.ac.lk. The suppliers are permitted to choose **either manual or online registration.** Accordingly, the suppliers shall submit original / the scanned copy of relevant certified documents including Bank deposit slip. (Applications can be downloaded from the same website for manual registration).

If the registration is made through online, it is preferable to send the printed copy of the application form along with the above mentioned documents to reach the University immediately after the online registration is completed. (**Deadline for the online registration is 05.12.2026).**

Any supplier who fails to honour the bid invitations in consecutive three (03) times, the University reserves the rights to remove from the list of Registration of Suppliers - 2027 without any notice. Quotation for goods and services will normally be invited from the list of registered suppliers but the University reserves the rights to invite quotations from any other competitive offers.

The suppliers registered for the year 2027 should agree to offer credit facilities for a period of at least 45 days. If this condition is not satisfied, even after the registration, the supplier's bid may be rejected.

A copy of **Business Registration Certificates for the related category of item certified by the relevant approving authority for the relevant year, VAT registration certificate** (if registered for VAT) recently certified by the Commissioner General of Department of Inland Revenue and other relevant documents should be attached with application. Those who do not submit the above documents and incomplete application will be rejected. **Applicants should seek registration only for the business appearing in their business registration certificate and application on the contrary will not be considered.**

All applications shall be marked as "**Registration of Suppliers - 2027**" on the left hand corner of the envelope addressed to the **Assistant Bursar, Stores and Supplies, South Eastern University of Sri Lanka, University Park, Oluvil # 32360** should be posted under registered cover or directly handed over to the supplies division on or before **05.12.2026.**

For further information, please contact 0672255178/0672255001

Registrar
South Eastern University of Sri Lanka
University Park Oluvil # 32360