



## SOUTH EASTERN UNIVERSITY OF SRI LANKA

### REGISTRATION OF SUPPLIERS FOR THE YEAR 2017

Applications are invited from Government Departments, Government Owned Business Undertakings, Public Corporations, Reputed Suppliers, Local Agents, Manufacturers, Dealers, Business Organizations and Contractors who wish to register themselves with the South Eastern University of Sri Lanka for the supply of under mentioned goods and services for the year 2017.

If registration is sought for more than one category of goods and service Separate application should be made for each category and shall be sent under one cover. A non-refundable deposit of **Rs. 1000/=** should be paid for the registration of each category. The application should be accompanied by a bank draft with validity of **90 days**, drawn in favour of ***The Bursar, South Eastern University of Sri Lanka***. The supplier can download the documents from the university web site, [www.seu.ac.lk](http://www.seu.ac.lk)

**Cheque and money orders will not be accepted.** Application on the contrary will not be considered. Applicants should seek registration only for the business appearing in their business registration certificate.

The University reserves the right to accept or reject any application. Any supplier who fails to honour the bid invitations in consecutive three (3) times shall be removed from the list of registration of suppliers 2017 without any notice. Quotation for goods and services will normally be called for from the list of registered suppliers but the University reserves the right to call for quotations from any other competitive offers.

The suppliers registered for the year 2017 should agree to offer credit facilities for a period of at least 45 days. If this condition is violated, even after registration, such supplier will be blacklisted.

If the supplier is liable for VAT, the certified copy of VAT certificate should be attached with application, if the supplier is not liable for VAT, a recent VAT exemption certificate obtained from Inland Revenue Department has to be attached with the application. Those who do not submit the above certificate and incomplete application will be rejected.

All applications marked "**Registration of Suppliers - 2017**" on the left hand corner of the envelope should be addressed to the **Senior Assistant Bursar, Stores and Supplies, South Eastern University of Sri Lanka, University Park, Oluvil # 32360** and sent under registered cover to reach us on or before **27.12.2016**.

Applicants should forward a copy of **Business Registration Certificate** along with the application. Those who do not submit the above specified certificates and incomplete application will be rejected.

For further information please refer the university website ([www.seu.ac.lk](http://www.seu.ac.lk))

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

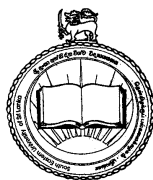
**Content**  
**List of category**

Ser. N	Category	Service
01	Office Stationery	Photocopy papers, duplicating paper, typing sheet, carbon paper, paper fax rolls, file cover, CR Books, note books, Paper pin, paper clip, stapler, stapler pin, pen, pencil, paper weight, ink pad, pad ink, white board marker, permanent marker, red tape, numbering machine, Bristol board, Gum, glue, Calculator, etc.
02	Toners	Photocopier Toner, printer's toner, cartridge for printer and fax, copy printer ink, master rolls, printer ribbons, etc.
03	Cleaning Items	Detergents, Disinfectants, Soap, Industrial soap, Air fresheners, etc.
04	Wooden, Fiber & Plastic Furniture	Chairs, Tables, Cupboards, Beds, Racks, Almirah, Bookshelf, Lecture hall table & chairs, Computer table & Chairs, Shelves, trolley, counters, double sided newspaper rack, displayer, study table & chairs, etc.
05	Steel Furniture	Table, Almirah, Filing cabinet, Iron safe, etc.
06	Teaching & office Equipment	Photocopier, fax machines, printers, multimedia, white board electronic screen, duplicating machine, scanners, library equipments, over head Projector, , Barcode readers, ID Card printer, Finger Print Machines, Work station circulation pads, etc.
07	Electrical Goods	Deep-freezes, refrigerators, Air-conditioners, Televisions, Video sets, Audio equipment, ovens, Vacuum cleaners, fans, electric irons, Generator, Water coolers, Water filters, water pump, etc.
08	Kitchen Utensils & Equipments	Crockery, Cutlery, Kitchen utensils, Hot Cupboard, electric boiler, Filters, Kettles, etc.
09	Safety wears & Equipments	Safety equipment, security equipment, fire extinguishers, fire protection equipment, fire alarms systems, safety wears, etc.
10	Audio Visual & Electronic Equipments	PABX & Intercom systems, Telecommunication instrument & sets, Public addressing systems, Video recorders, Voice Recorders, CCTV Cameras, Video conference systems, etc.
11	Garden Equipments	Gardening tools and equipments (Lawn Movers, Brush cutters, Tractors, Plastic and cement pots, etc.)
12	Laboratory Equipments	Laboratory equipment and tools, Microscope, Bio-chemistry analyzer, Autoclave, ice makers, ovens, etc. for science faculty
13	Engineering Equipments	Workshop machines, Tools and equipments, carpentry tools and equipments, mechanical tools & equipments, etc. for engineering faculty
14	Computer & Computer Related Items	Computer, UPS, computer other related items, Computer software & Hardware, Networking Accessories, etc.
15	Building materials	Bricks, river sand, plastering sand, rubble, metal and lime, cement, etc.
16	Timber & Others	Timber & sawn timber, planks, rafters, etc.

17	Hardware & Plumbing Items	Steel, GI pipe, Iron, GI sheets, wire nails, bolts, nuts, water tank, mammoties, pickaxes, wheelbarrows, ladders, tiles, asbestos sheets, PVC pipe and fitting, Glass sheets, tiles, bathroom fittings, manufactured door (Plywood PVC Doors)water taps & ball valves, brushes, broom, etc.
18	Paints	Paints, polish, wax, varnish, thinner, etc.
19	Electricals instruments and Accessories	Torch Light and Batteries, Bulbs, wire meters, cables, switches, plug/tops, holders, Electrical Meters, conduit pipes and similar items, UPS Batteries, etc.
20	General Printing	File covers, Envelops, Letter Heads, Books and Periodicals, Leaf lets, poster, digital banners, cloth banners, etc.
21	Sports Items	Sports Items, Sports Wares, Recreational goods and Fitness machines, etc.
22	Library Books & Periodicals	Local & foreign, etc.
23	Laminating & Binding	Laminating and binding of books, book binding materials, book binding equipments, block, rubber seals, date stamps, etc.
24	Special Printing	Supply and printing of ornaments, gift items etc.
25	Medical Supplies	Pharmaceuticals, Drugs, Medicine, First aid Supplies, Surgical Instruments, etc.
26	Chemical & Glassware	Chemical, Glassware items, etc.
27	Textiles & Garments	Uniform, curtain materials, National and other types of flags and banners, Umbrellas, mosquito nets, binding cloth, nylon thread, Beddings (Bed sheets, bed covers, Pillows, pillow cases) etc.
28	Leather and rexin products	Carpets, shoes, bags, briefcase, raincoats, belts, caps, leather papers, canvas product, etc.
29	Convocation items	Clocks, garlands, caps, Scrolls, etc.
30	Musical Instruments	Bass guitar, lead guitar, rhythm guitar, drum set, electrical key board, octopod, violin, box guitar, tablas, flute, congo, bongo, microphone & mixture, etc.
31	Nursery materials	Plants, Seeds and other nursery materials, etc.
32	Food and Refreshments	Supply and service of foods and beverages and Catering services
33	Agro chemicals and Fertilizers	Admire, BPMCP, pyrinex, mospilan powder, captan powder, AMP, YPM, etc.
34	Hiring of Vehicles	Passenger van-with AC & Without A/C, Passenger Bus, lorry, etc.
35	Hiring of Machinerics (Construction)	JCB, Excavator, Compressor, pay loader, etc.
36	Hiring of Photographic Service	Hiring of photographic and video Equipments.
37	Hiring of Labour	Supply of skilled, semi skilled and un-skilled labour, cleaning and gardening maintenance services.
38	Engineering Services	Electrical wiring, Installation/ Repairs to water supply sewerage and plumbing, Fabrication and installation of iron/aluminum flexure related to building
39	Vehicles Spare Parts	Motor spare parts, vehicle batteries, tyre and tubes, etc.

40	Vehicles Services & Repair	Repairs to Motor vehicles (Bus, Car, Van, Double cabs, Tractors), Vehicle service and interior cleaning etc.
41	Supply of Petrol, Diesel & Gas	Petrol, diesel, oil, gas, etc.
42	Other vehicle Services	Vehicle canopy, Cushion work, covers carpeting etc.
43	Other Services	43.1. Polishing and reconditioning of furniture 43.2. Interior decoration, carpeting, curtain, others 43.3. Laundering facilities 43.4. GPS, Tripod and all kinds of survey equipment 43.5. Preparation of steel & plastic name boards, etc. 43.6. Accommodation facilities for Students, Teachers & Guests.
44	General Repairs	Plant and machinery, Generators, Air conditioners, Refrigerators, Water pumps, Communication equipments, etc.
45	Furniture Repairs	Wooden, steel, fiber glass, rattening of chairs, etc.
46	Repairs to Electric & Electronic Equipments	Computer, photocopier, fax machine, printers, Duplo machine, Ledger binders, electronic screen, multimedia, scanners, UPS, TV, etc.

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



**APPLICATION FOR REGISTRATION OF SUPPLIERS FOR THE YEAR 2017**

01. Name and Address of Supplier : .....
- .....
- .....
02. Contact Details:
- Tel.No. : .....
- Fax No. : .....
- E-mail : .....
03. Nature of Registration of the Business: .....  
(Business: Company with limited liability / Partnership / Individual business / State Corporation / others)
04. Registration, as a ..... (Manufacturer / Accredited Agent / Distributor / Sub Agent / Wholesale, Retail and Services supplier)
05. Business registration number and registered business: .....  
(A photocopy of the Certificate of Registration should be annexed)
06. Name of bankers and account numbers: .....  
.....  
(Supplier who don't have bank account will be rejected)
07. VAT registration number: .....
08. Income Tax files no. (If any): .....
09. Particulars of Goods and other services expected to be registered:

Description of Supplies & Category	Service No	Value of Goods and Services, which could be supplied at a time. (Rs.)			Maximum number of days which may be allowed for credit facilities*
		Less than Rs. 1m.	More than Rs. 1 m. Less than Rs. 2 m	More than Rs. 2 m. Less than Rs. 3 m	
e.g. 01. Stationary					
43. Other services	43.1				
	43.2				

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(If the space is not adequate, may be submitted as an attachment)

**\*Supplier who seek registration shall provide minimum 45 days credit period**

10. Any other facilities, transportation, storage, etc. : .....
11. Contact person :  
 Name and designation : .....  
 Telephone : .....  
 Mobile : .....  
 Fax : .....  
 Email : .....

I / We hereby certify that all the particulars furnished above are true and accurate to the best of my / our knowledge and that I / We are aware that if any information furnish by me / us are found to be false or misleading my / our names will be removed from the Suppliers Register and included in the defaulting supplier's list.

A bank draft bearing No ..... for a sum of Rs. 1,000.00 as registration fee is annexed herewith. **(Cheque and money orders will not be accepted)**

.....  
 Name of Applicant  
 Date:

.....  
 Authorized signatory

.....  
 Business Frank