



UNIVERSITY OF VAVUNIYA, SRI LANKA
REGISTRATION OF SUPPLIERS & CONTRACTORS – 2024

Applications are invited up to **17th November 2023** from reputed Suppliers / Manufacturers / Contractors who wish to register themselves for the under mentioned supplies and services.

1. STATIONERY & OFFICE REQUISITION

- a) Photocopy papers, Typing Sheets, Roneo Papers, File Covers, CR books, Envelopes, Note books, CD, DVD etc.....
- b) Stationery items (Paper Pins, Paper Clips, Staplers, Stapler Pins, Pen (Ball points), Pencils, Batteries, Ink pad, Red Tape, Plastic files, Box files, Ring files etc.....)
- c) Duplicating Inks, Master Rolls, Photocopy Toners, Computer Printer Ribbon, Fax Cartridge etc.....
- d) White board, Magic board etc.....

2. OFFICE EQUIPMENT AND OFFICE FURNITURE WOODEN/STEEL/PLASTIC

- a) Calculators, Photocopy machines, Duplicating machine etc.....
- b) Computers, Printers, UPS, Scanners etc.....
- c) Computer Software Hardware and Accessories etc.....
- d) Multimedia Projectors, Smart Board etc.....
- e) Finger print machines
- f) CCTV camera, Video conference System etc.....
- g) Filling cabinets, Steel Cupboards, Office Tables, Executive Chairs, Computer Chairs, Glass Fronted Almyra, File Tracks, Plastic Chairs, Conference Table etc.....

3. ELECTRICAL AND ELECTRONICALLY ITEMS

- a) Bulbs, Wires, Cables, Switches, Plug Tops, Holder and other items
- b) Air Conditioners
- c) Deepfreezes, Refrigerators, Filters etc.....
- d) Television, DVD Player, Cameras, Video Cameras, Vice Recorder etc.....
- e) Clocks, Torchlight, Fan, Iron Box etc.....
- f) Amplifiers, Communication Equipment's etc.....
- g) Solar Panel System, Solar Street Light, Solar Off Grid System, Solar on Grid System etc.....
- h) Telephone Equipment

4. HARDWARE AND BUILDING MATERIALS

- a) Cement Bag/Asbestos Sheets, Hume Pipes etc.....
- b) Bricks River, Sand, Rubble, Metal and Lime, Concrete Fence Post, Pre Cast Items, Concrete Blocks etc.....
- c) Bathroom Fitting & Sanitary wares etc.....
- d) Glasses, Tiles etc.....
- e) Paints, Polish, Wax and Varnish, Tinnier etc.....
- f) Steel, G.I Sheets, Wire Nails, Bolts and Nuts, Wheel-Barrows, Crowbars, Taps, Ball Valves, Barbed Wire, Aluminum Ladder, Mamoty tools etc.....
- g) Timbers and Sawn Timber
- h) Ply Wood and PVC Doors, Ply wood sheets etc.....
- i) PVC Pipes, Fittings, Water Tanks etc.....
- j) Polythene, Tharp Line etc.....

5. VEHICLE SPARES, TYRES, TUBES AND BATTERIES

- a) Motor Vehicle Equipment and Accessories (Spare parts)
- b) Seat Covers, Cushion, Upholstering, Carpeting and Other requirement of Vehicles
- c) Motor Vehicle batteries
- d) Tyers and Tubes

6. TEXTILES MATERIALS AND CURTAINING

- a) Uniform Material
- b) Rain coat, Gum Boots, Safety boots, Umbrella etc.....
- c) Bed sheet, Pillow case, Mosquito net etc.....
- d) Protective Shoes

7. SPORTS MATERIALS

- a) Sports Goods
- b) Sports Equipment
- c) Printing of Sports Jersey
- d) Repairs to Sports Equipment

8. PLANT AND MACHINERIES

- a) Generators
- b) Vacuum Clearness
- c) Water Filter Plant etc.....
- d) Agriculture Equipment, Water pump, Electric Motor, Sprayer, Alkathene pipe etc.....
- e) Grass cutter
- f) Fire Extinguishing Equipment & Safety Equipment (Construction)

9. SUPPLY OF MEDICAL EQUIPMENT AND MEDICINE

- a) Medical Equipment
- b) English Medicine

10. REPAIRS TO OFFICE EQUIPMENT AND OFFICE FURNITURE

- a) Repairs to Photocopy machine, Duplicating machine etc.....
- b) Repairs to Computers, Monitors, Printers, Multimedia Projectors and Scanners etc.....
- c) Repairs to CCTV Camera and Finger Print Machine etc.....
- d) Software Solutions Providers (For computers and others)
- e) Repairs, Polishing and reconditioning to Steel / Wooden Furniture
- f) Shampooing Chairs

11. REPAIRS TO PLANTS AND MACHINERIES

- a) Repairs to Generators
- b) Repairs to Grass Cutter
- c) Repairs to Vacuum Cleaners
- d) Repairs of Water Pump, Electric Motor, Agriculture Equipment

12. REPAIRS TO VEHICLE, SERVICING AND WHEEL ALIGNMENT

- a) Repairs to motor vehicles (Double cabs, Car, Van, Tractors, Bowers, Motor Cycles etc.....)
- b) Air Conditioning, Auto Electrical, Tinkering, Painting, Engine and other motor vehicle repairs
- c) Servicing of motor vehicle
- d) Wheel Alignment and Wheel Balancing

13. REPAIRS TO ELECTRICAL AND ELECTRONICALLY ITEMS

- a) Repairs to Air Conditioners, Refrigerators and Servicing etc.....
- b) Repairs to Television and Communication Equipment etc.....
- c) Repairs to Pedestal, Ceiling and Wall Fans etc.....

14. ALL KIND OF PRINTING, BINDING WORKS AND BOOKS

- a) All kind of Printing Books, File Covers, Forms, Invitation Cards and Posters etc.....
- b) Date Stamp, Rubber Stamp, Plastic and Name Board etc.....
- c) Printing of Banners, T-shirts, any other Digital printing works
- d) Preparation of Plaques, Trophy, Shield, Medals etc.....
- e) Book binding work
- f) Artwork, Designing and Advertising
- g) Books, Magazines and other Publications

15. LABORATORY ITEMS

- a) Laboratory Equipment
- b) Laboratory Chemical & Glassware
- c) Repairs to Laboratory Equipment

16. GENERAL SUPPLIES AND SERVICE

- a) Insecticide, Tools for Gardening, Natural Fertilizer, Flower Trees and Crops etc.....
- b) Kitchen Utensils, Kitchen Equipment etc.....
- c) Accommodation
- d) Catering Service
- e) Travelling Agent Service
- f) Courier Service

17. TRANSPORT SERVICES, RENTING / HIRING OF VEHICLE

- a) Hiring of Vehicle (Busses, Vans etc.....)
- b) Hiring of Construction Equipment's and Heavy Vehicles (JCB Compressor, Dozer, Excavate etc.....)
- c) Transport of Goods

18. HIRING OF SOUND SYSTEM AND ELECTRICAL GOODS

- a) Hiring of Sound and any other Communication Equipment etc.....
- b) Hiring of Electrical Goods, Colour bulbs and Focus Light etc.....
- c) Video & Photography Service

19. SECURITY , LABOUR SUPPLY AND CLEARING SERVICE

- a) Providing of Security service
- b) Providing of Clearing Service (Indoors and Outdoors)
- c) Labour Supply (Skilled, Unskilled and Watchers)

20. ENGINEERING SERVICES

- a) Consultancy Service for Building / Building Services / Related machinery & Equipment
- b) Consultancy service for Electrical Service
- c) Construction and Rehabilitation of Buildings (CIDA Registered only)
- d) Painting and Maintenance of work of Equipment, Office Building, Railing etc.....
- e) Aluminum, Steel Fabrication, Partition works, Welding works etc.....
- f) Fixing Curtain materials, Curtain Bars Hocks, Runners and Tailoring

CONDITIONS RELATED TO REGISTRATION

1. Application should be prepared by the supplier on own as per the specimen given in the application. All applications should be submitted under registered post, cover marked **“Registration of Supplies/services – 2024”** on the left-hand corner of the envelop.
 - ❖ Application form and other details will be also be available in the University website <http://www.vau.ac.lk> downloaded application forms should accompany with the Deposit bank slip and Application for Registration should be sent addressed to the **Bursar, University of Vavuniya, Mannar Road, Pambaimadu, Vavuniya.**
2. **Separate application should be sent for each main category supply / services and each application should accompany with a deposit slip copy of Rs.2,000/= (Nonrefundable Deposit) drawn Deposit to the Account No 0002364602 in the Bank of Ceylon, Vavuniya.**
3. Organizations other than companies could register only for Supplies / Services according to their general nature which specified in their **Business registration.** Otherwise, the application will be rejected without any notification.
4. Quotations will be called from the registered suppliers. However, the University reserves the right to call for quotations from other sources too.
5. Any supplier who fails to submit quotation when called for or fail to supply items / services in time or in uniformity with the stipulated specification may get his/her name struck off from the register without prior notice.
6. Give name, experience and qualifications of all Engineers and Architects and Technical Staff permanently employed at your organization (**For Engineering Services item No.20(a), 20(b) and 20(c) only**).
7. Payment will be made to the Registered Name as appeared in the application. Therefore, suppliers should have the bank account for their business name.

Further details may be obtained from the Assistant Bursar (Supplies) T.P No. 0242220299, University of Vavuniya.

Registrar
University of Vavuniya.



University of Vavuniya, Sri Lanka

Registration of Suppliers for year - 2024

Application

01. Personal Details

- 1.1 Name in Full :.....
(As per the National Identity Card)
- 1.2 National I.D No:.....
- 1.3 Address:.....
.....
- 1.4 Permanent T. P No.....Mobile No.....Fax No.....

02. Business Details

- 2.1 Name of the Business:.....
- 2.2 Business Registration No:.....
(Copy of Business Registration Certificate should be attached)
- 2.3 VAT No:.....
(If you are VAT registered supplier, Copy of VAT Certificate should be attached)
- 2.4 Address:.....
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.....
- 2.5 Permanent T.P No:.....Mobile No:..... Fax No:.....
(Please provide at least two contact numbers)
- 2.6 Email Address:.....
- 2.7 District:.....
- 2.8 Divisional Secretariat:.....

03. Other Details

- 3.1 Name of the Bank & Account No:.....
- 3.2 Credit Facilities:.....
- 3.3 (a) ICTAD / CIDA Registration No:.....
(b) ICTAD / CIDA Grade:.....

(For Engineering Services item 20(a) and 20(c) only) If not registered with ICTAD / CIDA Applicant can submit quotation for works not exceeding Rs.200, 000.00 (Two Hundred Thousand only) and copy of the ICTAD / CIDA registration certificate should be attached.

04. Details of Supply

Serial No	Details of Supply

05. Supply items should be delivered to the University of Vavuniya

I/We agree to the conditions of Registration

Signature :.....

Name :.....

Date :.....