



UNIVERSITY OF MORATUWA

REGISTRATION OF SUPPLIERS FOR THE YEAR 2017

Applications are invited up to 28th December 2016 from reputed Suppliers, Manufacturers, Local Agents & Sole Distributors who wish to register themselves with the University of Moratuwa for the supply of goods during the year 2017.

A separate application should be forwarded for each category of the listed supplies. The applicant should pay a non-refundable fee of **Rs. 2,000/-** by Pay in voucher obtained from any Branch of the Bank of Ceylon drawn in favour of Bursar, University of Moratuwa Account No.306836, Katubedda Branch or by Money Order drawn in favour of Bursar, University of Moratuwa, encashable from Moratuwa Post Office for each application. Application should be prepared according to the specimen appended below and sent under registered cover with **“Registration of Suppliers for the year 2017”** marked on the top left-hand corner of the envelope to reach **Senior Assistant Bursar/Supplies, University of Moratuwa, Katubedda, Moratuwa** on or before 28th December 2016. The application can be downloaded from the University Website www.mrt.ac.lk or can be obtained from the Supplies Division, University of Moratuwa either in person or by post on production of the customer copy of Bank Pay in Voucher or Money Order up to 3.00 p.m. on 27th December 2016.

The University of Moratuwa will generally call for quotations from the registered suppliers. However, it reserves the right to call quotations from those who are not registered as well. Suppliers who fail to quote when requested or fail to make delivery in time in conformity with the given requirements will be struck off the register without prior intimation.

The supply and provision of the under mentioned goods and Categories

1. Stationery

- I. Photocopy Papers, Computer continuation sheets, duplicating papers and typing papers etc.
- II. Printing and all types of Book binding materials & Rexine etc.
- III. Toners, Cartridges and Ribbons for Photocopy Machines, Computers and Printers.
- IV. All other types of stationery- Rubber Seals, Date Stamps, Block Making etc.

2. Furniture

- I. Wodden furniture
- II. Steel furniture (Including Bunker Beds)
- III. Library furniture
- IV. Fibreglass and plastic products
- V. Magnetic White Boards
3. Machines including Photo-Copiers, Digital Duplicators, Finger Printing & Attendance Machines, Adding Machines, Numbering Machines, Fax Machines, Paper Shredder, Cash Registers & Calculators etc.
4. Medals & Plaque
5. Audio Visual equipment and Accessories
 - I. Multimedia Projectors, Tapes & Slide
 - II. Sound Systems (Microphone, Speakers etc.)
6. Sport Goods (Equipment etc.)
7. Name Boards (Plastic, Metal and Wooden)
8. Computer Hardware: Computers, Laptops, Printers, UPS, Scanners, Servers, Stabilizer and Computer Accessories etc.
9. Computer Software: Educational & Professional etc,
10. Surveying Equipment & GPS etc.
11. Network Items : Ethernet Switches, Network Cables, Routers and Patch panel.
12. Communication Equipment including PABX Systems, Extension Telephones, IP Phones, Smart Phones, GPRS and Accessories.
13. Electrical Items & Accessories: Wires, all kind of Switches, Bulbs & Chalks ,Cables, Fittings and Electronic Component etc.
14. Electrical Goods : Irons, Kettles, Ovens, Hot & Cold Water Dispensers, Refrigerators, Water Coolers, Fans ,Vacuum Cleaners Sewing Machines , Wall Clocks etc.
15. Air Conditioners, Compressors and Accessories.

16. Building Materials

- I. Steel Items, Brass Items, Aluminium Items, Plywood, Barbed Wire & other hardware items
- II. Building materials (River sand, Sea sand, Bricks, Ceramic Tiles, Roofing Tiles, Cement, Metal Lime, Glass, Cement products, Clay)
- III. Sanitary ware(Ceramic Wash Basins, Product of Commodes, Squatting Pans, etc.)
- IV. Timber – Local, Plywood Doors, Boards, Door Frames & Locks, MDF Boards etc.
- V. Wall Paints and Relevant accessories
- VI. Plumbing Items
- VII. Materials and Equipment used for Landscaping (Flower Pots, Plants, Fertilizer, Anthill-Clay, Cow Dung and Coconut Fiber etc.)

17. Laboratory equipment

- I. General Lab equipment & Instruments
- II. Medical & Dental equipment
- III. Analytical equipment
- IV. Electrical /Electronic, Mechanical Chemical & Civil Engineering Lab equipment

18. Chemical and Glassware

- I. General purpose Chemicals Pesticides, Weedicides, Disinfectants and Cleaning Chemicals
- II. Laboratory Chemicals and Glassware

19. Workshop Tools & equipment

20. Uniform Materials

- I. Textile
 - II. Sportswear
 - III. Shoes
 - IV. Sport Shoes
 - V. Gum Boots, Overall Kits and Raincoats, etc.
21. Coir & Rubber Mattresses and Mattress Covers
 22. Tyres, Tubes and Batteries for Motor Vehicles,
 23. Motor Spare and Accessories, Cleaning Materials and equipment
 24. Kitchen Utensils Including Cutlery and Crockery, Cups and Saucers, Gas Cookers, Burners, Rice Cookers, Rice Steamers etc.
 25. House Hold & Brooms & Brushes, Doormats etc.
 26. Engineering Tools, Equipment & Machinery.
 27. Hardware Items – including Locks, Brass Ware Fittings, Nails, Steel & Iron Rods, Copper Rods & Glasses etc.
 28. Paint, Thinner, Turpentine, Polishing Materials & Paint Brushes etc.
 29. PVC Pipes & Fittings, Polythene, Plastic Bins & Waste Paper Baskets etc.
 30. Office Bags, Shoes, Safety Shoes and Safety Equipment.
 31. Oxygen, LP Gas, Fire Extinguishers.
 32. Concrete works (Interlock, Paving Blocks, Hume Pipes, and Garden bench etc.)

Conditions:

1. Suppliers/Authorized dealers who are already registered with the University should re-apply for registration. - 2017
2. Relevant organization should possess a valid business registration & copy of the certificate of registration should be attached.
3. If the intended supplier is a limited liability company, certificate of incorporation of the company should be attached.
4. If the intended supplier is an organization other than limited liability company, a copy of the certificate of registration should be attached.
5. If the organizations supply goods which are manufactured and products by other organizations (Principals), the authorization letter issued by the principal company should be attached.
6. Applicant should have at least three years experience of supplying the relevant items.
7. Applicant should mark the “**Registration of Suppliers – Year 2017**” on the left –hand corner of the envelope.
8. Money Order/ Bank Slip and a copy of the certificate of VAT Registration certificate or the VAT exemption certificate issued by the Commissioner General, Inland Revenue should be attached.
9. Every supplier should agree to provide a credit facility at least for one month.
10. Incomplete or applications without supporting documents will not be considered for registration.

Registrar,
University of Moratuwa,
Katubedda,
Moratuwa.
07.12.2016.

APPLICATION FOR REGISTRATION OF SUPPLIERS FOR THE YEAR – 2017
(To be submitted on a Company Letterhead & two copies of application)

I/ We hereby request to register my name/ our establishment as a supplier for
..... under category No.

Relevant details are given below. Money Order/Bank Receipt issued in favour of “The Bursar,
University of Moratuwa.” Bearing the number is attached hereto.

1. Name and address of Supplier :
2. Telephone Number : Fax Number : E-mail:
3. Nature of Business :
(Whether Manufacturer Sole Proprietorship)
4. Nature of Business Registration :
(Limited Liability Co., Partnership / PLC)
5. Business Registration Certificate :
6. Number & Date (Attach a Photocopy) :
7. VAT Registration (Attach a Photocopy) :
If not, copy of the exemption letter obtained
from Department of Inland Revenue should
be attached
8. Whether credit facilities offered :
9. Limit of credit offered and period :
10. Whether free of charge delivery :
could be arranged
11. Name of Bankers :
12. Number of years of experience in the :
relevant trade
13. List of State Organizations main private :
organization Serving :
Departments and Firms serving at :
Present and please attach their :
Letters of commendation if any :
Name list of Directors & their position :
Include direct/other organization
14. Income Tax File Number, if any :
(Please attach photocopies of any directions
received from the Commissioner General of
Inland Revenue re. withholding tax)
15. Any other details :

I/ We have read conditions overleaf and agree to abide by them. I/ We certify that the particulars furnished
by me/ us in this application are true and accurate.

Date:

Signature of Supplier
(Seal of Establishment)