



# UNIVERSITY OF MORATUWA

## REGISTRATION OF SUPPLIERS FOR THE YEAR 2018

Applications are invited up to 24<sup>th</sup> November 2017 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 2018.

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 paying in voucher obtained from any Branch of the Bank of Ceylon in favor of Bursar, University of Moratuwa Account No.306836, Katubedda Branch 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 2018”** marked on the top left-hand corner of the envelope to reach **Deputy Bursar/Supplies, University of Moratuwa, Katubedda, Moratuwa** on or before 24<sup>th</sup> November 2017. The application can be downloaded from the University Website [www.mrt.ac.lk](http://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 Paying in Voucher up to 3.00 p.m. on 22<sup>nd</sup> November 2017.

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.

### Category of Goods

1. Air Conditioners, A/C Compressor.
2. Camera- Compact Camera, DSLR Camera, Video Cameras, Tripods & related accessories
3. Camera- CCTV Camera & Accessories, Camera, DVRS, NVR, Enclosures, Cables & DC Power Supply.
4. Coir & Rubber Mattresses and Mattress Covers - form Mattress.
5. Chemical & Glassware.
6. Cloaks Garlands & Hoods.
7. Network Equipment- Routers, Switchers, Modems & Network Accessories.
8. Computer- Computer Spare Parts, UPS, UPS batteries & Peripherals.
9. Computer- Personal Computers, Laptops, Workstations, Servers & High end Computers.
10. Computer- Software & License.
11. Printers & Scanners.
12. Lab Equipment- Medical, Dental & Analytical equipment.
13. General Lab Equipment & Instrument.
14. Safety Equipment- Safety shoes, Gum boots, Raincoats.
15. Fire Extinguishers.
16. Surveying Equipments & GPS etc.
17. Uniform Materials.
18. Mobile Phones, Tablets, PDAs etc.
19. Audio Visual Products OHP, Multimedia Projectors, Screens & Video Conference Systems.
20. Public Address Systems - Voice Recorders, Microphones, Speakers, Amplifiers.
21. Furniture- Wooden
22. Furniture- Plastic and Fiber Glass Products.
23. Furniture- Steel.
24. Furniture- Computer Chairs & Tables.
25. Home Appliances- Water Filter, Boilers, Water Dispenser, Hot Cupboards, Rice Stemmers.
26. Electrical Appliances- TV, Radio, Refrigerators, Fans, Vacuum Cleaners.
27. Machines for office use- Cash Registers, Calculators, Adding Machine, Finger Printing Machine, Paper Shedder & Franking Machine.
28. Photocopy Machines- Digital Duplicators, Fax Machines.

29. Sawing Machines, Iron, Press Machine & Other Garments Equipment.
30. Concrete Works- Inter Lock, Paving Blocks, Hume Pipes, Cement Table & Chairs.
31. Electrical Fittings & Wirings & Accessories- Plug Bases, Cables, MCB, Trip switches & Other Electrical Wiring items, Bulbs.
32. Electronic Components- IC's, Resistors, Diodes etc.
33. Electronic Items - Industrial Sensor, Micro controller Development System, PLC, Robotic Modules & Accessories, Pneumatic Sensor, RF Modules, Tag Readers, Detector Motion.
34. Engineering Workshop Tools & Workshop Equipment.
35. Gas
36. General Hardware Items- Bricks, River Sand, Cement, Rubber, Metal, GI Pipe, Asbestos sheets, Plumbing Items, Locks, Nails, Copper rods.
37. Household, Brooms, Brushers & Doormats etc.
38. ID Cards- Plastic Cards, RFID, etc.
39. Advertising- Medals, Plaques, Sign Boards, Name Boards, Digital Printing & Flex Printing.
40. All Kinds of Paints- wall potty, Thinner, Turpentine etc.
41. Photocopy Papers
42. Printing & Book Binding.
43. PVC Pipes & Fittings.
44. Sanitary ware- Ceramic Wash Basins, Tiles & Bathroom Fittings etc.
45. Sport Goods, Sport Equipment & Sports ware etc.
46. Stationery- Computer continuation sheets, CR Books, Pens, Marker Pens, Typing papers, White Boards, Numbering Machines & Punchers etc.
47. Timber
48. Timber – Plywood Sheets, Boards, MDF boards etc.
49. Toners Cartridges, Printer Ribbons, Ink Cartridges for Printers.
50. Tyres, Tubes and Batteries for Vehicles.
51. Electronic Sensors & Modern Electronic Items.
52. Aluminum fitting & Accessories
53. Cleaning Materials- Disinfectant, Soaps
54. Shoes.

### **Conditions:**

1. Suppliers/Authorized dealers who are already registered with the University should re-apply for registration. - 2018.
2. Relevant organization should possess a valid Business Registration (BR) & a copy of the certificate of Business Registration should be attached.
3. If the intended supplier is a limited liability company, a copy of 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 produced by other organizations (Principals), the manufacture 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 “**Registration of Suppliers – Year 2018**” on the left –hand corner of the envelope.
8. Bank paying in slip or voucher copy of the certificate of VAT Registration or the VAT exemption certificate issued by the Commissioner General, Inland Revenue should be attached.
9. Every supplier must 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.

# University of Moratuwa

## APPLICATION FOR REGISTRATION OF SUPPLIERS FOR THE YEAR – 2018

**(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 Supply of..... under category No. .... & other relevant details are given below. (Bank Deposit Slip issued in favor of “The Bursar, University of Moratuwa.” is attached hereto).

1. Name of Organization : .....
2. Address of Organization : .....
3. Contact Number :  
Telephone : .....  
Fax Number : .....  
E-mail : .....
4. Nature of Business : .....  
(Whether Manufacturer Sole Proprietorship)
5. Nature of Business Registration : .....  
(Limited Liability Co., Partnership / PLC )
6. Business Registration Certificate  
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 currently serving.
14. 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)