



UNIVERSITY OF COLOMBO

REGISTRATION OF SUPPLIERS AND CONTRACTORS FOR THE YEAR – 2019

Applications are hereby invited from reputed Suppliers / Manufacturers / Local Agents / Contractors who wish to register themselves with the University of Colombo for the supply and provision of under mentioned goods and services for year 2019.

A registration fee will be charged for each category as shown below for the registration of required supplies and services. Applicants may apply for one category or more categories by paying the registration fees separately as per the specimen given below.

Applications can be downloaded from the University web site (www.cmb.ac.lk)

A. SUPPLY OF GOODS

01 Machinery – Registration Fee Rs. 500/- for each Category	08 Equipment – Registration Fee Rs. 500/- for each Category
1.1 Photocopier and Accessories / Duplicating Machine and Accessories	8.1 Audio Visual Equipment
1.2 Fax Machines and Accessories	8.2 Fans – all type
1.3 Air Conditioners and Accessories	8.3 Filters / Boilers / Kettle / Water Dispenser
1.4 Multimedia Projector and Accessories	8.4 Fire Equipment
1.5 Refrigerator	8.4.1 Fire Extinguisher
	8.4.2 Fire Protection Equipment
	8.4.3 Fire Alarm Systems
1.6 Television Sets	8.5 Kitchen Equipment including Cutlery and Crockery
1.7 Solar Panels	8.6 Security Safety Equipment (CCTV camera etc.)
1.8 Shredding Machines	8.7 Voltage Stabilizers
1.9 Water Pump	8.8 Wall Clocks
1.10 Time and Date Stamping Machines	8.9 Health and Medical Equipment
	8.10 Cash Registers
02 Computers, Peripherals and Networking – Registration Fee Rs. 500/- for each Category	8.11 Calculators and Adding Machines
2.1 Computers and other related items	8.12 Telephone Accessories
2.2 Data Communication Equipment	8.13 Recreational Equipment
2.3 Laptops, Notebooks, iPads, Tabs etc.	8.14 Laboratory Equipment, Materials / Reagents
2.4 Network Accessories (CAT, Ethernet, UTP cables, Connectors, Network Switches etc.)	
2.5 All Kind of Printers	09 Furniture – Registration Fee Rs. 500/- for each Category
2.6 Scanners	9.1 Office Furniture
2.7 Software Developments	9.2 Wooden Furniture
2.8 Un-interruptible Power Supply Unit	9.3 Steel Furniture (Including Bunk Beds, Steel Cabinets, Steel Tables and Chairs, Pawning Drawers etc.)

- 03 Sign Boards / Propaganda Items – Registration Fee Rs. 500/- for each Category**
- 3.1 Name Boards (Plastic, Metal and Wooden)
- 3.2 Canopy, Flag Poles etc.)
- 04 Computer Related Requirements – Registration Fee Rs. 500/- for each Category**
- 4.1 Spares for Computer Equipment (Memory Cards, Modules, Key boards, Monitors, Mouse etc.)
- 4.2 Storage Media (Hard Disks, Tapes, Cartridges, USB Pen Drives, Head Cleaning Kits etc.)
- 05 Vehicle and Requirements – Registration Fee Rs. 500/- for each Category**
- 5.1 Servicing of Vehicles
- 5.2 Spare Parts for all kinds of Motor Vehicles
- 5.3 Tyres, Tubes and Batteries
- 06 Health and Sanitary Items – Registration Fee Rs. 500/- for each Category**
- 6.1 Various kind of soap and washing powders
- 6.2 Brooms, Ekel Brooms, Door Mats, Toilet Brushes
- 6.3 Plastic Buckets, Dustbins and Garbage Bags
- 6.4 Toilet Paper Rolls
- 6.5 Gloveses
- 6.6 Toilet Cleaning Liquid, Tile Cleaners
- 07 Sundries – Registration Fee Rs. 500/- for each Category**
- 7.1 All office and General Stationary
- 7.2 Toners, Ink Cartridges and Master Rolls, Ribbons (for Computers, Photocopy Machines, Duplicating Machines and Printers)
- 7.3 Photocopy Papers and Duplicating Papers
- 7.4 Laboratory Chemicals and Glassware
- 9.4 Fiberglass and Plastic Furniture
- 10 Printing– Registration Fee Rs. 500/- for each Category**
- 10.1 Annual compliments such as Diaries and Calendars
- 10.2 Annual Reports and Magazines
- 10.3 Computer Stationary (Continuous, Blank, Pre-printed envelopes, etc.)
- 10.4 Forms, Registers, Books, Invitation Cards etc. (Office and letter press)
- 10.5 Posters, Handbills, Leaflets, Brochures
- 11 Textiles and Leather Products – Registration Fee Rs. 500/- for each Category**
- 11.1 Flags and Banners
- 12.1.1 Screen Printing (Cloth)
- 12.1.2 Digital Printing
- 11.2 Curtain Materials (Cloths, Vertical Blinds, Wooden Blinds)
- 11.3 Shoes, Bags, Raincoats, Leather Covers (Cartridges)
- 11.4 Uniform Materials (Gents & Ladies)
- 11.5 Cloaks and Convocation Garlands
- 11.6 Serviettes, Pillow Cases, Towels
- 11.7 Mattress and Mattress Covers
- 12 Building Materials and Sanitary wares – Registration Fee Rs. 500/- for each Category**
- 12.1 All Kind of Building Materials
- 12.2 Plumbing Items
- 12.3 Hardware Items
- 12.4 Paints
- 12.5 Electrical Equipment, Fittings and Accessories
- 12.6 Concrete works
- 12.7 Timber
- 13 Other Goods – Registration Fee Rs. 500/- for each Category**
- 13.1 Magnetic White Boards, Chalk Boards etc.
- 13.2 Sports Items
- 13.3 Name Boards

B. SUPPLY OF SERVICES – Registration Fee Rs. 500/- for each Category

- 01 Cash in Transit Service
- 02 Catering Services
- 03 Clearing and Forwarding Services
- 04 Computer and Network Cabling
- 05 Courier Services
- 06 Disposal of Discard Items
- 07 Electrical Wiring
- 08 Flower Arrangements (Supply of Flora, Plants etc.)
- 09 Hiring of Vehicles and Transport Services
- 10 Cleaning and Janitorial Services
- 11 Labour Supply
- 12 Professional Consultancy Services – (Air Conditioning & Refrigeration, Legal, Finance, Engineering etc.)
- 13 Pest Control Services
- 14 Security and Allied Services (armed and unarmed)
- 15 Upholstering and Rattaning
- 16 Water Dispensers with water filling
- 17 Dry Cleaning and Laundry Services
- 18 Photographers
- 19 Supply of Sound Equipment on rent basis
- 20 Building Maintenance Services
- 21 Man Power Services

C. Repairs – Registration Fee Rs. 500/- for each Category

- 01 Repairing and Maintenance of Air Conditioners (Building)
- 02 Communication Equipment
- 03 Computers Printers and Accessories
- 04 Electronic Equipment
- 05 Repairs to Wooden Furniture
- 06 Repairs to Fiberglass Chairs, Tables, Water Tank etc.
- 07 Repairs to Laboratory Equipment
- 08 Plant & Machinery Repairs (Equipment, Office Machines including typewriters)
- 09 Motor Vehicle Repairs (Petrol and Diesel)
 - 9.1 Mechanical Repairs
 - 9.2 Electrical Works
 - 9.3 Tinkering and Spray Painting
 - 9.4 Carpeting and Sheet Cushion
 - 9.5 Repair and Service of Auto Air Conditioners
- 10 Service of Vehicle

D. Works

01. **Civil Construction (All Types)-** (Building Construction / Repair / Improvements, Road Works / Bituminous Laying / Repair / Maintenance, Water supply, Plumbing , Roof Drain, Electrical Works / Repair / Maintenance, Mechanical Works / Repair / Maintenance, Aluminium Works / Aluminium Cladding, Wood Work and Timber Work, Interior Decorative Works, Drainage / Sewerage / Repair / Maintenance)

BOQ Limits

01. Works up to Rs. 500,000.00
(ICTAD Registration is not required)

Registration Fees

Rs. 500/-

02. Works between Rs. 500,000.00 and Rs. 2,000,000.00 (Specific ICTAD Registration essential)	Rs. 1,000/-
03. Works between Rs. 2,000,000.00 and Rs. 10,000,000.00 (Specific ICTAD Registration essential)	Rs. 1,500/-
04. Works over Rs. 10,000,000.00 (Specific ICTAD Registration essential)	Rs. 2,000/-

02. Other Works - Registration Fee Rs. 500/- for each Category

- 2.1. Cutting and removing of Trees
- 2.2. Repair of Gas lines and Appliances
- 2.3. Cane and Synthetic Rattaning Work
- 2.4. Surveying and Leveling
- 2.5. Other Human Resource services such as Masonry, Carpentry, Painting, Welding and Blacksmith's work

The applications should be sent as per relevant specimen accompanied by a receipt obtained by paying a non-refundable registration fee to the Peoples Bank A/C No. 505170600013 in respect of each item of supply or service indicated above. The applications will be accepted only from those who have previous experience of over 2 years in the supply of goods and services and more than five years of professional experience in the repair and service of motor vehicles.

A photocopy of business registration certificate and other documentary evidence in proof of past performance should be submitted along with the application. The Government Departments, Boards, Corporations or Semi Government Institutions which apply for registration need not submit the above documents. The registration fee of ineligible applicants will not be refunded.

The supplier who fails to submit quotations when called for, or who fails to supply goods or provide services on time, or not in conformity with the stipulated specifications, supply of inferior quality goods etc. will be struck off from the register without prior notice.

Although quotations will usually be called from registered suppliers/contractors, the University reserves the right to call for quotations from other suppliers/contractors as well.

Please note that money orders or cheques will not be accepted.

Downloaded applications should be sent under registered cover to reach the Deputy Bursar/Supplies, University of Colombo, on or before **13th December 2018** and the words "**Registration of Suppliers - 2019**" should be written on the top left hand corner of the envelop and **online application should be submit** on or before 13th December 2018.

If registration is sought for more than one sub category of supply or service, separate applications for each such sub category should be sent under one cover.

The Chairman

Department Procurement Committee

94, Cumaratunga Munidasa Mw.

Colombo 03.

Tel No. : 011-2055498/2158053/2158054

Fax No. : 011-2503394

SPECIMEN FORM

Application for Registration as a Supplier / Contractor / Service Provider for Repair of Motor Vehicles

(To be submitted on a Company Letterhead)

1. Category of Supply or Service for which registration is sought:
2. Name of Applicant:
3. Name of the Business Institution/Company/ Firm:
4. Business Address of the Applicant
5. Telephone No: 6.Fax No: 7.E-mail:
8. Status of the Supplier/Contractor
(Whether Sole Agent, Importer, Manufacturer, Wholesaler, and Retailer):
9. No. and Date of Business Registration:
(Please attach a Photocopy of the Certificate)
10. ICTAD Registration No: Grade:
(If applicable)
Field of Registration: Expiry Date:
(Please attach Photocopies of relevant pages)
11. Service applied for registration :
(Mention the Services separately as mentioned in the advertisement)
 - I.
 - II.
 - III.
 - IV.
 - V.
12. Number of years of Experience in the relevant trade:
13. Period for which Credit Facilities are allowed:
14. Whether delivery of items to the University undertaken:
15. Names of Bankers:
16. VAT Number, if any:
(If you are not registered for VAT, please attach a letter obtained from the Commissioner General of Inland Revenue, certifying that your Company has been exempted from VAT)
17. Income Tax file Number, if any:
18. Details of the non refundable registration fee **(Please attach a photocopy of the receipt)**
 - I. Bank :
 - II. Date :
 - III. Value Rs. :

I/we hereby agree with the conditions stipulated by the University of Colombo and submit my/our application for registration.

Date:-.....

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Signature of Applicant
(Affix Seal)