

## SPECIMEN FORM

### Application for Registration as a Supplier / Contractor / Service Provider for the year 2020

1. Name of the Business Institution/Company/Firm/Individuals :			
2. Business Address of the Applicant :			
3. Telephone No. :	4. Fax No.:	5. Name and Designation of Contact Person:	6. E-mail:
7. Status of the Supplier / Contractor (Whether Sole Agent, Importer, Manufacturer, Wholesaler and Retailer) :			
8. No. and Date of Business Registration <b>(Please attach a Photocopy of the Certificate)</b> :			
9. ICTAD Registration No (for works):  Grade (if applicable) :		10. Field of Registration & Expiry Date (Please attach Photocopy of relevant pages)	
11. Number of years of Experience in the relevant trade:		12. whether agreeable to give 60 days credit facility: Yes / No / if any :	13. Whether delivery of items to the University undertaken:
14. Names of Bankers:			
15. VAT number, if any : <b>(Should submit documentary proof that the supplier is an active VAT payer in the relevant year issued by Commissioner General of Inland Revenue)</b>			
16. Income Tax file Number, if any:	17. Details of the non refundable registration fee paid (Please attach a Photocopy of the bank deposit slip) I). Amount Paid (Rs):    II). Date of Payment:    III). Branch :		
I / We hereby agree with the conditions stipulated by the University of Colombo and submit my /our application for registration.			
Date : .....		Signature of Applicant / Seal (Affix Seal) : .....	

A. SUPPLY OF GOODS				B. Supply of Services			
No.	Items	Registration Fee (Rs.)	Tick if Applied	No.	Items	Registration Fee (Rs.)	Tick if Applied
<b>01</b>	<b>Machinery</b>						
1.1	Photocopier / Fax Machines / Duplicating Machines and Accessories	1000.00		01	Cash in Transit Service	1000.00	
1.3	Air Conditioners/ Refrigerator and Accessories	1000.00		02	Catering Services	1000.00	
1.4	Multimedia Projector/ Television and Accessories	1000.00		03	Clearing and Forwarding Services	1000.00	
1.7	Solar Panels	1000.00		04	Computer and Network Cabling	1000.00	
1.8	Other machineries (Water Pump /Shredding Machines	1000.00		05	Courier Services	1000.00	
1.10	Time and Date Stamping Machines	1000.00		06	Disposal of Discard Items	1000.00	
<b>02</b>	<b>Computers, Peripherals and Networking</b>			07	Electrical Wiring	1000.00	
2.1	Computers/ Laptops/ Notebooks/ iPads/ Tabs / Printers/ Scanners / UPS/Other related items and Accessories	1000.00		08	Flower Arrangements (Supply of Flora, Plants etc.)	1000.00	
2.2	Data Communication Equipment & Network Accessories (CAT, Ethernet, UTP cables, Connectors, Network Switches etc.)	1000.00		09	Hiring of Vehicles and Transport Services	1000.00	
2.7	Software Developments			10	Cleaning and Janitorial Services	1000.00	
<b>03</b>	<b>Sign Boards / Propaganda Items</b>			11	Labour Supply	1000.00	
3.1	Name Boards/Medals (Plastic, Metal and Wooden)	1000.00		12	Professional Consultancy Services – (Air Conditioning & Refrigeration, Legal, Finance, Engineering etc.)	1000.00	
3.2	Canopy , Flag Poles etc.)	1000.00		13	Pest Control Services	1000.00	
<b>05</b>	<b>Vehicle and Requirements</b>			14	Security and Allied Services (armed and unarmed)	1000.00	
5.1	Servicing of Vehicles	1000.00		15	Upholstering and Rattaning	1000.00	
5.2	Spare Parts for all kinds of Motor Vehicles	1000.00		16	Water Dispensers with water filling	1000.00	
5.3	Tyres, Tubes and Batteries and other accessories	1000.00		17	Dry Cleaning and Laundry Services	1000.00	
<b>06</b>	<b>Health and Sanitary Items</b>			18	Photographers	1000.00	
6.1	Various kind of soap /washing powders/Detergents	1000.00		19	Supply of Sound Equipment on rent basis	1000.00	
6.2	Brooms, Ekel Brooms, Door Mats, Toilet Brushes			20	Building Maintenance Services	1000.00	
6.3	Plastic Buckets, Dustbins and Garbage Bags	1000.00		21	Man Power Services	1000.00	
6.4	Toilet Paper Rolls	1000.00				1000.00	
6.5	Gloveses	1000.00				1000.00	
<b>07</b>	<b>Sundries</b>			<b>C. Repairs</b>			
7.1	All office and General Stationary	1000.00		01	Repairing and Maintenance of Air Conditioners (Building)	1000.00	
7.2	Toners, Ink Cartridges and Master Rolls, Ribbons (for Computers, Photocopy Machines, Duplicating Machines and Printers)	1000.00		02	Communication Equipment	1000.00	
7.3	Photocopy Papers and Duplicating Papers	1000.00		03	Computers Printers and Accessories	1000.00	
<b>08</b>	<b>Equipment</b>			04	Electronic Equipment	1000.00	
8.1	Audio Visual Equipment	1000.00		05	Repairs to Wooden Furniture	1000.00	
8.2	Fans – all type/ Filters / Boilers / Kettle / Water Dispenser/ Wall Clocks	1000.00		06	Repairs to Fiberglass Chairs, Tables, Water Tank etc.	1000.00	

8.4	Fire Equipment (Fire Extinguisher/ Fire Alarm Systems)	1000.00		07	Repairs to Laboratory Equipment	1000.00		
8.5	Kitchen Equipment including Cutlery and Crockery	1000.00		08	Plant & Machinery Repairs (Equipment, Office Machines including typewriters)	1000.00		
8.6	Security Safety Equipment (CCTV camera etc.)	1000.00		09	Motor Vehicle Repairs (Petrol & Diesel)	1000.00		
8.7	Voltage Stabilizers	1000.00		9.1	Mechanical Repairs			
8.10	Cash Registers/ Calculators and Adding Machines	1000.00		9.2	Electrical Works			
8.12	Telephone Accessories	1000.00		9.3	Tinkering and Spray Painting			
8.13	Recreational Equipment	1000.00		9.4	Carpeting and Sheet Cushion			
8.14	Laboratory Equipment/ Health and Medical Equipment /Materials / Reagents	1000.00		9.5	Repair and Service of Auto Air Conditioners			
<b>09</b>	<b>Furniture</b>			10	Service of Vehicle	1000.00		
9.1	Office Furniture	1000.00		<b>D. Works</b>				
9.2	Wooden Furniture	1000.00		<b>01</b>	<b>Civil Construction (All Types)-</b> (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)			
9.3	Steel Furniture (Including Bunk Beds, Steel Cabinets, Steel Tables and Chairs, Pawning Drawers etc.)	1000.00						
9.4	Fiberglass and Plastic Furniture							
<b>10</b>	<b>Printing</b>							
10.1	Annual compliments such as Diaries and Calendars	1000.00						
10.2	Annual Reports and Magazines	1000.00			<b>BOQ Limits</b>	<b>Registration Fee (Rs.)</b>	<b>Tick if Applied</b>	
10.3	Computer Stationary (Continuous, Blank , Pre-printed envelopes, etc.)	1000.00		1.1	Works up to Rs. 500,000.00 (ICTAD Registration is not required)	500.00		
10.4	Forms, Registers, Books , Invitation Cards etc. (Office and letter press)	1000.00		1.2	Works between Rs. 500,000.00 and Rs. 2,000,000.00 (Specific ICTAD Registration essential)	1,000.00		
10.5	Posters, Handbills, Leaflets, Brochures	1000.00						
<b>11</b>	<b>Textiles and Leather Products</b>			1.3	Works between Rs. 2,000,000.00 and Rs. 10,000,000.00 (Specific ICTAD Registration essential)	1,500.00		
11.1	Flags and Banners (Screen Printing -Cloth, Digital Printing)	1000.00						
11.2	Curtain Materials (Cloths, Vertical Blinds, Wooden Blinds)	1000.00						
11.3	Shoes , Bags, Raincoats, Leather Covers (Cartridges)	1000.00		1.4	Works over Rs. 10,000,000.00 (Specific ICTAD Registration essential)	2,000.00		
11.4	Uniform Materials (Gents & Ladies)	1000.00		<b>02</b>	<b>Other Works</b>			
11.5	Cloaks and Convocation Garlands	1000.00						
11.6	Serviettes, Pillow Cases, Towels	1000.00		2.1	Cutting and removing of Trees	1000.00		
11.7	Mattress and Mattress Covers	1000.00		2.2	Repair of Gas lines and Appliances	1000.00		
<b>12</b>	<b>Building Materials and Sanitary wares</b>			2.3	Cane and Synthetic Rattaning Work	500.00		
12.1	All Kind of Building Materials/ Plumbing Items/ Hardware Items/ Paints	1000.00		2.4	Surveying and Leveling	1000.00		
12.5	Electrical Equipment, Fittings and Accessories	1000.00		2.5	Other Human Resource services such as Masonry, Carpentry, Painting, Welding and Blacksmith's work	1000.00		
12.6	Concrete works	1000.00						
12.7	Timber	1000.00						
<b>13</b>	<b>Other Goods</b>							
13.1	Magnetic White Boards, Chalk Boards etc.	1000.00						
13.2	Sports Items	1000.00						

**The Chairman**  
**Department Procurement Committee**  
**94, Cumaratunga Munidasa Mw.**  
**Colombo 03.**

**Tel No. : 011-2055498/2158053/2158054**  
**Fax No. : 011-2503394**