	SF	PECIMEN FORM				
Application fo	r Registration as a Su	pplier / Contractor / Service Provider for t	he year 2025			
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):			1			
8. No. and Date of Business Registration (Please attach a Photocopy of the Certificate):						
9. ICTAD Registration No (for works): Grade (if applicable) :		10. Field of Registration & Expiry Date (Please at	tach Photocopy of relevant pages)			
11. Number of years of Experience in the relevant trade:		12. whether agreeable to give 30 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: (Should submit documentary proof that the supplier is an active)		VAT payer in the relevant year issued by Commiss	sioner General of Inland Revenue)			
16. Income Tax file Number, if any:	17. Details of the non I). Amount Paid (Rs):	refundable registration fee paid (Please attach a Pl II). Date of Payment:	hotocopy of the bank deposit slip) III). Brach:			
I / We hereby agree with the	ne conditions stipulated b	y the University of Colombo and submit my /our a				
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
01	Machinery			01	Repairs to Revolving Chairs, Fiberglass Chairs, Tables, Water Tank	2000.00	
1.1	Photocopier / Fax Machines / Duplicating Machines and Accessories	2000.00		02	Catering Services	2000.00	
1.2	Air Conditioners and Accessories	2000.00		03	Repair of Gas lines and Appliance	2000.00	
1.3	Electrical Appliances- TV, Radio, Refrigerator, Vacuum Cleaners etc.	2000.00		04	Computer, Printers and Network Cabling	2000.00	
1.4	Solar Panels	2000.00		05	Repairing and Maintenance of Electronic Equipment and Laboratory Equipment	2000.00	
1.5	Other machineries (Water Pump /Shredding Machines / Vacuum Cleaners	2000.00		06	Disposal of Discard Items	2000.00	
1.6	Time and Date Stamping Machines	2000.00		07	Electrical Wiring	2000.00	
02	Computers, Peripherals and Networking			08	Flower Arrangements (Supply of Flora, Plants etc.)	2000.00	
2.1	Computers-Computer Spare parts, UPS, UPS batteries & peripherals and Smart Boards	2000.00		09	Service of Vehicle and Motor Vehicle Repairs (Petrol & Diesel)	2000.00	
2.2	Computers-Personal Computers, Laptops, Workstations, Servers, High-End Computers & Tablets	2000.00		10	Cutting & Removing of hazardous tree branches	2000.00	
2.3	Printers and Scanners	2000.00		11	Labour Supply	2000.00	
2.4	Data Communication Equipment & Network Accessories (CAT, Ethernet, UTP cables, Connectors, Network Switches etc.)	2000.00		12	Professional Consultancy Services – (Air Conditioning & Refrigeration, Legal, Finance, Engineering etc.)	2000.00	
2.5	Software Developments (Including Computer Software & License)	2000.00		13	Pest Control Services	2000.00	
03	Propaganda Items			14	Garden Services (Soil, Coir Dust, Turf, Plants pos ect.)	2000.00	
3.1	Name Boards/Medals (Plastic, Metal and Wooden)	2000.00		15	Upholstering and Rattaning	2000.00	
3.2	Canopy , Flag Poles etc.)	2000.00		16	Water Dispensers with water filling	2000.00	
3.3	Paper Bage	2000.00		17	Dry Cleaning and Laundry Services	2000.00	
3.4	Water Bottles, Mugs, Tumblers, Umbrellas	2000.00		18	Photographers	2000.00	
3.5	Photo Frames and Other Wooden Ornaments	2000.00		19	Supply of Sound Equipment on rent basis	2000.00	
3.6	Tie Pin, Cufflinks, Broachers, Key Tag	2000.00		20	Building Maintenance Services	2000.00	
3.7	Files Covers (Cardboard & Plastic)	2000.00		21	Courier Services	2000.00	
3.8	Paper Holders	2000.00		22	Hiring of Vehicles and Transport Services	2000.00	
3.9	Medals, Plaques, Structures and Ornaments	2000.00		23	Printing Service	2000.00	
04	Vehicle and Requirements				C. Repairs		ı
4.1	Spare Parts for all kinds of Motor Vehicles	2000.00		01	Repairing and Maintenance of Air Conditioners (Building)	2000.00	
4.2	Tyres, Tubes and Batteries and other accessories	2000.00		02	Communication Equipment Computers Printers and Accessories	2000.00 2000.00	
05	Health and Sanitary Items			04	Electronic Equipment	2000.00	
5.1	Drugs & Pharmaceuticals	2000.00		05	Repairs to Wooden Furniture	2000.00	
5.2	Various kind of soap /washing powders/Detergents	2000.00		06	Repairs to Fiberglass Chairs, Tables, Water Tank etc.	2000.00	
5.3	Brooms, Ekel Brooms, Door Mats, Toilet Brushes	2000.00		07	Repairs to Laboratory Equipment	2000.00	

5.4	Plastic Buckets, Dustbins and Garbage Bags	2000.00	08	Plant & Machinery Repairs (Equipment, Office Machines including typewriters)			
5.5 5.6	Toilet Paper Rolls Surgical Mask, Gloves	2000.00	09	Motor Vehicle Repairs (Petrol & Diesel) 9.1 Mechanical Repairs	2000.00		
6.1	All office and General Stationary (Including - Computer continuation sheets, Books, Pens, Marker Pens, Typing papers, Magnetic White Boards, Chalk Boards, Staplers and Punchers etc.)	2000.00		9.2. Electrical Works			
6.2	Toners, Ink Cartridges and Master Rolls, Ribbons (for Computers, Photocopy Machines, Duplicating Machines and Printers)	2000.00		9.3 Tinkering and Spray Painting			
6.3	Photocopy Papers and Duplicating Papers	2000.00		9.4 Carpeting and Sheet Cushion			
6.4 07	ID Cards-Plastic Cards, RFID, etc.	2000.00		9.5 Repair and Service of Auto Air Conditioners			
7.1	Audio Visual Products OHP, Multimedia Projectors,	2000.00					
7.2	Screens & Video Conference Systems Fans – all type/ Filters / Boilers / Kettle / Water	2000.00	01	, , , , , , , , , , , , , , , , , , , ,			
7.3	Dispenser/ Wall Clocks Fire Equipment (Fire Extinguisher/ Fire Alarm Systems)	2000.00		Improvements, Road Works / Bitumin Maintenance, Water supply, Plumbing, Ro / Repair / Maintenance, Mechanical Work	of Drain, Electrical Works		
7.4	Kitchen Equipment including Cutlery and Crockery	2000.00		Aluminium Works / Aluminium Cladding,	Wood Work and Timber		
7.5	Safety Equipment-Safety Shoes, Gum boots, Raincoats & Fire Extinguishers etc	2000.00		Work, Interior Decorative Works, Drainag Maintenance)	ge / Sewerage / Repair /		
7.6	Voltage Stabilizers	2000.00		BOQ Limits	Registration Tick if Fee (Rs.) Applied		
7.7	Machine for Office Use - Cash Registers/ Calculators and Adding Machines, Finger Print Machine, Paper Shredder, Franking Machine,	2000.00	1.1	Works up to Rs. 500,000.00 (ICTAD Registration is not required)	2000.00		
7.8	Numbering Machine, Paper Cutting Machine Telephone Accessories (Mobile Phones, PDAs & PABx Systems etc)	2000.00	1.2	Works between Rs. 500,000.00 and Rs. 2,000,000.00 (Specific ICTAD Registration essential)	2000.00		
7.9	Recreational Equipment	2000.00	1.3	Works between Rs. 2,000,000.00 and Rs. 10,000,000.00 (Specific ICTAD Registration essential)	2000.00		
7.10	Laboratory Equipment (Analytical Equipment and General Lab Equipment and Instrument)	2000.00	1.4	Works over Rs. 10,000,000.00 (Specific ICTAD Registration essential)	2000.00		
7.11	Health and Medical Equipment /Materials / Reagents	2000.00	02	Other Works			
7.12	Camera-Compact Camera, Video Cameras, Tripods and related accessories	2000.00	2.1	Cane and Synthetic Rattaning Work	2000.00		
7.13	CCTV Camera and Accessories, Camera, DVRS, NVR, Enclosures, Cables and DC power supply etc.	2000.00	2.2	Surveying and Leveling	2000.00		
7.14	Public Address Systems-Voice Recorders, Microphones, Speakers, Amplifiers etc.	2000.00	2.3	Other Human Resource services such as Masonry, Carpentry, Painting, Welding and Blacksmith's work	2000.00		
7.15 7.16	Medical, Dental Equipment & Accessories. Chemical and Glassware General purpose	2000.00 2000.00					
	laboratory chemical						
7.17	Home Appliances-Water Filters, Boilers, Water Dispenser, Hot Cupboards, Rice Steamers, Clocks etc	2000.00	Note	e : Instruction of Registration			
7.18	Engineering Workshop Tools & Workshop Equipment	2000.00		 The applicants (relevant business organ valid Business Registration. 	ization) should possess a		
08	Furniture	2000.00		2. The applicants should have at least 03	3 years of experience in		
8.1	Office Furniture (Computer Chairs & Tables) Wooden Furniture	2000.00		supplying the relevant product(s). Rele			
8.3	Steel Furniture (Including Bunk Beds, Steel Cabinets, Steel Tables and Chairs, Pawning Drawers etc.)	2000.00	:	should be uploaded along with the Appli 3. The applicant should agree and have t credit period of minimum of 30 days in	he capacity to provide a		
8.4	Fiberglass and Plastic Furniture	2000.00		selected for supply of goods.			
09 9.1	Textiles and Leather Products Flags and Banners (Screen Printing -Cloth, Digital	2000.00	4	 Non submission of requested documents will not be considered for Registration for year 2025. Any Supplier who has not responded for more than twice consecutively for an invitation to submit Quotations or performed unsatisfactory under any procurement previously awarded, who will be removed from the Supplier Registration. 			
9.2	Printing) Curtain Materials (Cloths, Vertical Blinds, Wooden Blinds)	2000.00					
9.3	Shoes , Bags, Raincoats, Leather Covers (Cartridges)	2000.00					
9.4 9.5	Uniform Materials (Gents & Ladies) Cloaks and Convocation Garlands and Hoods	2000.00		 Duly completed application form ava www.cmb.ac.lk 	anable on the website:		
9.5	Serviettes, Pillow Cases, Towels	2000.00	-	7. Receipts of payment for nonrefunda	ble deposit as per the		
9.7	Coir and Rubber Mattresses and Mattress covers- foam Mattress.	2000.00		instructions above to total amount be categories to which the registration is ap	ased on the number of		
9.8	T-shirts, Shirts, Bottom, Tie, Bears, Hat, Cap	2000.00		3. Certified copy of the Business Registration	on.		
10.1	All Kind of Building Materials/ Plumbing Items/ Hardware Items/ Paints	2000.00		 If the applicant is a limited liability of Certificate of Incorporation. 			
10.2 10.3	Electrical Equipment, Fittings and Accessories Concrete works	2000.00		10. A certified copy of the VAT registration certificate issued by the Commissioner G			

10.4 10.5 10.6	Timber (Including Plywood Sheets, Boards, MDF Boards) Landscaping Accessories - Cement Table & Chairs, interlocks and landscaping accessories Sanitaryware -Ceramic Wash Basins, Tiles & Bathroom Fittings etc	2000.00		 11. If there is VAT charge on invoices, the letter issued by IRD mentioning that you have a VAT Active file. 12. The applicants who are the manufacturer / owner of the registered trademark of the product or Trade mark owners, the authorization letter issued by principal or relevant authority must be uploaded.
107 11 11.1	Aluminum fittings, Ladders and Accessories etc. Other Goods Sports Goods and Equipment	2000.00	13. If applicants who had made largest supplies of items of categories to government or private sector organizations the years 2022, 2023 & 2024 should upload the copies of processing the sector of processing the sector organizations.	13. If applicants who had made largest supplies of items of similar categories to government or private sector organizations during the years 2022, 2023 & 2024 should upload the copies of purchase
				orders / invoices relating to such supplies.