



UNIVERSITY OF COLOMBO

REGISTRATION OF SUPPLIERS AND CONTRACTORS FOR THE YEAR – 2025

Applications are hereby invited from reputed Suppliers / Manufacturers / Local Agents / Contractors who wish to register themselves with the University of Colombo including Sri Palee Campus, Horana and Faculty of Technology Pitipana, Faculty of Nursing – Sri Jayawardhanapura, Faculty of Indigenous medicine - Rajagiriya for the supply and provision of under mentioned goods and services for year 2025.

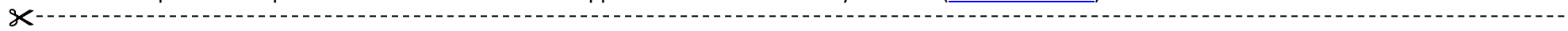
The applicants may apply for one or more categories by paying the registration fees specified in the specimen and clearly mark (✓) in the relevant cage and the application should be accompanied by a bank deposit slip obtained by paying a non-refundable registration fee to the University of Colombo Main Collection Account of the Peoples Bank at Thimbirigasyaya Branch by using the reference number 505170600013 from any branch of the peoples bank. Please note that money orders or cheques will not be accepted.

The applications will be accepted only from those who have previous experience of over 3 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, VAT Registration certificate (should be recently certified by the Commissioner General Inland Revenue), ICTAD 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. Further University of Colombo will generally call quotations from the registered suppliers of the relevant categories by post and via Promise.lk. Therefore, all suppliers who wish to register in the University of Colombo are requested to register in the Promise.lk (Electronic Government Procurement (eGP) System)

Applications should be sent to the supplies@cmb.ac.lk email address by uploading scanned copy of the receipt of payment of a non – refundable fees and other relevant documents on or before 10th January 2025 and the words “Registration of Suppliers - 2025” should be written on subject column of the email.

Should be used prescribed specimen bellow or downloaded application via the University web site (www.cmb.ac.lk)



SPECIMEN FORM

Application for Registration as a Supplier / Contractor / Service Provider for the year 2025

Form with fields for: 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, 8. No. and Date of Business Registration, 9. ICTAD Registration No, 10. Field of Registration & Expiry Date, 11. Number of years of Experience, 12. Whether agreeable to give 30 days credit facility, 13. Whether delivery of items to the University undertaken, 14. Names of Bankers, 15. VAT number, 16. Income Tax file Number, 17. Details of the nonrefundable registration fee paid.

Table with 2 main sections: A. SUPPLY OF GOODS and B. Supply of Services. Each section has columns for No., Items, Registration Fee (Rs.), and Tick if Applied. Section A includes items like Machinery, Computers, Peripherals and Networking. Section B includes items like Repairs to Revolving Chairs, Catering Services, Repair of Gas lines, etc.

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			
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	2000.00	
				03	Computers Printers and Accessories	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)	2000.00	
5.5	Toilet Paper Rolls	2000.00		09	Motor Vehicle Repairs (Petrol & Diesel)	2000.00	
5.6	Surgical Mask, Gloves	2000.00		9.1	Mechanical Repairs		
06	Sundries						
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	ID Cards-Plastic Cards, RFID, etc.	2000.00			9.5 Repair and Service of Auto Air Conditioners		
07	Equipment			D. Works			
7.1	Audio Visual Products OHP, Multimedia Projectors, Screens & Video Conference Systems	2000.00					
7.2	Fans – all type/ Filters / Boilers / Kettle / Water Dispenser/ Wall Clocks	2000.00		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)		
7.3	Fire Equipment (Fire Extinguisher/ Fire Alarm Systems)	2000.00					
7.4	Kitchen Equipment including Cutlery and Crockery	2000.00					
7.5	Safety Equipment-Safety Shoes, Gum boots, Raincoats & Fire Extinguishers etc	2000.00					
7.6	Voltage Stabilizers	2000.00					
7.7	Machine for Office Use - Cash Registers/ Calculators and Adding Machines, Finger Print Machine, Paper Shredder, Franking Machine, Numbering Machine, Paper Cutting Machine	2000.00		1.1	Works up to Rs. 500,000.00 (ICTAD Registration is not required)	2000.00	
7.8	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	Medical, Dental Equipment & Accessories.	2000.00					
7.16	Chemical and Glassware General purpose laboratory chemical	2000.00					
7.17	Home Appliances-Water Filters, Boilers, Water Dispenser, Hot Cupboards, Rice Steamers, Clocks etc	2000.00					

7.18	Engineering Workshop Tools & Workshop Equipment	2000.00		Note : Instruction of Registration <ol style="list-style-type: none"> The applicants (relevant business organization) should possess a valid Business Registration. The applicants should have at least 03 years of experience in supplying the relevant product(s). Relevant scanned documents should be uploaded along with the Application. The applicant should agree and have the capacity to provide a credit period of minimum of 30 days in the event he/she is being selected for supply of goods. 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. Duly completed application form available on the website: www.cmb.ac.lk Receipts of payment for nonrefundable deposit as per the instructions above to total amount based on the number of categories to which the registration is applied. Certified copy of the Business Registration. If the applicant is a limited liability company, a copy of the Certificate of Incorporation. A certified copy of the VAT registration, SSCL or VAT-exemption certificate issued by the Commissioner General of Inland Revenue. If there is VAT charge on invoices, the letter issued by IRD mentioning that you have a VAT Active file. 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. 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.
08	Furniture			
8.1	Office Furniture (Computer Chairs & Tables)	2000.00		
8.2	Wooden Furniture	2000.00		
8.3	Steel Furniture (Including Bunk Beds, Steel Cabinets, Steel Tables and Chairs, Pawning Drawers etc.)	2000.00		
8.4	Fiberglass and Plastic Furniture	2000.00		
09	Textiles and Leather Products			
9.1	Flags and Banners (Screen Printing -Cloth, Digital Printing)	2000.00		
9.2	Curtain Materials (Cloths, Vertical Blinds, Wooden Blinds)	2000.00		
9.3	Shoes , Bags, Raincoats, Leather Covers (Cartridges)	2000.00		
9.4	Uniform Materials (Gents & Ladies)	2000.00		
9.5	Cloaks and Convocation Garlands and Hoods	2000.00		
9.6	Serviettes, Pillow Cases, Towels	2000.00		
9.7	Coir and Rubber Mattresses and Mattress covers-foam Mattress.	2000.00		
9.8	T-shirts, Shirts, Bottom, Tie, Bears, Hat, Cap	2000.00		
10	Building Materials and Sanitary wares			
10.1	All Kind of Building Materials/ Plumbing Items/ Hardware Items/ Paints	2000.00		
10.2	Electrical Equipment, Fittings and Accessories	2000.00		
10.3	Concrete works	2000.00		
10.4	Timber (Including Plywood Sheets, Boards, MDF Boards)	2000.00		
10.5	Landscaping Accessories - Cement Table & Chairs, interlocks and landscaping accessories	2000.00		
10.6	Sanitaryware -Ceramic Wash Basins, Tiles & Bathroom Fittings etc	2000.00		
107	Aluminum fittings, Ladders and Accessories etc.	2000.00		
11	Other Goods			
11.1	Sports Goods and Equipment	2000.00		

The Chairman
Department Procurement Committee
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