



UNIVERSITY OF JAFFNA, SRI LANKA
REGISTRATION OF SUPPLIERS & CONTRACTORS – 2020

Applications are invited up to 6th December 2019 from reputed Suppliers / Manufacturers / Contractors who wish to register themselves for the under mentioned supplies and services.

1. CONSUMABLE ITEMS

- 1.1 Stationery Items.
- 1.2 Kitchen utensils including cutlery & crockery.
- 1.3 Sanitary Items – Brooms, Eekkal Brooms, Doormats, Basket, Harpic, Vim, cleaning & polishing materials, etc.
- 1.4 Raincoats, Gumboots, Umbrellas, Shoes etc.

2. BOOKS, PRINTING & BINDING

- 2.1 Printing, Block Making, Rubber & Date Stamps.
- 2.2 Book, Magazines & other publications.
- 2.3 Binding of Books & Periodicals.

3. FIXTURES & FITTINGS

- 3.1 Office Furniture (Wooden/Steel), Computer Chairs & Table
- 3.2 Office Equipment (Calculators, Duplicating Machine, Photo Copiers, Fax etc.)
- 3.3 Fire extinguishing equipment & safety equipment (construction).

4. BUILDING MATERIALS, MAINTENANCE ITEMS & TOOLS

- 4.1 All types of Hardware
 - a) Paints & related items.
 - b) All kind of Building material, construction.(fine-sand , course sand, metals & related items)
 - c) Machinery tools & spares.
 - d) Pipes, pipe fittings, upvc, cpvc & cast iron.
 - e) Timber.
 - f) Plastic & Fiber glass products.
 - g) Aluminum Fitting Glass, Glassware (Earth ware).
 - h) Bathroom fittings, Wall & floor tiles.
 - I) Water proofing material.
 - j) Sewage treatment plant supply & maintenance item supply.
 - k) Water treatment plant material supply.

5. ELECTRICAL ITEMS

- 5.1 Electrical items, equipment & spares (Wire, Bulbs & etc.)

6. LABORATORY ITEMS

- 6.1 Laboratory Equipment.
- 6.2 Laboratory Chemical & Glassware.

7. VEHICLE MAINTENANCE

- 7.1 Tyres, Tubes & Batteries
- 7.2 Motor Spares & accessories.
- 7.3 Repairs to Motor Vehicle.
- 7.4 Vehicle Interior works

8. GENERAL SUPPLIES & SERVICES

- 8.1 Ayurveda Drugs/Medicines/Drugs & Medical supplies.
- 8.2 Sports goods.
- 8.3 Textiles, Window Curtains, Uniform Materials etc.
- 8.4 Insecticide, Tools for Gardening, Natural fertilizer, Flower trees and crops.
- 8.5 Repairs to office machines & equipment (Computers, IT Equipment, Fax Machines, Typewriters, Photocopiers, Calculators & Ronio Machine, etc.)
- 8.6 Repairs, Polishing and reconditioning to steel / Wooden Furniture.
- 8.7 Retanning of Chairs.
- 8.8 Tailoring of Garments & door & window curtains
- 8.9 Laundering.
- 8.10 Janitorial Services.
- 8.11 Security Service.
- 8.12 Courier Service / Customs Clearing Service
- 8.13 Events Management Service.
- 8.14 Catering Service.
- 8.15 Video & Photography Service.
- 8.16 Supply of Sound & Light Equipment on rent basis.
- 8.17 Travelling Agent Service.
- 8.18 Hiring of Vehicle (Passenger van-with A/C & without A/C, passenger bus, lorry, tractors with trailer, etc.)
- 8.19 Hiring of Machineries (JCB, excavator, compressor, pay loader, etc.)

9. ENGINEERING SERVICES

- 9.1 Drawing of Name boards & making plastic name boards.
- 9.2 Repairs to electric motors, Water Pumps, Fans, Including re-winding.
- 9.3 Repairs to Generators.
- 9.4 Repairs & Servicing to Air Conditioners.
- 9.5 Construction and repairs to Building/ Roads/ Other Structure
- 9.6 Electrical wiring.
- 9.7 Repairs to water supply, sewerage and sanitary plumbing.
- 9.8 Fabrication and Installation of Iron / Aluminum fixtures related to buildings.
- 9.9 Consultancy service for buildings / building services / related machinery & Equipment.
- 9.10 Consultancy service for Electrical services.
- 9.11 Supplying and fixing fixed timber furniture / Carpentry works.
- 9.12 Drafting / Blue printing drawing, Auto Cad Drawings.
- 9.14 Termite proofing / pest control services.
- 9.15 Labour supply (Skilled, unskilled and Watchers).
- 9.16 Preparation of Bill of Quantity (BOQ) for Maintenance Work.

10. Electronic Items

- 1.1 Electronic components including Computers, Computer Parts.
- 1.2 I.T Hardware & Software Supply, Service & Maintenance.
- 1.3 Communication Systems & Equipment Supply, Service & Maintenance.
- 1.4 Telephone Equipment.
- 1.5 Supply & Installation of Network Cabling & Equipment.

CONDITIONS RELATED TO REGISTRATION

1. Application should be prepared by the supplier on own as per the specimen given in the application. All applications should be submitted under registered post, cover marked **“Registration of Supplies/services – 2020”** on the left hand corner of the envelop.
 - ❖ Money order(Original) or Deposit slip copy and Application for Registration should be addressed to the **Bursar, University of Jaffna, Thirunelvely, Jaffna.**
2. Separate application should be sent for each category supply / services and each application should accompany with a Money order to the value of Rs.2,000/= (nonrefundable deposit) drawn in favor of “Bursar, University of Jaffna” payable at Jaffna G.P.O as registration fee. Or Deposit to the Account no 162-1-001-6-0000880 in the People’s Bank, University of Jaffna.
3. Organizations other than companies could register only for Supplies / Services according to their general nature which specified in their business registration. Otherwise the application will be rejected without any notification.
4. Quotations will be called from the registered suppliers. However, the University reserves the right to call for quotations from other sources too.
5. Any supplier who fails to submit quotation when called for or fail to supply items / services in time or in uniformity with the stipulated specification may get his/her name struck off from the register without prior notice.
6. Applicants who wish to carry out works at the Vavuniya Campus, University of Jaffna should indicate the same in their application. They should also submit business registration as proof for their main / branch office in Vavuniya district.
7. Give name, experience and qualifications of all Engineers and Architects permanently employed at your organization (For engineering services, item No. 9.7 only).
8. Payment will be made to the Registered Name as appeared in the application. Therefore suppliers should have the bank account for their business name.

Further details may be obtained from the Asst. Bursar (Supplies) T.P No. 021 – 2226519. University of Jaffna.

Registrar
University of Jaffna.



University of Jaffna
Registration of Suppliers for year 2020 Application

01. Personal Details

- 1.1 Name in Full :.....
 (As per the National Identity Card)
- 1.2 National I.D No :.....
- 1.3 Address :.....

- 1.4 Permanent T.P No:.....Mobile No:.....Fax No:.....

02. Business Details

- 2.1 Name of the Business :.....
- 2.2 Business Registration No :.....
 (Copy of Business Registration Certificate should be attached)
- 2.3 VAT No :.....
 (If you are VAT registered supplier, Copy of VAT Certificate should be attached)
- 2.4 Address :.....

- 2.5 Permanent T.P No:.....Mobile No:.....Fax No:.....
 (Please provide at least two contact numbers)
- 2.6 Email Address :.....
- 2.7 District :.....
- 2.8 Divisional Secretariat :.....

03. Other Details

- 3.1 Name of the Bank & Account No :.....
- 3.2 Credit Facilities :.....
- 3.3 ICTAD Registration No :.....
 (For Engineering Services item 9.3 only) If not registered with ICTAD Applicant can submit quotation for works not exceeding Rs.200, 000.00 (Two Hundred Thousand only).

04. Details of Supply

Serial No	Details of Supply

05. Supply items should be delivered to the University of Jaffna

I/We agree to the conditions of Registration

Signature :.....

Name :.....

Date:.....