



UNIVERSITY OF PERADENIYA

REGISTRATION OF SUPPLIERS FOR THE YEAR 2022

Applications are invited from reputed suppliers who wish to register themselves with the University of Peradeniya for the supply of undermentioned goods and services for the year 2022. Suppliers will be registered under 27 categories.

If registration is sought for more than one category, it should be clearly mentioned in the application. A non-refundable fee of Rs. 2,000/= should be paid for each category for the registration by a Bank Draft drawn in favour of “**The Bursar, University of Peradeniya**” with the validity of 90 days or to the Shroff, at the Senate Building, University of Peradeniya from 9.00 a.m. to 3.00 p.m. on normal working days. The value of the non-refundable fee should be equivalent to the number of categories which the registration is sought. The Bank Draft / copy of the receipt obtained from the Shroff, University of Peradeniya, should be accompanied with the application. **Cheques and Money Orders will not be accepted.**

The University Procurement Committee has the authority to register of suppliers based on their past performance and experience with the University. Also the University welcomes the new organizations who are willing to supply goods and services, to the University.

Quotations are usually called from the Registered Suppliers. However, the University reserves the right to call quotations from the suppliers who are advertised on rainbow pages and yellow pages to obtain competitive offers.

Suppliers, who wish to register themselves for the year 2022, should agree to offer at least 30 days credit facility.

The details of the categories / sub categories and specimen application are given below. The application should be prepared as per the specimen. The documents can also be downloaded from the University Website, i.e. www.pdn.ac.lk The envelope containing application should be marked “**Application for Registration of Suppliers 2022**” and be sent under the registered post to the **Deputy Bursar, Local Supplies Unit, University of Peradeniya, Peradeniya. Applications will be closed on 15th November, 2021.**

A copy of the Business Registration Certificate should be sent along with the application.

Category Stationery No.1

- 1.1 Ink, Ink Pads, Pins, Paper Clips, Staplers, Stapler Pins, Ball Point Pens, Pencils, Calculators
- 1.2 Toner
- 1.3 Photocopying Papers, Duplicating Papers, Computer Papers, Typing Sheets, Printing Papers and Thermal Papers
- 1.4 File Tags, Spiral Bindings and other Stationery Items

Category Office Equipment & IT Equipment No.2

- 2.1 Fax Machines, Photocopy Machines, Duplicating Machines, Laminating Machines, Typewriters (English, Sinhala, Tamil)
- 2.2 Computers, Printers and UPSs
- 2.3 Networking Accessories
- 2.4 Computer Peripherals
- 2.5 Multimedia Projectors, Overhead Projectors and Screens

Category Steel Furniture and Office Furniture
No.3

- 3.1 Filing Cabinets, Filing Cupboards, Racks
- 3.2 Tables and Chairs
- 3.3 Beds, Bunk Beds

Category Wooden Furniture
No.4

- 4.1 Office Furniture
- 4.2 Classroom Furniture
- 4.3 Beds, Bunk Beds, Sofa Sets etc.,
- 4.4 Office Interior Decoration
- 4.5 Rubberized and Coir Mattresses, Pillows etc.,

Category Electrical Equipment
No.5

- 5.1 Fans
- 5.2 Ovens
- 5.3 Vacuum Cleaners, Floor Polishers
- 5.4 Air-conditioners
- 5.5 Deep-Freezers, Refrigerators
- 5.6 Hot Cupboards
- 5.7 Power Generators
- 5.8 Water Cooler
- 5.9 Electric Kettles, Water Filters

Category Communication Equipment
No.6

- 6.1 Television, Video Recorders, Voice Recorders, Audio Equipment
- 6.2 Communication Sets, Telephone Instruments
- 6.3 CCTV Systems
- 6.4 PABX and Intercom System
- 6.5 Network Cables and accessories
- 6.6 Software and IT Solutions

Category Electrical Goods and Accessories
No.7

- 7.1 Bulbs, Wires, Cables, Switches, Plug Bases, Plug Tops, Holders
- 7.2 MCB
- 7.3 Electricity Meters
- 7.4 Conduit Pipes and other Electrical accessories

Category Tools
No.8

- 8.1 Engineering and Carpentry Tools
- 8.2 Agricultural Tools and Machinery
- 8.3 Water and Drainage Equipment and Spares

Category Photographic
No.9

- 9.1 Camera, Camera Equipment etc.,
- 9.2 Dark Room Equipment
- 9.3 Photography and Videography
- 9.4 Printing of Photographs

Category Building Materials and Hardware Items
No.10

- 10.1 Cement, Bricks, River Sand, Rubble, Metal, ABC and Lime etc.,
- 10.2 Steel, G.I. Pipes, G.I. Sheets, Wire Nails, Barbed Wires, Mammoties, Pickaxes, Ladders, Wheel barrows, Asbestos Sheets, Glass Sheets, Paints, Polish, Wax, Varnish, Thinner, Turpentine
- 10.3 G.I. Dust Bins
- 10.4 Brooms, Eakle Brooms, Brushes (Plastic and Coir), and Coir Rugs etc.,
- 10.5 Products made out of cement and concrete

Category PVC Items and Bathroom fittings
No.11

- 11.1 Water Tanks
- 11.2 Ball Valve, PVC Pipes and Fittings etc.,
- 11.3 Wall Tiles/Floor Tiles, Sanitary ware and Bathroom Fittings/Accessories
- 11.4 Manufactured Doors (Plywood PVC Doors) etc.

Category Sawn Timber and Planks
No.12

Category Medical and Laboratory Equipment
No.13

- 13.1 Microscopes, Hematology/Bio Chemistry analyzer, Autoclave, Centrifuge etc.,
- 13.2 Medical ,Dental and Veterinary Instruments etc.,
- 13.3 Pharmaceuticals, Medicines and Drugs, Vaccines etc.,
- 13.4 Veterinary Pharmaceuticals and Vaccines
- 13.5 Laboratory Chemicals
- 13.6 Laboratory Glassware
- 13.7 Oxygen / LP Gas, Methane, Co2,No2,N2,He etc.,
- 13.8 Physiotherapy and Rehabilitation Equipment

Category Agricultural
No.14

- 14.1 Agro Chemicals
- 14.2 Broiler and Layer Chicks (Purchasing/Selling)
- 14.3 Fertilizer
- 14.4 Cattle Manure
- 14.5 Farm Laborers
- 14.6 Grass Suppliers

Category Animal Feed Ingredients
No.15

- 15.1 Animal Feed
- 15.2 Animal Disinfectants

Category Cleaning Material
No.16

- 16.1 Disinfectants, Soap, Industrial Soap and Air Fresheners, Washing Liquid and Powder etc.,
- 16.2 Chemicals for Swimming pool

Category Safety Equipment
No.17

- 17.1 Fire Protective Equipment, Shoes, Gloves, Mask, Protective Helmets etc.,

Category Motor Vehicle Spares
No.18

- 18.1 Motor Spare Parts
- 18.2 Tyres, Tubes and Batteries etc.,
- 18.3 Vehicle Accessories

Category Sports
No.19

- 19.1 Sports Items and Musical instruments
- 19.2 Fitness Machines

Category Textile and Leather Products
No.20

- 20.1 Cloth for Uniforms and Curtain Materials
- 20.2 Bedding (Bed Sheets, Bed covers, Pillow Cases etc.,)
- 20.3 National and other types of Flags and Banners
- 20.4 Raincoats, Belts, Caps etc., (for Security Officers)
- 20.5 Umbrellas
- 20.6 Mosquito Nets
- 20.7 Carpets
- 20.8 Shoes
- 20.9 Leather Papers, Canvas Products, Thread
- 20.10 Graduation Cloak , Graduation Garland

**Category Food ,Beverage and Catering Services
No.21**

**Category Printing & Binding Works
No.22**

- 22.1 Printing of File Covers, Envelopes, Letter Heads, Books and Periodicals etc.,
- 22.2 Laminating, Binding of Books

**Category Souvenir made out of Brass, Bronze, Glass, Wooden, Clay, Dockets ect.,
No.23**

**Category Equipment Repairs
No.24**

- 24.1 Repairs, Services and Maintenance of Laboratory Equipment (Medical, Dental, Veterinary, Science, Agriculture and Engineering Lab equipment)
- 24.2 Repairs, Services and Maintenance of Refrigerators, Deep-freezers, Air-conditioners, Auto Air-conditioners and other Electrical Appliances
- 24.3 Repairs, Services and Maintenance of Computers, Printers, Scanners and other Computer Peripherals etc.,
- 24.4 Repairs, Services and Maintenance of Equipment (Typewriters, Calculators, Photocopiers and other Office Machinery etc.,)
- 24.5 Repairs, Services and Maintenance of Household Electrical Appliances

**Category Vehicle Repairs
No.25**

- 25.1 Vehicle Repair (Petrol/Diesel) – Cars, Van, Lorries, Busses, Three Wheelers , Tractor and Motor Bicycles etc.,
- 25.2 Vehicle Service and Interior Cleaning
- 25.3 Vehicle Canopy, Cushion, Covers, Carpeting etc.,

**Category Hiring of Vehicles ,Equipment& Servicers
No.26**

- 26.1 Hiring of Construction Equipment (i.e. JCB, Excavator, Compressor etc.,)
- 26.2 Hiring of Vehicles (Busses/Lorries/Vans/ Cars/Gully Vehicles etc., (within Kandy area)
- 26.3 Hiring of Photographic /Video Equipment
- 26.4 Hiring of Chairs (Steel/Plastic) and Tents
- 26.5 Supply of skilled and un-skilled Labourers, Cleaning and Garden Maintenance
- 26.6 Hiring of Air Conditioner Machines
- 26.7 Services of Surveyors

**Category Iron Works
No.27**

Further details could be obtained from the Deputy Bursar/Local Supplies, University of Peradeniya on Telephone Number 081-2392413.

**ACTING REGISTRAR
UNIVERSITY OF PERADENIYA
PERADENIYA.**



SUPPLIER REGISTRATION – 2022 UNIVERSITY OF PERADENIYA
SPECIMEN APPLICATION

- 1) Name of the Organization
- 2) Address of the Organization
- 3) Contact Number - Telephone No./s
- Fax Number
- E-mail
- 4) Business Registration Number
- 5) Nature of Registered Business
- 6) Nature of Business Organization (Whether a Government Owned Venture, corporation, Institution, Sole Proprietor, Partnership or Limited Company)
- 7) Name of the Owner
- 8) Whether Manufacturer, Sole Importer, Sole Agent, Sole distributor or Stockiest etc.....
- 9) Name of Bankers and Account Numbers (Suppliers who Do not have Bank Account will be rejected)
- 10) Turnover Tax Number
- 11) VAT Number
- 12) Category Number/s for which the registration is Sought and sub group Number
- 13) Consent for 30 days' credit facility Yes/No
- 14) Other available facilities, transportation, storage etc.,

Quotations will normally be called from the Registered Suppliers but the University reserves the right to call quotations from other sources as well to obtain the competitive offers.

A copy of the Business Registrar Certificate and a Bank Draft No..... for the value of Rs. are annexed.

Date:

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Signature of the Applicant.