



EASTERN UNIVERSITY, SRI LANKA

REGISTRATION OF SUPPLIERS AND CONTRACTORS **FOR THE YEAR 2018**

Applications are invited from Government Establishments, Cooperative Societies, Manufactures, Reputed Suppliers, Local Agents, Dealers and Contractors who wish to register themselves with the Eastern University, Sri Lanka for the Supply of under mentioned items/works/services for **the Eastern University Main Centre located at Vantharumoolai, Chenkalady** for the year 2018.

01. Stationeries and Office Consumable

- 1.1. Photocopy Papers, Computer Stationeries, Typing sheets, Roneo papers, File covers, CR Registers, Envelopes, Printing papers, Carbon papers ,Brown paper, Ruled paper, Note Books, Drawing paper, Papers for Brail Typewriter etc.
- 1.2. Paper pins, Paper clips, Staplers, Stapler pins, Pen (ball point), Pencils, Chalk, Paper weight, Ink pad, Pad ink, Magi board pen etc.
- 1.3. Duplicating ink, Master rolls, Photocopy Toners, Printing Toners, Computer Printer Ribbon, Typing Ribbon, Fax Toner, Fax Cartridge. (Electronic Typewriter/Manual Typewriter etc)
- 1.4. Date Stamp, Rubber Stamp, Plastic Name Board

02. Office Equipment

- 2.1. Calculators, Photocopy Machine, Communication Equipment, Fax Machine, Copy Printers etc.
- 2.2. Computers, Printers, UPS
- 2.3. Computer Software
- 2.4. Computer Hardware and Network accessories.
- 2.5. All kinds of Office Bags & Brief Case
- 2.6. Push Bicycles
- 2.7. Finger Print Machines
- 2.8. CCTV Camera
- 2.9. Video Conference System

2.10. Book Binding Equipment

03. Books and Periodicals

3.1. Books and Periodicals

04. Office Furniture- Wooden/ Steel/Plastic

4.1. Filing Cabinets, Steel Cupboards, Office Table, Executive Chairs, Computer Chairs, Computer Tables, Lecture hall chairs, Glass Fronted Almyrah. Bookshelf, Book Track, Plastic Chairs, Exam Tables (Foldable) etc.

4.2. Iron Safe, Petty Cash Box.

4.3. Water Dispensers

05. Hostel Furniture

5.1. Bunk Beds

5.2. Single Beds

5.3. Bedside Cupboards

5.4. Study Table and Chair

5.5. Mattress

5.6. Mattress Cover

5.7. Cloth Tracks

5.8. Hanger

5.9. Dressing Table

5.10. Mirror

06. Laboratory Equipment and Teaching Equipment

6.1. Laboratory Equipment and Tools

6.2. Medical Equipment

6.3. Microscope

6.4. Musical Instruments

6.5. Multimedia Projectors, Overhead Projectors,

6.6. Public Addressing System, Head Phones etc.

- 6.7. Brail Typewriter.
- 6.8. FM Microphones and Clip on Microphones (Collar Microphone), Microphone Stands and Podium Microphone.
- 6.9. Amplifiers

07. Electrical Goods and Appliances

- 7.1 Deep Freezers, Refrigerators
- 7.2 Air Conditioners
- 7.3 Clocks, Torchlight, Fan, Iron Box
- 7.4 Television, DVD Players, Cameras, Video Cameras, Voice Recorder.
- 7.5 Bulbs, Wires, Cables, Switches, Plug Tops, Holders and Other Electrical Goods, Street Lamps etc.
- 7.6 Food Warmer
- 7.7 Water Pump

08. Laboratory Chemicals and Glassware

- 8.1 Laboratory Chemicals
- 8.2 Laboratory Glassware

09. Agriculture Supplies and Equipments

- 9.1 Organic Fertilizer, Chemical Fertilizer
- 9.2 Nursery Materials, Plants
- 9.3 Horticulture Equipment
- 9.4 Agriculture Equipment
- 9.5 Agro Chemicals
- 9.6 Seeds
- 9.7 Plants (Flowers and other plants)
- 9.8 Livestock- Cows, Goats, Chics, Pigs, Bulls, Rabbits
- 9.9 Poultry items (broiler chicks)
- 9.10 Animal Feeds

9.11 Other Agriculture Equipment

9.12 Supply of Hardware Items (Kaththi, axes, mamaty etc)

9.13 Compost

9.14 Red Soil

10. Supply of Refreshment and Foods

10.1 Supply of Short Eats, Beverages and Catering Services for Meetings, Seminars and Workshop.

10.2 Supply of Cooked Foods, Water Bottles, Soft Drinks

10.3 Meal, Food Packs, Parcels

10.4 Refreshments

10.5 Accommodation

11. Supply of Fuel and Gas

11.1 Diesel, Petrol, Kerosene Oil, Engine Oil

11.2 Gas Replacement

12. Motor Spare Parts

12.1 Motor Spare Parts

12.2 Vehicle, Motor Bicycle Batteries

12.3 Tyres and Tubes

12.4 Vehicle Equipment and Accessories Including Three Wheelers and Moto bicycles

13. Hardware and Plumbing Items

13.1 Steel, G.I sheets, Wire Nails, Bolts and Nuts, Screws, Wheel- Barrows, Crowbars, Taps, Ball Valves, Barbed wire etc

13.2 Ply wood and PVC Doors, Ply wood sheets etc.

13.3 PVC Pipes, Fittings, Water Tanks etc.

14. Janitorial Items / Essential Items

14.1 Essential Items, Tile Cleaner, Air Freshener, Soap and Other Relevant Items

14.2 Mopper, Wiper.

14.3 Brooms, Ekel Brooms, Coir, and Coir Rugs, Brushes

15. Building Materials

- 15.1 Asbestos Sheets
- 15.2 Timbers and Sawn Timber
- 15.3 Bricks, Sands, Rubble, Metal and Lime, Concrete Fence Post, Gravel.
- 15.4 Cement
- 15.5 Tiles
- 15.6 Glasses
- 15.7 Hume pipes
- 15.8 Paint

16. Kitchen Utensils / Equipments and Furniture

- 16.1 Kitchen Utensils
- 16.2 Kitchen Equipments
- 16.3 Canteen Tables and Chairs
- 16.4 Canteen Cupboard, Showcases

17. Uniform Materials and Curtain Materials

- 17.1 Shirting Material, Suiting Material, Saree etc.
- 17.2 Raincoat, Gum Boots, Safety Boots, Umbrella, Shoes, Socks.
- 17.3 Curtain Materials.
- 17.4 Convocation Barrels
- 17.5 Graduates Cloaks

18. Sports Goods

- 18.1 Sports Goods
- 18.2 Sports Equipment

19. Pharmaceuticals and Drugs

- 19.1 Pharmaceuticals and Drugs- Western
- 19.2 Pharmaceuticals and Drugs- Eastern (Ayurvedic, Herbal etc)

20. Fancy Goods & Cosmetic Items

- 20.1 Fancy Goods
- 20.2 Paint for Drawing
- 20.3 Cosmetic and Costumes Items
- 20.4 Pots

21. Procurement of Services

Repairs to Office, Laboratory, Teaching Equipments and Other Equipments

- 21.1 Repairs to Office Equipment and Calculators.
- 21.2 Repairs to Wooden Furniture
- 21.3 Repairs to Photocopy Machine, Fax Machine, Copy Printer etc.
- 21.4 Repairs to Computers, Monitors, Printers, Scanners and UPS etc.
- 21.5 Repairs to Refrigerators, Deep Freezers and Air Conditioners
- 21.6 Repairs to Overhead Projectors and Multimedia Projectors
- 21.7 Repairs to Television, DVD Players
- 21.8 Repairs to Laboratory Equipment
- 21.9 Repairs to Medical Laboratory Equipment
- 21.10 Repairs to Pedestal ,Ceiling and Wall Fans
- 21.11 Repairs to Water Pumps
- 21.12 Repairing of Generators and Servicing
- 21.13 Repairing of Elevator and Servicing

22. Printing

- 22.1 Printing of Magazines, Journals, Registers
- 22.2 Book Bindings
- 22.3 Printing of Envelopes, File Covers, Forms
- 22.4 Printing of Official Identity Cards, Students Identity Cards etc.
- 22.5 Digital Name Board Printing.
- 22.6 Printing of Banners
- 22.7 Printing of Diaries

23. Repair to Motor Vehicles

- 23.1 Repairs to Motor Vehicles (Bus, Car, Van, Double Cabs, Tractors (two wheeler and four wheeler) Motor Bicycles and Three Wheelers, Scooters etc)
- 23.2 Air Conditioning, Auto Electrical, Tinkering, Painting, Engine and Other Motor Vehicle Repairs.
- 23.3 Servicing of Motor Vehicles
- 23.4 Vehicle Seats , Seat Covers

24. Other Services

- 24.1 Flower and Other Garden Plants, Flower Pots, Plant Maintenance
- 24.2 Laundering Facilities
- 24.3 Rattening of Chairs
- 24.4 Transport of Goods
- 24.5 Transport of Passengers
- 24.6 Transport of Cadavers
- 24.7 Janitorial Services
- 24.8 Gully Services
- 24.9 Supplying of Skilled and Unskilled Labourers
- 24.10 Cutting and Pruning of Trees
- 24.11 Polishing of Wooden Furniture
- 24.12 Supplying of Cow Dung & Goat Dung
- 24.13 Clearance of Cargo (Imported)
- 24.14 Interior Decoration and Curtaining
- 24.15 Rent out Hall and Buildings / Houses
- 24.16 Hiring of Vehicles
- 24.17 Lending Canopy & Sheds
- 24.18 Tailoring Services

24.19 Accommodation Facilities for Students / Teachers and Guests (Colombo, Nugegoda, Kandy, Nuwara Eliya, Hambantota, Kataragama, Badulla, Jaffna, Batticaloa and Galle)

24.20 Video and Photograph

24.21 Accommodation at Batticaloa region

25. Procurement of Works

25.1 Construction of Building Complexes

25.2 Rehabilitation and Improvement to Building and Other Structures

25.3 Building constructions, repairs, renovation, extensions, colour washing and rehabilitation to Buildings, Construction of Road, Water Supply, Electricity Supply and Electricity Balancing, Networking, Drainage

25.4 Consultancy Services (Consultancy for Construction of buildings, Road, Water Supply, Electricity Supply and Electricity Balancing, Networking, Drainage)

25.5 Landscaping

25.6 Installation of Street Lamp and Maintenance.

25.7 Fitting of Curtain items and floor carpeting.

26. Booking of Air Travels

TERMS AND CONDITIONS

1. Application should be prepared according to the specimen form appended below and send it under registered cover with “ **Registration of Suppliers and Contractors 2018**” marked on the top left hand corner of the envelop.

2. Non refundable fee for Registration of suppliers and Contractors

2.1. Non refundable fee of Rs.500/- per main category will be charged. Payment can be made through a “Bank Draft” drawn in favour of “The Bursar, Eastern University, Sri Lanka”. The Original Bank Draft should be sent with the application (**If the applicant is applied for many main categories, the applicant should pay the non-refundable fee accordingly. Eg – 5 Main Category X Rs.500.00 = 2,500.00**)

2.2. Non refundable fee of Rs. 500.00 per main category can be deposited in favour of “The Bursar, Eastern University, Sri Lanka to the Current Account No. 227-1001-40000024 at any branch of the People’s Bank.

**Original Bank Draft or Original deposit slip should be attached with the application.
If not, the application will be rejected.**

3. Relevant Organization should possess a valid Business Registration and Revenue License from Local Authority/Trade License obtained from the Appropriate Authority and certified copies of these documents should be attached with the application.
4. If the intended supplier is a Limited Liability Company, Certificate of Incorporation of the Company should be annexed with the application.
5. If the Organization supplies Goods/Services which is a Sole Agent, the Authorization letter from the Principal should be attached.
6. The Organization should have at least three years experience of supplying the relevant items (goods/services/Works), where necessary Documentary Evidence is needed. The EUSL has the right to accept with lesser experience also.
7. Copy of the Registration Certificate of ICTAD in connection with the Construction Contracts should be attached.
8. Every supplier should agree to provide a credit facility at least for one month.
9. Copy of the VAT Registration and if no VAT Registration and VAT Exemption Certificate issued by the Commissioner General, Inland Revenue should be attached.
10. Incomplete or application without supporting documents will not be considered for registration.
11. Acceptance for Registrations will be notified in writing.
12. The Eastern University, Sri Lanka, and has the right to call for quotations other than from the Registered Suppliers, Contractors and it reserves the right to make inquiries from those who are not registered as well. Suppliers who fail to quote or fail to make delivery in time or in conformity with the order will be deleted from the Registration of Suppliers list without giving any notice.

13. Any clarification could be obtained from the Bursar / Senior Assistant Bursar / Assistant Bursar Supplies, Eastern University on Phone Number 065-2240211.

14. **The Closing date for the application is 10.11.2017**

15. All Applications should be addressed to the Bursar, Eastern University, Sri Lanka, Vantharumoolai, Chenkalady and Send under the Registered Post,

Note: This advertisement could be downloaded from the University Web Site
www.esn.ac.lk .

Registrar
Eastern University, Sri Lanka

12. Bank Draft Details

Name of the Bank & Branch		B.D No		B.D Date		B.D Amount	
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13. Nature of Business :- (tick (✓) in relevant box below :)

Manufacturer:	<input type="checkbox"/>	Importer:	<input type="checkbox"/>	Authorized Agent:	<input type="checkbox"/>
Wholesaler:	<input type="checkbox"/>	Retailer:	<input type="checkbox"/>	Contractor:	<input type="checkbox"/>
Consultant:	<input type="checkbox"/>				

14. Business Type- tick (✓) in relevant box below :

Government:	<input type="checkbox"/>	Co-operative/ Societies :	<input type="checkbox"/>	Sole Proprietor:	<input type="checkbox"/>
Partnership :	<input type="checkbox"/>	Private Limited Company:	<input type="checkbox"/>	Public Limited Company:	<input type="checkbox"/>

15. Electronic Fund Transfer System

Beneficiary Account Name	:	<input type="text"/>
Bank Account Number	:	<input type="text"/>
Bank	:	<input type="text"/>
Branch	:	<input type="text"/>

Date :.....

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Signature of Applicant
(Official Rubber Stamp)