



# **EASTERN UNIVERSITY, SRI LANKA**

## **REGISTRATION OF SUPPLIERS AND CONTRACTORS**

### **FOR THE YEAR 2023**

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 **2023**.

#### **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 Almirah. 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
- 7.8 Solar Light System

## **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
- 18.3 Sportswear

## **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. Procurement of Works**

- 24.1 Construction of Building and other Structures
- 24.2 Rehabilitation and Improvement to Building and Other Structures
- 24.3 Supply, fixing and commissioning LAN and network equipments
- 24.4 Consultancy Services (Consultancy for Construction of buildings, Road, Water Supply, Electricity Supply and Electricity Balancing, Networking, Drainage)
- 24.5 Landscaping
- 24.6 Installation of Street Lamp and Maintenance.
- 24.7 Fitting of Curtain items and floor carpeting.

### **25. Hiring of Vehicles**

- 25.1 Hiring of Vehicles

### **26. Booking of Air Travels**

- 26.1 Booking of Air Travels

### **27. Other Services**

- 27.1 Flower and Other Garden Plants, Flower Pots, Plant Maintenance
- 27.2 Laundering Facilities
- 27.3 Rattening of Chairs
- 27.4 Transport of Goods
- 27.5 Transport of Passengers
- 27.6 Transport of Cadavers

- 27.7 Janitorial Services
- 27.8 Gully Services
- 27.9 Supplying of Skilled and Unskilled Laborers
- 27.10 Cutting and Pruning of Trees
- 27.11 Polishing of Wooden Furniture
- 27.12 Supplying of Cow Dung & Goat Dung
- 27.13 Clearance of Cargo ( Imported)
- 27.14 Interior Decoration and Curtaining
- 27.15 Rent out Hall and Buildings / Houses
- 27.16 Lending Canopy & Sheds
- 27.17 Tailoring Services
- 27.18 Accommodation Facilities for Students / Teachers and Guests (Colombo, Nugegoda, Kandy, Nuwara Eliya, Hambantota, Kataragama, Badulla, Jaffna, Batticaloa and Galle)
- 27.19 Video and Photograph
- 27.20 Accommodation at Batticaloa region

### **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 2023**” 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 favor 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 favor 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 by e mail.
12. The Eastern University, Sri Lanka 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 065-2055220.

14. **The Closing date for the application is 31.10.2022**

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](http://www.esn.ac.lk)

**Registrar  
Eastern University, Sri Lanka**

**EASTERN UNIVERSITY, SRI LANKA**

**Supplier Registration Form for the Year 2023**

**ESTABLISHMENT INFORMATION ( GENERAL)**

01	Name of Establishment (Legal Name) :- *	
02	Business Address :- *	
03	Contact Name :- *	
04	Telephone Number :- *	
05	Fax Number :-	
06	E-mail Address :- *	
07	Web Address :-	
08	Business Registration Number * (Please attached Certified Copy of Business Registration) :-	
09	VAT Registration Number :-	
10	ICTAD Registration Number :-	

\* : - *Compulsory*

**Mark Your Goods/ Services/ Civil Works Offered**

11	<b>Category Number (s) – ( tick (✓) in relevant box below)</b>												
	1.1	1.2	1.3	1.4	2.1	2.2	2.3	2.4	2.5	2.6			
	2.7	2.8	2.9	2.10	3.1	4.1	4.2	4.3	5.1	5.2			
	5.3	5.4	5.5	5.6	5.7	5.8	5.9	5.10	6.1	6.2			
	6.3	6.4	6.5	6.6	6.7	6.8	6.9	7.1	7.2	7.3			
	7.4	7.5	7.6	7.7	7.8	8.1	8.2	9.1	9.2	9.3			
	9.4	9.5	9.6	9.7	9.8	9.9	9.10	9.11	9.12	9.13			
	9.14	10.1	10.2	10.3	10.4	10.5	11.1	11.2	12.1	12.2			
	12.3	12.4	13.1	13.2	13.3	14.1	14.2	14.3	15.1	15.2			
	15.3	15.4	15.5	15.6	15.7	15.8	16.1	16.2	16.3	16.4			
	17.1	17.2	17.3	17.4	17.5	18.1	18.2	18.3	19.1	19.2			
	20.1	20.2	20.3	20.4	21.1	21.2	21.3	21.4	21.5	21.6			
	21.7	21.8	21.9	21.10	21.11	21.12	21.13	22.1	22.2	22.3			
	22.4	22.5	22.6	22.7	23.1	23.2	23.3	23.4	24.1	24.2			
	24.3	24.4	24.5	24.6	24.7	25.1	26.1	27.1	27.2	27.3			
	27.4	27.5	27.6	27.7	27.8	27.9	27.10	27.11	27.12	27.13			
	27.14	27.15	27.16	27.17	27.18	27.19	27.20						

**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. Bank Details for Fund Transfer \***

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

• :-Compulsory

Date:.....

.....  
**Signature of Applicant**  
**(Official Rubber Stamp)**