

# Uva Wellassa University of Sri Lanka

## "Take Pride in Contributing to the National Development"

The Uva Wellassa University is setting new trends in undergraduate, Postgraduate, specialty, Corporate as well as continuing Education by focusing on value addition to the national resource base. The academic programs of the University have been carefully designed to bring up a new generation of graduate competent in creating value to their employers. You could also become a partner in this great national endeavor



## REGISTRATION OF SUPPLIERS/ CONTRACTORS FOR THE YEAR 2022

Applications are invited up to **30th November 2021** from Reputed Suppliers/Contractors, Manufacturers, and Local Agents & Sole Distributors who wish to register themselves with the Uva Wellassa University for the Supply of Goods, Services and Capital Works during the year 2022. The applicant should pay a non-refundable fee of **Rs. 1,000/-** for each sub items for which registration is applied, to the bank account of Uva Wellassa University A/C no: **3114820** maintained at the Bank of Ceylon Badulla Branch. The original of deposit slip should be forwarded along with application to the University. Application should be entered to the **Google form** (specimen Application) given in the University Website and sent under registered cover with **"REGISTRATION OF SUPPLIERS/ CONTRACTORS FOR THE YEAR- 2022"** marked on the top left-hand corner of the envelope to reach Deputy Bursar/Supplies, Uva Wellassa University, Passara Road, Badulla on or before 30<sup>th</sup> November 2021. The application link can be viewed at in the University Website **www.uwu.ac.lk** or can be obtained from the Supplies Division, Uva Wellassa University either in person or by post on production of the customer copy of bank paying in slip up to **2.00p.m. on 30th November 2021**

The Uva Wellassa University will generally call for quotations from the registered suppliers. However, it reserves the right to call quotations from those who are not registered as well. Suppliers/Contractors who fail to quote when requested or fail to make delivery in time in conformity with the given requirements will be struck off the Register without prior intimation

**The Suppliers, Vendors, Service Providers and Contractors who are already registered for e-GP System (PROMISE.LK) in the Ministry of Finance need not to pay the registration fee and submit only the application with the proof of such registration.**

No	Items	Descriptions
<b>Goods</b>		
1	Animal Feed	All Kinds of Animal Feed.
2	Audio Visual & Teaching Equipment	Multimedia Projectors & Screens, Audio Visual Products OHP, Video Conference Systems, Voice Recorders, Microphones, Speakers, Amplifiers Etc.
3	Audio Visuals & Music Instruments	Sound Systems, Video Recording, Editing Etc.
4	Building Materials	Rubble, Metal ,Lime, Manure, Cement, River Sand, Cement Blocks, Hume Pipes, Slabs ,Pre- Casts, Garden Benches, Flower Pots, Etc.
5	Cleaning Materials	Disinfectants, Soap, Etc.
6	Compost/ Fertilizer	Compost/ Coir Dust/ Buffalo Grass, Etc.
7	Computer Accessories	Key Board, Mouse,
8	Convocation	Cloaks, Garland and Hoods
9	Electrical Appliances	Fans, Television Sets, Video Sets, Audio Equipment, Ovens, Vacuum Cleaners, Deep Freezers, Refrigerators, Air-Conditioners, Electric Iron & Boilers, Etc.
10	Electrical Fittings	Bulbs, Wires, Electricity Meters, Cables, Switches, Plug Tops, Holders, Etc.

11	Farm Equipment	Agro-Chemicals & Agricultural Tools, Etc.
12	Fiber Glass Products	Tables, Chairs, Etc.
13	Flower Decorations	Flower Arrangement
14	Furniture - Plastic & Fiber Glass	Chairs, Table, Cupboards, Filing Cupboards, Arm Chairs, Tables, Cupboards Beds, Racks, Almeria, All Kind of Mattresses (SLS Certified) Etc.
15	Garden Equipment	Flower Pots, Garden Benches & Lamps, Machinery Etc.
16	Hardware Items	G.I., PVC Pipes, Iron, G.I.Sheets, Wire Nails, Bolt, Nuts, Dust Bins, Mammoties, Tiles, Asbestos Sheets, Glass Sheets, Taps, Ball Valves, Sanitary, Ware, Bathroom Fittings, Wall Tiles, Floor Tiles, Brooms, Brushes, Floor Carpets, Fitting & Shell Tank, Etc.
17	Id Cards	Plastic Cards, RFID, Etc.
18	IT, Communication & Office Equipment	Desktop & Laptop Computers, Communication Equipment, Photocopiers, Printers, Fax Machines, Duplo Machines, Etc.
19	Kitchen Utensils	Crockery & Cutlery, Kitchen Utensils, Etc.
20	Laboratory Chemicals, Glass Ware & Consumables	All Kind Of Laboratory Chemicals, Glass Ware & Consumables
21	Laboratory Equipment & Instrument	All Kind of Laboratory Equipment & Instrument
22	Library Books & Periodicals	Local & Foreign, Etc.
23	Medical Supplies	Medicine, First Aid Supplies, Surgical Instruments, Etc.
24	Network Equipment	Routers, Switches, Modems & Network Accessories, Etc.
25	Paints	Paints, Polish, Vax, Varnish, Thinner & Turpentine, Etc.
26	Plants	Flowers Plants & Other Garden Plants, Etc.
27	Printing, Book Binding & Advertising	All Types of Printing, Book Binding/ Materials, Rubber Seals & Date Stamps, Name & Sign Boards, Digital Printing & Flex Printing, Dockets, Etc.
28	Safety Equipment	Fire Extinguishers, Refilling of Fire Extinguishers & Shoes, Etc.
29	Sawn Timber	Planks, Rafters, Reefers, Etc.
30	Software	Virus Guard, Accounts Stocks, GIS, Etc.
31	Souvenir/ Trophies/ Bags	Mementos, , Pens, Lanyards, Brass Mementos Items, Plaques Stone, Acrylic Etc. Leather Bags, Executive Bags, Laptop Bags, Etc.
32	Sport Items /Goods	All Kind of Sport Items /Goods
33	Stationery	All Kinds of Papers, Books, Pens & Pencils, White Boards, Calculator, Electronics Stencils, Etc.
34	Surveying Equipment	GPS, Tripods & All Kinds Of Survey Equipment, Etc.
35	Tires and Tubes/Rebuilding	For All Kind of Vehicles
36	Toners	Photocopiers And Printers, Etc. (Only Authorized Local Agents/Distributors should submit the application with Certificates, To Register Under this item.)
37	Uniform and Clothing Materials	Clothing For Uniform, Boots, Raincoats, Caps, Umbrellas, Bed Sheets, Towels, Pillowcases, Mattress Covers, Tailoring, Sports Uniforms, Saree Etc.

#### Services

38	Accommodation Facilities	Rooms, Conference Rooms, Etc.
39	Catering Services	Refreshment/ Lunch/ Dinner (Buffer Set), Etc.
40	Hiring of Vehicles	Passenger Van – With AC & Without AC – Seats 15, Passenger Bus – Seats 28, 32, 42 & Seats 56 Lorry, Truck, Boom Truck, Etc.
41	Repairs of Electrical Equipment	Refrigerators, Water Motor, Deep Freezers & Air Conditioners and Vehicle Air Conditioners. Etc.
42	Repairs of Laboratory Equipment	All Kind of Repairs of Laboratory Equipment

43	Repairs of Motor Vehicles	General Repairing, Tinkering And Painting of Motor Vehicles, Cushion Covers and Seats, Seat Covers For Vehicles And Changing Tyres, Etc.
44	Repairs of Office Equipment And Teaching Equipment	Photocopiers, Duplo Machines, Computers and Printers, Type Writers (Electronics and Manual) Multimedia Projectors, Electric Screens ,OHP, White Boards, Etc.
45	Repairs of Office Furniture	Welding and Repairing, Etc. (Steel, Wooden & Fiberglass)
46	Service & Repairs of Survey Equipment	GPS, Tripod and All Kinds of Survey Equipment's
47	Service of Plant & Machinery	Generator and All kind of Plant & Machinery
48	Service of Motor Vehicles	All Kind of Service of Motor Vehicles
49	Air Line Ticketing Service	Air Tickets
<b>Capital Works</b>		
50	Construction of Building	Civil Work, Metal, Cement, Sand, Wood, Bricks, Tiles, Plywood, Roofing Sheets, New Buildings, Pipe Works, Etc.
51	Rehabilitation and Partitioning of Buildings	Rehabilitation, Upgrading and Partitioning Of Buildings, Etc.
52	Aluminum Works	Aluminum Partitioning and Other Aluminum Works, Etc.
53	Iron Works	Grills, Gates, etc.
54	Curtains/Vertical Blinds	Supplying and Fixing Curtains/Vertical Blinds, etc.
55	Road and Landscaping	All kind of Road and Landscaping

#### Other terms and Conditions

1. The application should be submitted with certified copy of Business Registration. If the applicant is a limited liability company copy of the Certificate of Incorporation.
2. The authorization letter should be submitted from the manufacturer/trade mark owner if the applicant is an agent or re- seller of the product.
3. The applicant should agree and have the capacity to provide a credit period of minimum of 60 days.
4. If you are charging VAT on invoices, forward a letter obtained from Dept. of Inland Revenue mentioning you have a VAT Active file
5. The Contactors who wish to apply for item Nos. 50- 55 in the above list should have a valid registration in the Construction Industry Development Authority (CIDA) or (Earlier Institute for Construction Training and Development/ICTAD) (Please attach a copy of CIDA/ICTAD certificate for the relevant field) This condition is not applicable to Government Sector Organizations.
6. Application can be submitted through google form also, link indicated in the University website.

Chairman  
University Procurement Committee  
Uva Wellassa University  
Passara Road,  
Badulla,  
Sri Lanka.  
17/10/2021

UVA WELLASSA UNIVERSITY OF SRI LANKA-2022

**SPECIMEN APPLICATION FOR SUPPLIER/CONTRACTOR REGISTRATION**

- 01 Name of the Business Organization/ Contractor:-.....
- 02 Address of the Business Organization/ Contractor:-.....
- 03 Telephone /Fax Number: a. Office: .....  
b. Mobile: .....  
c. Fax: .....
- 04 Email:-.....
- 05 Contact Person: a. Name: - .....  
b. Position: - .....
- 06 Turnover Tax Numbers:-.....
- 07 VAT Registration Number: - .....  
(Should attach the certified copy of VAT Certificate)
- 08 Nature of organization: - .....  
(Whether a Government owned venture, corporation, Institution, sole proprietor, partnership or Limited liability Company, people's Company or a Business Firm)
- 09 Whether Manufacturer, Sole Importer, Sole Agent, Sole Distributors or Stockiest, etc.:- .....
- 10 Name of the Owner:-.....
- 11 Registration Number:-.....  
(A Copy of the certificate Business Registration or CIDA/ICTAD should be attached)
- 12 Name of Bankers and Account Number: - .....
- 13 Whether agreeable to give 60 days credit facility: - .....
- 14 Whether agreeable to e-Procurement: - Yes / No
- 15 Category numbers where you apply for supply registration under Category Goods, Services and Works (A separate sheet could be downloaded from [www.uwu.ac.lk](http://www.uwu.ac.lk) or obtained from Suppliers Division, UWU):- .....
- 16 Total Amount Paid: - .....
- 17 Are you registered in the PROMISE.LK: - .....
- 16.1 Registration no Under Promise.lk:- .....

Date.....

.....  
Signature of Applicant  
(Official Seal)

List of Categories for which registration is applied

(Note: The applicant must indicate the Item for the registration is applied by marking the last column ("tick if applied") with a tick mark (✓). The registration fee paid **MUST** be equivalent to the total of the total of registration fees applicable for selected items. E.g if registration is applied for 5 Items the fee will be 5 x 1,000.00 = 5,000.00)

No	Items	Registration Fee (LKR)	Tick if Applied
<b>Goods</b>			
1	Animal Feed	Rs. 1,000.00	
2	Audio Visual & Teaching Equipment	Rs. 1,000.00	
3	Audio Visuals & Music Instruments	Rs. 1,000.00	
4	Building Materials	Rs. 1,000.00	
5	Cleaning Materials	Rs. 1,000.00	
6	Compost/ Fertilizer	Rs. 1,000.00	
7	Computer Accessories	Rs. 1,000.00	
8	Convocation	Rs. 1,000.00	
9	Electrical Appliances	Rs. 1,000.00	
10	Electrical Fittings	Rs. 1,000.00	
11	Farm Equipment	Rs. 1,000.00	
12	Fiber Glass Products	Rs. 1,000.00	
13	Flower Decorations	Rs. 1,000.00	
14	Furniture - Plastic & Fiber Glass	Rs. 1,000.00	
15	Garden Equipment	Rs. 1,000.00	
16	Hardware Items	Rs. 1,000.00	
17	Id Cards	Rs. 1,000.00	
18	IT, Communication & Office Equipment	Rs. 1,000.00	
19	Kitchen Utensils	Rs. 1,000.00	
20	Laboratory Chemicals, Glass Ware & Consumables	Rs. 1,000.00	
21	Laboratory Equipment & Instrument	Rs. 1,000.00	
22	Library Books & Periodicals	Rs. 1,000.00	
23	Medical Supplies	Rs. 1,000.00	
24	Network Equipment	Rs. 1,000.00	
25	Paints	Rs. 1,000.00	
26	Plants	Rs. 1,000.00	
27	Printing, Book Binding & Advertising	Rs. 1,000.00	
28	Safety Equipment	Rs. 1,000.00	
29	Sawn Timber	Rs. 1,000.00	
30	Software	Rs. 1,000.00	
31	Souvenir/ Trophies/ Bags	Rs. 1,000.00	
32	Sport Items /Goods	Rs. 1,000.00	
33	Stationery	Rs. 1,000.00	
34	Surveying Equipment	Rs. 1,000.00	
35	Tires and Tubes/Rebuilding	Rs. 1,000.00	
36	Toners	Rs. 1,000.00	
37	Uniform and Clothing Materials	Rs. 1,000.00	
	<b>Sub Total</b>		

No	Items	Registration Fee (LKR)	Tick if Applied
<b>Services</b>		Rs. 1,000.00	
38	Accommodation Facilities	Rs. 1,000.00	
39	Catering Services	Rs. 1,000.00	
40	Hiring of Vehicles	Rs. 1,000.00	
41	Repairs of Electrical Equipment	Rs. 1,000.00	
42	Repairs of Laboratory Equipment	Rs. 1,000.00	
43	Repairs of Motor Vehicles	Rs. 1,000.00	
44	Repairs of Office Equipment And Teaching Equipment	Rs. 1,000.00	
45	Repairs of Office Furniture	Rs. 1,000.00	
46	Service & Repairs of Survey Equipment	Rs. 1,000.00	
47	Service of Plant & Machinery	Rs. 1,000.00	
48	Service of Motor Vehicles	Rs. 1,000.00	
49	Air Line Ticketing Service	Rs. 1,000.00	
	<b>Sub Total</b>		

No	Items	Registration Fee (LKR)	Tick if Applied
<b>Capital Works</b>			
50	Construction of Building	Rs. 1,000.00	
51	Rehabilitation and Partitioning of Buildings	Rs. 1,000.00	
52	Aluminum Works	Rs. 1,000.00	
53	Iron Works	Rs. 1,000.00	
54	Curtains/Vertical Blinds	Rs. 1,000.00	
55	Road and Landscaping	Rs. 1,000.00	
	<b>Sub Total</b>		