UNIVERSITY OF COLOMBO SCHOOL OF COMPUTING

REGISTRATION OF SUPPLIERS AND CONTRACTORS FOR THE YEAR 2021

Applications are invited from Government Establishments, Reputed Suppliers, Manufacturers, Local Agents, Dealers and Contractors who wish to register themselves with the **University of Colombo School of Computing (UCSC).**

Terms and Conditions

1. The application should be downloaded from the UCSC website (**https://ucsc.cmb.ac.lk**), duly filled and sent it under registered cover with **"Registration of Suppliers and Contractors 2021"** marked on the top left-hand corner of the envelope.
2. Non - refundable fee for Registration of Suppliers and Contractors

   A non-refundable fee of Rs. 1,500.00 per the main category can be deposited in favor of "**Director, University of Colombo School of Computing"** to the Current Account **No. 086-1001-2-1190316** at any branch of the **People's Bank** up to **28th December 2020**

   Original deposit slip should be attached with the application. If not, the application will be rejected.

   (Note: If the applicant is applied for many main categories, the applicant should pay the non-refundable fee accordingly. Eg – 5 Main Category x Rs. 1,500.00 = 7,500.00)
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 to the application.
4. If the intended supplier is a Limited Liability Company, the 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.

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 for at least 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 email.
12. The University of Colombo School of Computing 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 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 Assistant Bursar – Procurements +94 -11-2581245/7 Ext. 6042
14. The Closing date for the application is **28th December 2020**
15. All Applications should be addressed to the **Assistant Bursar – Procurements, University of Colombo School of Computing, No 35 Reid Avenue Colombo 00700,** and sent under the Registered Post. All applications should be marked **"Registration for Supplies/ Services – 2021"** on the top left-hand corner of the envelope.

Deputy Registrar
University of Colombo School of Computing
No 35 Reid Avenue Colombo 00700
Telephone: 258 1245

Application Form

UNIVERSITY OF COLOMBO SCHOOL OF COMPUTING

Supplier Registration Form for the Year 2021

SECTION 01 – COMPANY DETAILS AND GENERAL INFORMATION

	Name of Establishment (Legal Name) :-**
	Business Address :- **
	Contact Name :- **
	Name of Directors :- **
	Telephone Number :- **
	Fax Number :-
	Official e-mail Address:- **
	Web Address :-
	Business Registration Number:- ** *(Please attached Certified Copy of Business Registration/Certificate of Incorperation)*
	Year of Business Registration:- **
	VAT Registration Number:- ** *(Please attached Certified Copy of VAT Certificate)*
	ICTAD Registration Number (If relevant):- ** *(Please attached Certified Copy of Registration Certificate and renewal)*
	Parent Company (full Legal Name), if any:-
	Type of Business (mark one only):- **

Private Limited Company	
Public Limited Company	
Sole Proprietorship	
Partnership	
Government	
Cooperative/Society	

Nature of Business:- **

Manufacturer	
Trader	
Wholesaler	
Importer	

	Retailer	
	Authorized Agent	
	Dealer	
	Contractor	
	Consultant	

If Trader, Agent or Representative Company is not directly involved in the manufacturing process of the product, please provide:
1) Certification from your principals that you are authorized to deal with their products or to act on their behalf.

Experience in the Industry (No. of Years) **

Below 1 year	
1 - 5 Years	
6 - 10 Years	
More than 10 Years	

(At least three years 'experience of supplying the relevant items (goods/services/Works) is required.)

Section 2: Financial Information

Main Bank Details	
Bank A/C Number:-	
Bank Account Name:-	
Name of the Bank:-	
Branch:	
Is credit Facility being offered	YES/NO
Maximum Credit Facility offered	Below Rs.1000.00 ☐ Rs1000.00-10,000.00 ☐ Above Rs.10,000.00 ☐
Credit Period	1 - 30 Days ☐ 31 - 60 Days ☐ More than 60 days ☐ *(Credit facility for at least one month should be provided)*
Non-Refundable Payment Details	
Name of the Bank & Branch (if you paid through Bank) **	
Payment Date**	
Payment Amount (Rs.) **	

Section 3: Registration categories

Mark Your Goods/ Services/ Civil Works Offered
Category Number (s) – (tick (P) in relevant box below

1.1.1		1.5.1		1.9.1		2.1.4		2.3.4		3.1.1	
1.1.2		1.5.2		1.9.2		2.1.5		2.4.1		3.1.2	
1.1.3		1.5.3		1.9.3		2.1.6		2.4.2		3.1.3	
1.1.4		1.5.4		1.10.1		2.1.7		2.4.3		3.1.4	
1.2.1		1.5.5		1.11.1		2.1.8		2.4.4		3.1.5	
1.2.2		1.5.6		1.11.2		2.1.9		2.5.1		3.1.6	
1.2.3		1.5.7		1.11.3		2.1.10		2.5.2		3.1.7	
1.2.4		1.6.1		1.11.4		2.2.1		2.5.3		3.1.8	
1.2.5		1.6.2		1.12.1		2.2.2		2.5.4			
1.2.6		1.6.3		1.12.2		2.2.3		2.5.5			
1.2.7		1.7.1		1.12.3		2.2.4		2.5.6			
1.2.8		1.7.2		1.12.4		2.2.5		2.5.7			
1.2.9		1.7.3		1.12.5		2.2.6		2.5.8			
1.2.10		1.7.4		1.13.1		2.2.7		2.5.9			
1.3.1		1.8.1		2.1.1		2.3.1		2.5.10			
1.3.2		1.8.2		2.1.2		2.3.2		2.5.11			
1.4.1		1.8.3		2.1.3		2.3.3		2.5.12			

Certification

I, the undersigned, warrant that the information provided in this form is correct, and in the event of changes details should be provided as soon as Possible.

Name : ..... Designation : .....

Signature : .....

Company Seal : Date : _____

Note: The fields with (**) mark are mandatory.

Supplier Registration Categories

01	**Procurement of Goods**
1.1	**Stationeries and Office Consumable**
1.1.1	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.
1.1.2	Paper pins, Paper clips, Staplers, Stapler pins, Pen (ballpoint), Pencils, Chalk, Paperweight, Inkpad, Pad ink, Magi board pen, etc.
1.1.3	Duplicating ink, Master rolls, Photocopy Toners, Printing Toners, Computer Printer Ribbon, Typing Ribbon, Fax Toner, Fax Cartridge. (Electronic Typewriter/Manual Typewriter etc.)
1.1.4	Date Stamp, Rubber Stamp, Plastic Name Board
1.2	**Office Equipment**
1.2.1	Calculators, Photocopy Machine, Communication Equipment, Fax Machine, Copy Printers, etc.
1.2.2	Computers, Printers, Uninterruptible Power Supply Unit (UPS)
1.2.3	Computer Software
1.2.4	Computer Hardware and Network accessories.
1.2.5	Servers
1.2.6	Network Switches
1.2.7	Finger Print Machines
1.2.8	CCTV Camera
1.2.9	Video Conference System
1.2.10	Book Binding Equipment
1.3	**Office Furniture- Wooden/ Steel/Plastic**
1.3.1	All Types of Office Furniture.
1.3.2	Wooden Furniture/Steel Furniture ((Including Bunk Beds, Steel Cabinets, Steel Tables, and Chairs, Pawing Drawers, etc.) and Fiber Glass and Plastic Furniture.
1.4	**Teaching Equipment**
1.4.1	Multimedia Projectors, Overhead Projectors, Public Addressing System, Head Phones, FM Microphones and Clip-on Microphones (Collar Microphone), Microphone Stands, and Podium Microphone, Amplifiers, Smart Board, Projector screen, etc.
1.5	**Electrical Goods and Appliances**
1.5.1	Deep Freezers, Refrigerators
1.5.2	Air Conditioners
1.5.3	Clocks, Torchlight, Fan, Iron Box
1.5.4	Television, DVD Players, Cameras, Video Cameras, Voice Recorder.
1.5.5	Bulbs, Wires, Cables, Switches, Plug Tops, Holders and Other Electrical Goods, Street Lamps, etc.

1.5.6	Food Warmer
1.5.7	Water Pump
1.6	**Supply of Refreshment and Foods**
1.6.1	Supply of Short Eats Beverages and Catering Services for Meetings, Seminars, and Workshop.
1.6.2	Supply of Cooked Foods, Water Bottles, Soft Drinks
1.6.3	Meal, Food Packs, Parcels
1.7	**Motor Spare Parts**
1.7.1	Motor Spare Parts
1.7.2	The Vehicle, Motor Bicycle Batteries
1.7.3	Tires and Tubes
1.7.4	Vehicle Equipment and Accessories Including Three Wheelers and Moto bicycles
1.8	**Hardware and Plumbing Items**
1.8.1	Steel, G.I sheets, Wire Nails, Bolts and Nuts, Screws, Wheel- Barrows, Crowbars, Taps, Ball Valves, Barbed wire, etc.
1.8.2	Plywood and PVC Doors, Plywood sheets, etc.
1.8.3	PVC Pipes, Fittings, Water Tanks, etc.
1.9	**Janitorial Items / Essential Items**
1.9.1	Essential Items, Tile Cleaner, Air Freshener, Soap, and Other Relevant Items
1.9.2	Mop cleaner, Wiper.
1.9.3	Brooms, Ekel Brooms, Coir, and Coir Rugs, Brushes
1.10	**Building Materials**
1.10.1	Bricks, Sands, Rubble, Metal and Lime, Concrete Fence Post, Gravel, Cement, Tiles, Glasses, Hume pipes, Paint, etc.
1.11	**Kitchen Utensils / Equipment and Furniture**
1.11.1	Kitchen Utensils
1.11.2	Kitchen Equipment
1.11.3	Canteen Tables and Chairs
1.11.4	Canteen Cupboard, Showcases
1.12	**Uniform Materials and Curtain Materials**
1.12.1	Shirting Material, Suiting Material, Saree, etc.
1.12.2	Raincoat, Gum Boots, Safety Boots, Umbrella, Shoes, Socks.
1.12.3	Curtain Materials.
1.12.4	Convocation Barrels
1.12.5	Graduates Cloaks

1.13	**Books and Periodicals**
1.13.1	Periodicals, Books, Magazines
02	**Procurement of Services**
2.1	**Repairs to Office, Laboratory, Teaching Equipment, and Other Equipment**
2.1.1	Repairs to Office Equipment and Calculators.
2.1.2	Repairs to Wooden Furniture
2.1.3	Repairs to Photocopy Machine, Fax Machine, Copy Printer, etc.
2.1.4	Repairs to Computers, Monitors, Printers, Scanners, and UPS, etc.
2.1.5	Repairs to Refrigerators, Deep Freezers, and Air Conditioners
2.1.6	Repairs to Overhead Projectors and Multimedia Projectors
2.1.7	Repairs to Television, DVD Players
2.1.8	Repairs to Pedestal, Ceiling and Wall Fans
2.1.9	Repairing of Generators and Servicing
2.1.10	Repairing of Elevator and Servicing
2.2	**Printing**
2.2.1	Printing of Magazines, Journals, Registers
2.2.2	Book Bindings
2.2.3	Printing of Envelopes, File Covers, Forms
2.2.4	Printing of Official Identity Cards, Students Identity Cards, etc.
2.2.5	Digital Name Board Printing.
2.2.6	Printing of Banners
2.2.7	Printing of Diaries

2.3	**Repair to Motor Vehicles**
2.3.1	Repairs to Motor Vehicles (Bus, Car, Van, Double Cabs, Tractors (two-wheeler and four-wheeler) Motor Bicycles and Three Wheelers, Scooters, etc)
2.3.2	Air Conditioning, Auto Electrical, Tinkering, Painting, Engine, and Other Motor Vehicle Repairs.
2.3.3	Servicing of Motor Vehicles
2.3.4	Vehicle Seats, Seat Covers
2.4	**Hiring of Equipment**
2.4.1	The hiring of Portable AC
2.4.2	The hiring of Multimedia Projectors, Projectors & Sound System
2.4.3	The hiring of Photographic &Video Equipment
2.4.4	Hiring Power Supply Generators
2.5	**Other Services**
2.5.1	Flower and Other Garden Plants, Flower Pots, Plant Maintenance
2.5.2	Laundering Facilities
2.5.3	Ratting of Chairs
2.5.4	Transport of Goods

2.5.5	Janitorial Services
2.5.6	Gully Services
2.5.7	Supplying of Skilled and Unskilled Laborers
2.5.8	Cutting and Pruning of Trees
2.5.9	Polishing of Wooden Furniture
2.5.10	Rent out Hall and Buildings / Houses
2.5.11	Video and Photograph
2.5.12	Consultancy Services (Consultancy for Construction of buildings, Road, Water Supply, Electricity Supply and Electricity Balancing, Networking, Drainage)
03	**Procurement of Works**
3.1	**Civil Constructions, Renovation, Aluminum, Landscaping, and Other work**
3.1.1	Construction of Building and other Structures
3.1.2	Rehabilitation and Improvement to Building and Other Structures
3.1.3	Supply, fixing, and commissioning LAN and network equipment
3.1.4	Aluminum/glass partitioning & ancillary works
3.1.5	Landscaping
3.1.6	Metal & roofing work including welding & ancillary works
3.1.7	Fitting of Curtain items and floor carpeting.
3.1.8	Supply & fixing name board/display boards/direction board/stainless steel boards

UCSC