UNIVERSITY OF COLOMBO SCHOOL OF COMPUTING

REGISTRATION OF SUPPLIERS AND CONTRACTORS

FOR THE YEAR 2025

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).** The instructions for filling the application are as follows.

1. The application should be filled out via UCSC web site https://ucsc.cmb.ac.lk
2. Non - refundable fee for Registration of Suppliers and Contractors

   A non-refundable fee of Rs. 1,600.00 per main category has to be **made using either using the online payment method** on or before **31st December 2024**.

   (Note: If the applicant is applying for more than one main category, the applicant should pay the non-refundable fee accordingly. Eg :If you are applying for 5 main categories the deposit should be 5 X Rs. 1,600.00 = 8,000.00)
3. The business should possess a valid Business Registration obtained from the appropriate authority and certified copies of the document should be uploaded.
4. If the intended supplier is a company, the Certificate of Incorporation of the Company should be uploaded.
5. If the organization supplies goods/services as an authorized distributor/ agent, the Authorization Letter from the Principal should be attached.
6. If the Company is a VAT registered company, copy of the VAT Registration certificate should be uploaded.
7. A copy of the Registration Certificate of ICTAD in connection with the Construction Contracts should be uploaded.
8. The Organization should have **at least Two years of experience in supplying the relevant items (goods/services/Works)** and the documentary evidence should be uploaded where necessary.
9. Every supplier should agree to provide **a credit facility for at least one month**.

10. The closing date for the application is **31st December 2024**

11. **All documents to be uploaded should be renamed with the name of the company.**

12. Incomplete applications and applications without supporting documents will not be considered for registration

13. Acceptance for registrations will be notified to the official email address of the company. The University of Colombo School of Computing reserves the right to request quotations from sources other than Registered Suppliers and Contractors, and it also reserves the right to make inquiries from those who are not registered. Suppliers who fail to provide a quote or fail to make a timely delivery in accordance with the order will be removed from the Registered Suppliers list without prior notice. Any clarification could be obtained from the Deputy Bursar – Procurements +94 -11- 2581245/7 Ext. 8935

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

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, Calculators, 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	Photocopy Machine, Communication Equipment, Fax Machine, Printers, Scanners, etc.
1.2.2	Finger Print Machines
1.2.3	CCTV Camera
1.2.4	Book Binding Equipment
1.3	**Computer Equipment and Accessories**
1.3.1	Desktop Computers
1.3.2	Laptop Computers
1.3.3	Uninterruptible Power Supply Unit (UPS)
1.3.4	Computer Software
1.3.5	Network Equipment including servers, network switches, etc
1.3.6	Computer Hardware and Network Accessories
1.4	**Office Furniture- Wooden/ Steel/Plastic**
1.4.1	All Types of Office Furniture.
1.4.2	Wooden Furniture/Steel Furniture ((Including Bunk Beds, Steel Cabinets, Steel Tables, and Chairs, Pawing Drawers, etc.) And Fiber Glass and Plastic Furniture.
1.5	**Multimedia Equipment**
1.5.1	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.
1.5.2	Television, DVD Players, Cameras, Video Cameras, Voice Recorder.
1.5.3	Video Conference System
1.6	**Electrical Goods and Appliances**
1.6.1	Deep Freezers, Refrigerators
1.6.2	Air Conditioners
1.6.3	Clocks, Torchlight, Fan, Iron Box

1.6.4	Bulbs, Wires, Cables, Switches, Plug Tops, Holders and Other Electrical Goods, Street Lamps, etc.
1.6.5	Food Warmer
1.6.6	Water Pump
1.7	**Motor Spare Parts**
1.7.1	The Vehicle, Motor Bicycle Batteries
1.7.2	Tires and Tubes
1.7.3	Vehicle Equipment and Accessories
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	**Kitchen Utensils / Equipment and Furniture**
1.10.1	Kitchen Utensils
1.10.2	Kitchen Equipment
1.10.3	Canteen Tables and Chairs
1.10.4	Canteen Cupboard, Showcases
1.11	**Uniform Materials and Curtain Materials**
1.11.1	Shirting Material, Suiting Material, Saree, etc.
1.11.2	Raincoat, Gum Boots, Safety Boots, Umbrella, Shoes, Socks.
1.11.3	Curtain Materials.
1.11.4	Convocation Scrolls
1.11.5	Graduates Cloaks
1.12	**Books and Periodicals**
1.12.1	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	Book Bindings
2.2.2	Printing of Envelopes, File Covers, Forms
2.2.3	Digital Name Board Printing.
2.2.4	Printing of Banners

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	Gully Services
2.5.6	Supplying of Skilled and Unskilled Laborers
2.5.7	Cutting and Pruning of Trees
2.5.8	Polishing of Wooden Furniture
2.5.9	Video and Photograph
2.5.10	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