



UNIVERSITY OF MORATUWA REGISTRATION OF SUPPLIERS FOR THE YEAR- 2020

Applications are invited from reputed Suppliers, Manufacturers, and Local Agents & Sole Distributors who wish to register themselves with the University of Moratuwa for the supply of Goods during the year 2020. The applicant should pay a non-refundable fee of Rs. 2,000/- for EACH CATEGORY OF ITEMS for which registration is applied, to the bank account of University of Moratuwa, Account No.306836 maintained at Bank of Ceylon-Katubedda branch. The original of deposit slip should be forwarded along with the application to the University. Application should be prepared according to the specimen available and sent under registered cover with “**Registration of Suppliers, Year - 2020**” marked on the top left-hand corner of the envelope to reach the Deputy Bursar/Supplies, University of Moratuwa, Katubedda, Moratuwa on or before **13th November 2019**. The specimen application can be downloaded from the University Website, www.mrt.ac.lk or can be obtained from the Supplies Division, University of Moratuwa either in person or by post up to **2.00p.m. On 13th November 2019**.

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

Categories of Goods

Sub category - I

1. Air Conditioners, A/C Compressors etc.
2. Lab Equipments - Analytical Equipment.
3. General Lab Equipment & Instrument.
4. Engineering Workshop Tools & Workshop Equipment.
5. Computers-Computer Spare parts, UPS, UPS batteries & peripherals.
6. Tablet - computers.
7. Computers-Personal Computers, Laptops, Workstations, Servers & High-end Computers.
8. Computers- Software & License.
9. Network Equipments -Routers, Switches, Modems & Network Accessories etc.
10. Printers & Scanners.
11. Photocopy Machines, Digital Duplicators, Fax Machines, etc.
12. Cloaks Garlands and Hoods.
13. Camera-Compact Camera, Video Cameras, Tripods and related accessories.
14. Camera -CCTV Camera and Accessories, Camera, DVRS, NVR, Enclosures, Cables and DC power supply etc.
15. Audio Visual Products OHP, Multimedia projectors, Screens & Video Conference Systems.
16. Mobile Phones, PDAs etc.
17. Safety Equipments-Safety shoes, Gum boots, Raincoats Fire Extinguishers etc.
18. Surveying Equipments & GPS etc.
19. Machines for Office Use-Cash Registers, Calculators, Adding Machine, Finger Printing Machine, Paper Shredder & Franking Machine.
20. Furniture-Wooden.
21. Furniture-Plastic and fiber Glass Products.
22. Furniture-Steel.
23. Furniture-Computer Chairs & Tables.
24. Electrical Appliances- TV, Radio, Refrigerator, Fans, Vacuum Cleaners etc.
25. Sewing Machines, Iron, Press Machine & Other Garments Equipment.
26. Cement Table & Chairs.
27. Public Address Systems-Voice Recorders, Microphones, Speakers, Amplifiers etc.
28. Sport Equipments.
29. Medical & Dental Equipment.

Sub category - II

30. Toners Cartridges, Printer Ribbons, Ink Cartridges for printers.
31. Stationery-Computer continuation sheets, Books, Pens, Marker Pens, Typing papers, White Boards, Numbering Machines and Punchers etc.
32. Cleaning Materials-Disinfectant, Soaps etc.
33. Photocopy Papers.
34. ID Cards-Plastic Cards, RFID, etc.
35. Kitchen Utensils Including Cutlery & Crockery.
36. Chemical and Glassware.
37. Uniform Materials.
38. Gas-LP & Industrial.
39. Shoes.
40. Home Appliances-Water Filters, Boilers, Water Dispenser, Hot Cupboards, Rice Steamers etc.
41. Electrical Fittings & Wiring & Accessories -Plug Bases, Cables, MCB, Trip switches & Other Electrical Wiring items, Bulbs etc.
42. Coir and Rubber Mattresses and Mattress covers- form Mattress.
43. Timber.
44. Electronic Components-IC'S, Resistors, Diodes etc.
45. Electronic Items- Industrial Sensor, Micro Controller Development System, PLC, Robotic Modules & Accessories, Pneumatic Sensor RF Modules, Tag Reader Detector Motion.
46. Electronic Sensors and Modern Electronic Items.
47. General Hardware Items-Bricks, River Sand, Cement, Rubber, Metal, GI Pipe, Asbestos sheets, Plumbing Items Locks, Nails, Copper rods etc.
48. Concrete Works-Inter Lock, Paving Blocks, Hume Pipe.
49. All kind of paints-Wall putty, Thinner, Turpentine etc.
50. PVC Pipe & Fitting etc.
51. Sanitaryware -Ceramic Wash Basins, Tiles & Bathroom Fittings etc.
52. Aluminum fittings, Ladders and Accessories etc.
53. Household Item, Brooms, Brushes,bins & Doormats, etc.
54. Timber-Plywood Sheets, Boards, MDF boards etc.
55. Tyres, Tubes and Batteries for Vehicles.
56. Printing & Book Binding etc.
57. Advertising -Medals, Plaques, Sign Boards, Digital Printing & Flex Printing.
58. Sports Goods & Sportswear etc.

Conditions of Registration

• Suppliers eligible for Registration

1. The applicant (relevant business organization) should possess a valid Business Registration.
2. The applicant must be the manufacturer / owner of the registered trade mark of the product or an authorized re-seller, agent of the manufacturer / if you intend to supply goods under Sub Category I.
3. The applicant should have at least 03 years of experience in supplying the relevant product(s). Submit relevant documents along with the Application.
4. The applicant should agree and have the capacity to provide a credit period minimum of 30 days in the event he/she is being selected for supply of goods.

- **Documents to be submitted with the application for registration**

1. Duly completed application form based on the specimen provided, (a copy of the application form can be downloaded from the university website www.mrt.ac.lk or obtained free of charge directly from the Supplies Division, Administration Building, University of Moratuwa.)
2. A receipt of payment as per the instructions given and with the total amount based on the number of categories to which the registration is applied.
3. Certified copy of the Business Registration.
4. If the applicant is a limited liability company, a copy of the Certificate of Incorporation.
5. A certified copy of the VAT registration or VAT-exemption certificate issued by the Commissioner General of Inland Revenue.
6. If you are charging VAT on invoices, forwarded a letter obtained from Dept.of Inland Revenue mentioning you have a VAT Active file.
7. A letter of authorization from the manufacturer / trade mark owner if the applicant is an agent or re-seller of the products.
8. Copies of purchase orders / invoices relating to largest supplies of items of similar category made to government / private sector organizations during the years 2017, 2018, & 2019.
9. Above Item No.7 & 8 will not apply for those who wish to supply goods under sub category II.

- **Other terms and conditions**

1. Applicants who have registered with the University for the year 2019 or earlier MUST apply for the registration for year 2020, if they wish to have their registration for the year 2020.
2. Applicant should mark “Registration of Suppliers, Year -2020” on the top left -hand corner of the envelope.
3. Non submission of request documents, along with the application, will not be considered for Registration for Year 2020.
4. Any Supplier who has not responded twice for an invitation to submit a Quotation or performed unsatisfactory under any procurement previously awarded, will be removed from the Supplier Registration.

Registrar,
University of Moratuwa,
Katubedda,
Moratuwa.

APPLICATION FOR REGISTRATION OF SUPPLIERS, YEAR – 2020

(To be submitted on a Company Letterhead)

I/We hereby request to register my name/our establishment as a supplier for the year 2020 with the University of Moratuwa for supply for goods as per the list of category of goods attached herewith.

1.	Name of Organization.	
2.	Corresponding address.	
3.	Contact person.	
	Telephone.	
	Fax Number.	
	E-mail.	
4.	Type of business.	Manufacturer / Registered Trade mark Owner / Re-seller / Authorized Agent/Retailer
5.	Nature of business.	Govt. Corporation /Limited Liability Co. / Partnership / Sole Proprietorship
6.	Business Registration Number.	
7.	VAT registration Number.	
8.	ESC registration Number.	
9.	Period of credit facility offered.	
10.	Limit of credit facility offered.	
11.	Name of Bankers.	
12.	Years of experience in the relevant trade.	
13.	Category numbers where you apply for supplier registration under sub category I & II.	Category I :
		Category II :
14.	Total Amount Paid.	

Date -----

(Signature of Applicant)

List of categories for which registration is applied

(Note: The applicant must indicate the categories for the registration is applied by marking the last column (“tick if applied”) with a tick mark (√). The registration fee paid **MUST** be equal to the total of registration fees applicable for selected categories. E.g. If registration is applied for 5 categories, the fee will be 5 x LKR: 2000.00 = LKR: 10,000.00)

No	Sub Category - I	Registration fee (LKR)	Tick if applied
1	Air conditioners, A/C Compressors etc	2000.00	
2	Lab Equipments - Analytical Equipment.	2000.00	
3	General Lab Equipment & Instrument.	2000.00	
4	Engineering Workshop Tools & Workshop Equipment	2000.00	
5	Computers-Computer Spare parts, UPS, UPS batteries & peripherals.	2000.00	
6	Tablets.	2000.00	
7	Computers-Personal Computers, Laptops, Workstations, Servers & High-end Computers.	2000.00	
8	Computers- Software & License.	2000.00	
9	Network Equipments - Routers, Switches, Modems & Network Accessories etc.	2000.00	
10	Printers & Scanners.	2000.00	
11	Photocopy Machines, Digital Duplicators, Fax Machines etc.	2000.00	
12	Cloaks Garlands and Hoods.	2000.00	
13	Camera-Compact Camera, Video Cameras, Tripods and related accessories.	2000.00	
14	Camera -CCTV Camera and Accessories, Camera, DVRS, NVR, Enclosures, Cables and DC power supply etc.	2000.00	
15	Audio Visual Products OHP, Multimedia projectors, Screens & Video Conference Systems.	2000.00	
16	Mobile Phones, PDAs etc.	2000.00	
17	Safety Equipments - Safety shoes, Gum boots, Raincoats Fire Extinguishers etc.	2000.00	
18	Surveying Equipments & GPS etc.	2000.00	
19	Machines for Office Use-Cash Registers, Calculators, Adding Machine, Finger Printing Machine, Paper Shredder & Franking Machine.	2000.00	
20	Furniture-Wooden.	2000.00	
21	Furniture-Plastic and fiber Glass Products.	2000.00	
22	Furniture-Steel.	2000.00	
23	Furniture-Computer Chairs & Tables.	2000.00	
24	Electrical Appliances- TV, Radio, Refrigerator, Fans, Vacuum Cleaners etc.	2000.00	
25	Sewing Machines, Iron, Press Machine & Other Garments Equipment.	2000.00	
26	Cement Table & Chairs.	2000.00	
27	Public Address Systems-Voice Recorders, Microphones, Speakers, Amplifiers etc.	2000.00	
28	Sport Equipments.	2000.00	
29	Medical & Dental Equipment.	2000.00	

No	Sub Category - II	Registration fee (LKR)	Tick if applied
30	Toners Cartridges, Printer Ribbons, Ink Cartridges for printers.	2000.00	
31	Stationery-Computer continuation sheets, Books, Pens, Marker Pens, Typing papers, White Boards, Numbering Machines and Punchers etc.	2000.00	
32	Cleaning Materials-Disinfectant, Soaps etc.	2000.00	
33	Photocopy Papers.	2000.00	
34	ID Cards-Plastic Cards, RFID, etc.	2000.00	
35	Kitchen Utensils Including Cutlery & Crockery.	2000.00	
36	Chemical and Glassware.	2000.00	
37	Uniform Materials.	2000.00	
38	Gas-LP & Industrial.	2000.00	
39	Shoes.	2000.00	
40	Home Appliances-Water Filters, Boilers, Water Dispenser, Hot Cupboards, Rice Steamers etc.	2000.00	
41	Electrical Fittings & Wiring & Accessories -Plug Bases, Cables, MCB, Trip switches & Other Electrical Wiring items, Bulbs etc.	2000.00	
42	Coir and Rubber Mattresses and Mattress covers- form Mattress.	2000.00	
43	Timber.	2000.00	
44	Electronic Components-IC'S, Resistors, Diodes etc.	2000.00	
45	Electronic Items- Industrial Sensor, Micro Controller Development System, PLC, Robotic Modules & Accessories, Pneumatic Sensor RF Modules, Tag Reader Detector Motion.	2000.00	
46	Electronic Sensors and Modern Electronic Items.	2000.00	
47	Surveying Equipments & GPS etc General Hardware Items-Bricks, River Sand, Cement, Rubber, Metal, GI Pipe, Asbestos sheets, Plumbing Items Locks, Nails, Copper rods etc..	2000.00	
48	Concrete Works-Inter Lock, Paving Blocks, Hume Pipe.	2000.00	
49	All kind of paints-Wall putty, Thinner, Turpentine etc.	2000.00	
50	PVC Pipe & Fitting etc.	2000.00	
51	Sanitaryware -Ceramic Wash Basins, Tiles & Bathroom Fittings etc.	2000.00	
52	Aluminum fittings, Ladders and Accessories etc.	2000.00	
53	Household Item, Brooms, Brushes,bins & Doormats, etc.	2000.00	
54	Timber-Plywood Sheets, Boards, MDF boards etc.	2000.00	
55	Tyres, Tubes and Batteries for Vehicles.	2000.00	
56	Printing & Book Binding etc.	2000.00	
57	Advertising -Medals, Plaques, Sign Boards, Digital Printing & Flex Printing	2000.00	
58	Sports Goods & Sports ware etc.	2000.00	
Total Registration fees paid			

I/We have read conditions stated and agree to abide by them. I/We certify that the particulars furnished by me/us in this application are true and accurate.

Date:

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Signature of Applicant
(Seal of Establishment)