

**TRINCOMALEE CAMPUS OF THE  
EASTERN UNIVERSITY, SRI LANKA  
REGISTRATION OF SUPPLIERS AND CONTRACTORS FOR 2019**

Applications are invited from Government Establishments, Cooperative Societies, Manufactures, Reputed Suppliers, Local Agents, Dealers and Contractors who wish to register themselves with the Trincomalee Campus of the Eastern University, Sri Lanka for the supply of under mentioned Items/Works/Services for the **Trincomalee Campus, Eastern University, Sri Lanka, Konesapuri, Nilaveli, Trincomalee**, for the year 2019.

**Categories**

**1. Stationery and Office Consumables**

- 1.1 Photocopy Papers, Stationery for Computer , Typing Sheets, Duplicating Papers, File Covers, CR Registers, Envelopes, Printing Papers, Carbon Papers , Brown Papers, Ruled Papers, Note Books, drawing papers, Brail Typewriter Papers, etc.
- 1.2. Paper Pins, Paper Clips, Staplers, Stapler Pins, Pen (Ball Point), Pencils, Chalk, Paper Weight, Ink Pad, Pad Ink, Magi Board Pens, Etc.
- 1.3. Duplicating Ink, Master Rolls, Photocopy Toners, Printing Toners, Computer Printer Ribbons, Typing Ribbon, Fax Toner, Fax Cartridge, Etc.
- 1.4. Date Stamps, Rubber Stamps, Plastic Name Boards

**2. Office Equipment**

- 2.1. Calculators, Photocopy Machines, Communication Equipment, Fax Machines, Duplicating Machines, 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 and Brief Case
- 2.6. Push Bicycles
- 2.7. Finger Print Machines
- 2.8. CCTV Cameras
- 2.9. Video Conference System
- 2.10. Public addressing systems
- 2.11. Book Binding Equipment

**3. Books and Periodicals**

- 3.1. Books and Periodicals

#### **04. Office Furniture (Wooden/ Steel/Plastic)**

- 4.1. Filing Cabinets, Steel Cupboards, Office Tables, Executive Chairs, Computer Chairs, Computer Tables, Lecture Hall Chairs, Glass Fronted Almyrah. Bookshelves, Book Racks, Study Tables, Plastic Chairs, Examination Table (Foldable) etc.,
- 4.2. Iron Safe, Petty Cash Boxes
- 4.3. Water Dispensers

#### **5. Hostel/Residential Furniture (Wooden/ Steel/Plastic)**

- 5.1. Bunk Beds
- 5.2. Double Beds
- 5.3. Single Beds
- 5.3. Bedside Cupboards
- 5.4. Study Table & Chair
- 5.5. Mattress
- 5.6. Mattress Cover
- 5.7. Cloth Track
- 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. Microscopes
- 6.4. Musical Instruments
- 6.5. Multimedia Projectors, Overhead Projectors, , Head Phones Etc.
- 6.6. Brail Typewriters
- 6.7. FM Microphone and Clip on Microphone (Collar Microphone), Microphone Stands and Podium  
Microphone.
- 6.8. Amplifiers

**07. Electrical Goods and Appliances**

- 7.1. Deep Freezers, Refrigerators
- 7.2. Air-Conditioners
- 7.3. Clock, Torchlight, Fan, Iron Box, Boilers, Ovens, Vacuum Cleaner
- 7.4. Television, DVD Players, Cameras, Video Cameras, Voice Recorder.
- 7.5. Bulbs, Wires, Cables, Meters, Switches, Plug Tops, Holders and other Electrical Goods, Street Lamps, TV Antenna Etc.
- 7.6. Food Warmers,
- 7.7. Water Pumps

**08. Laboratory Chemicals and Glassware**

- 8.1. Laboratory Chemicals
- 8.2. Laboratory Glassware

**09. Supply of Refreshment and Foods**

- 9.1. Supply of Short Eats, Beverages and Catering Services for Meetings, Seminars and Workshops
- 9.2. Supply of Cooked Foods, Water Bottles, Soft Drinks
- 9.3. Meals, Food Pack, Parcels
- 9.4. Refreshments
- 9.5. Accommodation

**10. Supply of Fuel and Gas**

- 10.1. Diesel, Petrol, Kerosene Oil, Engine Oil
- 10.2. Gas Replacement

**11. Motor Spare Parts**

- 11.1. Motor Spare Parts
- 11.2. Vehicle, Motor Bicycle Batteries
- 11.3. Tyres And Tubes
- 11.4. Vehicle Equipment and Accessories Including Three Wheelers and Motor Bicycles

## **12. Hardware and Plumbing Items**

- 12.1. Steel, G.I Sheets, Wire Nails, Bolts and Nuts, Screws, Wheel- Barrows, Crow bars ,Taps, Ball Valves, Barbed Wire etc.,
- 12.2. Ply Wood and PVC Doors, Ply Wood Sheets etc.
- 12.3. PVC Pipes, Fittings, Water Tanks etc.
- 12.4. Wool Carpet. Floor Carpet and Vinyl Carpet

## **13. Janitorial Items/ Essential Items**

- 13.1. Essential Items, Tile Cleaner, Air Freshener, Soap and Other Relevant Items
- 13.2. Mopper, Wiper
- 13.3. Brooms, Ekel Brooms, Coir and Coir Drugs, Brushes, Cabbage Bags

## **14. Building Materials**

- 14.1. Timbers and Sawn Timber
- 14.2. Bricks, Sand, Rubble, Metal And Lime, Concrete Fence Post, Gravel
- 14.3. Cement
- 14.4. Tiles
- 14.5. Glasses
- 14.6. Hume Pipes
- 14.7. Paint
- 14.8. Asbestos Sheets

## **15. Kitchen Utensils/ Equipment and Furniture**

- 15.1. Kitchen Utensils
- 15.2. Kitchen Equipment
- 15.3. Canteen table and Chairs
- 15.4. Canteen Cupboard and Showcases

## **16. Uniform Materials and Curtain Materials**

- 16.1. Shirting material, suiting Material, Saree etc.
- 16.2. Raincoat, Gum boots, Safety boots, umbrella, shoes, socks.
- 16.3. Curtain Materials.

**17. Sports Goods**

17.1. Sports Goods

17.2. Sports Equipment

**18. Pharmaceuticals and Drugs**

18.1. Pharmaceuticals and drugs- Western

18.2. Pharmaceuticals and drugs- Eastern (Ayurvedic, Herbal etc)

18.3. Siddha Crude Drugs

**19. Fancy goods & cosmetic items**

19.1. Fancy Goods

19.2. Paint for Drawing

19.3. Cosmetic and costumes items

19.4. Flower Pots

**20. Procurement of Services**

**Repairs and Services to Office, Laboratory ,Teaching Equipment and Other Equipment**

20.1. Repairs and Services to Manual and Electronic Typewriters and office equipment and Calculators.

20.2. Repairs to Wooden Furniture

20.3. Repairs and Services to Photocopy Machine, Fax Machine, Copy Printer etc.

20.4. Repairs and Services to Computers, Monitors, Printers, Scanners and UPS etc.

20.5. Repairs and Services to Refrigerators, Deep Freezers and Air Conditioners

20.6. Repairs and Services to Overhead Projectors and Multimedia Projectors

20.7. Repairs and Services to Television, DVD Players

20.8. Repairs Services to Laboratory Equipment

20.9. Repairs and Services to Medical Laboratory equipment

20.10. Repairs and Services to Pedestal ,Ceiling and Wall Fans

20.11. Repairs Services to Water Pumps

20.12. Repair and Services of Generators

## **21. Printing**

- 21.1. Printing of Magazines, Journals, Registers and Student Record Books
- 21.2. Bindings
- 21.3. Printing of Envelopes, File Covers, Forms
- 21.4. Printing of Official Identity Cards, Students Identity Cards Etc.
- 21.5. Digital Name Board Printing.
- 21.6. Printing of Banners

## **22. Repair To Motor Vehicles**

- 22.1. Repairs to Motor Vehicles (Bus, Car, Van, Motor Cycles and Three Wheelers, Scooters etc)
- 22.2. Air Conditioning, Auto Electrical, Tinkering, Painting, Engine and other Motor Vehicle Repairs.
- 22.3. Servicing of Motor Vehicles
- 22.4. Vehicle Seats, Seat Covers

## **23. Other Services**

- 23.1. Flower and other Garden Plants, Flower Pots, Plant Maintenance
- 23.2. Laundering Facilities
- 23.3. Rattening of Chairs
- 23.4. Transport of Goods
- 23.5. Transport of Passengers
- 23.6. Transport of Cadavers
- 23.7. Gully Services
- 23.8. Cutting and Pruning of Trees
- 23.9. Polishing Wooden Furniture
- 23.10. Clearance of Cargo ( Imported)
- 23.11. Interior Decoration and Curtain
- 23.12. Hiring of Vehicles/Machinery/Equipment's
- 23.13. Lending Canopy & Sheds

- 23.14. Tailoring Services
- 23.15. Courier Service
- 23.16. Video and Photograph
- 23.17. Accommodation At Trincomalee Region
- 23.18. Catering and cafeteria Services

**24. Procurement of Works**

- 24.1. Construction of Building Complexes
- 24.2. Rehabilitation and Improvement to Buildings and other Structures
- 24.3. Building Contractors, Building Repairs, Building Renovations, Building Extension, Colour washing and Rehabilitation of Buildings, Construction of Road, Water Supply, Electricity Supply and Electricity balancing , Networking Drainage
- 24.4. Consultancy services ( Consultancy for Construction of Building, Road, Water Supply, Electricity Supply, Electricity Balancing, Networking and Dainage)
- 24.5. Landscaping
- 24.6. Installation of Street lamp and Maintenance
- 24.7. Fitting of Curtain items and Floor Carpeting
- 24.8. Supply and Installation of solar Power Systems

**25. Booking of Air Travels**

**TERMS AND CONDITIONS**

- 01. Application should be prepared according the specimen form appended below and sent it under registered cover with **“Registration of Suppliers and Contractors 2019”** marked on the top left hand corner of the envelope.
- 02. Non-refundable fee for Registration of Suppliers & Contractors.
  - 2.1. Non-refundable fee of Rs.500/- per sub category will be charged. Payment can be made by “Bank Draft” drawn in favor of “The Assistant Bursar, Trincomalee Campus of the Eastern University, Sri Lanka.” The Original Bank Draft should be sent with the application.
  - 2.2. Non-refundable fee of Rs.500/- per sub category can be deposited in favor of “the Assistant Bursar, Trincomalee Campus of the Eastern University, Sri Lanka” to the current account No 066100172390446 at any branch of the People’s Bank.

***Original Bank Draft or original Bank deposit slip should be attached with the application. If not, the application will be rejected.***

03. 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.
04. If the intended supplier is a Limited Liability Company, Certificate of Incorporation of the Company should be annexed with the application.
05. If the Organization supplying Goods/Services is a Sole Agent, the Authorization letter from the Principal should be attached.
06. The Organization should have at least three years' experience of supplying the relevant items (goods/services/Works). Documentary Evidence will be needed where necessary. The Trincomalee Campus of the EUSL has the right to accept any organization with less experience under unavailable circumstances.
07. Copy of the Registration Certificate of ICTAD in connection with the Construction Contracts should be attached.
08. Every supplier should agree to provide a credit facility for at least one month.
09. Either copy of the VAT Registration certificate or a copy of 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 of Registrations will be notified in writing.
12. The Trincomalee Campus of 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 their nonconformity with the order will be deleted from the Registration of Suppliers and Contractor 2019 list without giving any notice.
13. Any clarification could be obtained from the Assistant Bursar, Trincomalee Campus, Eastern University on 026-2227421.
14. **The Closing date for the application is 30.11.2018**
15. All Applications should be addressed to the **Assistant Bursar, Trincomalee Campus, Konesapuri, Nilaveli, Trincomalee** and sent under Registered cover.

**Rector  
Trincomalee Campus**



**TRINCOMALEE CAMPUS OF THE EASTERN UNIVERSITY, SRI LANKA**

**Supplier Registration Form for the Year 2019**

**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 :-	

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

11	<i>Category Number (s) – (tick in relevant box below)</i>											
	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	2.11	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	7.1	7.2	7.3		
	7.4	7.5	7.6	7.7	8.1	8.2	9.1	9.2	9.3	9.4		
	9.5	10.1	10.2	11.1	11.2	11.3	11.4	12.1	12.2	12.3		
	12.4	13.1	13.2	13.3	14.1	14.2	14.3	14.4	14.5	14.6		
	14.7	14.8	15.1	15.2	15.3	15.4	16.1	16.2	16.3	17.1		
	17.2	18.1	18.2	18.3	19.1	19.2	19.3	19.4	20.1	20.2		
	20.3	20.4	20.5	20.6	20.7	20.8	20.9	20.10	20.11	20.12		
	21.1	21.2	21.3	21.4	21.5	21.6	22.1	22.2	22.3	22.4		
	23.1	23.2	23.3	23.4	23.5	23.6	23.7	23.8	23.9	23.10		

23.11	23.12	23.13	23.14	23.15	23.16	23.17	23.18	24.1	24.2
24.3	24.4	24.5	24.6	24.7	24.8	25			

**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"/>
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Wholesaler:	<input type="checkbox"/>	Retailer:		Contractor:	

**14. Business Type- tick (√) in relevant box below :**

Government:	<input type="checkbox"/>	Co-operative/ Societies :	<input type="checkbox"/>	Sole Proprietor:	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

**15. Electronic Fund Transfer System**

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

**Date :.....**

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