



TRINCOMALEE CAMPUS OF THE EASTERN UNIVERSITY, SRI LANKA

Registration of Suppliers and Contractors for 2025

Applications are invited from Government Establishments, Cooperative Societies, manufacturers, 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 **Trincomalee Campus, Eastern University, Sri Lanka, Konesapuri, Nilaveli, Trincomalee**, for the year **2025**.

Categories

01. Stationeries and Office Consumable

- 1.1. Photocopy papers, computer stationery, typingsheets, roneopapers, file covers, CR registers, envelopes, printing papers, carbon papers, brownpaper, ruledpaper, notebooks, drawing paper, papers for brail typewriter, etc.
- 1.2. Paper pins, paper clips, staplers, stapler pins, ballpoint pen, pencils, chalk, paperweight, ink pads, pad ink, magi board pen, whiteboard, smart board, etc.
- 1.3. Duplicating ink, master rolls, photocopy toners, printing toners, computer printer ribbon, typing ribbon, fax toner, fax cartridge(electronic typewriter/ manual typewriter), etc.
- 1.4. Date stamp, rubber stamp, plastic name board.

02. Office Equipment

- 2.1. Calculators, photocopy machine, communication equipment, fax machine, 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 &briefcase.
- 2.6. Push bicycles.
- 2.7. Fingerprint machines.
- 2.8. CCTV Camera.
- 2.9. Video conference system.
- 2.10. Book binding equipment.

03. Books and Periodicals

- 3.1. Books and periodicals

04. Office Furniture- Wooden/ Steel/Plastic

- 4.1. Filing cabinets, steel cupboards, office table, executive chairs, computer chairs, computer tables, lecture hall chairs, glass fronted almirah. Bookshelf, book track, plastic chairs, exam tables (foldable) etc.
- 4.2. Iron safe, petty cash box.
- 4.3. Water dispensers.

05. Hostel Furniture (Wooden/Steel/Plastic)

- 5.1. Bunk beds.
- 5.2. Single beds.
- 5.3. Bedside cupboards.
- 5.4. Study table and chair.
- 5.5. Mattress.
- 5.6. Mattress cover.
- 5.7. Cloth tracks.
- 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. Microscope.
- 6.4. Musical instruments.
- 6.5. Multimedia projectors, overhead projectors,
- 6.6. Public addressing system, headphones, etc.
- 6.7. Brail typewriter.
- 6.8. FM microphones and clip-on microphones(collar microphone), microphone stands and podium microphone.
- 6.9. Amplifiers.

07. Electrical Goods and Appliances

- 7.1 Deep freezers, refrigerators.
- 7.2 Air conditioners.
- 7.3 Clocks, torchlight, fan, iron box.
- 7.4 Television, DVD players, cameras, video cameras, voice recorder.
- 7.5 Bulbs, wires, cables, switches, plug tops, holders and other electrical goods, street lamps, etc.
- 7.6 Food warmer.
- 7.7 Water pump.
- 7.8 Solar light system.

08. Laboratory Chemicals and Glassware

- 8.1 Laboratory chemicals.
- 8.2 Laboratory glassware.

09. Supply of Refreshment and Foods

- 09.1 Supply of short eats beverages and catering services for meetings, seminars and workshop.
- 09.2 Supply of cooked foods, water bottles, and soft drinks.
- 09.3 Meal, food packs, parcels.
- 09.4 Refreshments.

10. Supply of Fuel and Gas

- 10.1 Diesel, petrol, kerosene oil, engine oil.
- 10.2 Gas replacement.

11. Motor Vehicles Spare Parts

- 11.1 Motor & Vehicle spare parts.
- 11.2 Vehicle, motor bicycle batteries.
- 11.3 Tires and tubes.
- 11.4 Vehicle equipment and accessories.

12. Hardware and Plumbing Items

- 12.1 Steel, G.I. sheets, wire nails, bolts and nuts, screws, wheelbarrows, crowbars, taps, ball valves, barbed wire, etc.
- 12.2 Plywood and PVC doors, plywood sheets, etc.
- 12.3 PVC pipes, fittings, water tanks, etc.

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 rugs, brushes.

14. Building Materials

- 14.1 Asbestos sheets.
- 14.2 Timbers and sawn timber.
- 14.3 Bricks, sands, rubble, metal and lime, concrete fence post, gravel.
- 14.4 Cement.
- 14.5 Tiles.
- 14.6 Glasses.
- 14.7 Hume pipes.
- 14.8 Paint.

15. Kitchen Utensils/ Equipment and Furniture

- 15.1 Kitchen utensils.
- 15.2 Kitchen equipment.
- 15.3 Canteen tables and chairs.
- 15.4 Canteen cupboard, 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.
- 16.4 Convocation scroll barrels.
- 16.5 Cloaks.

17. Sports Goods

- 17.1 Sports goods.
- 17.2 Sports equipment.
- 17.3 Sportswear.

18. Pharmaceuticals and Drugs

- 18.1 Pharmaceuticals and drugs- western.
- 18.2 Pharmaceuticals and drugs- eastern (Ayurveda, herbal, etc.).

19. Fancy Goods & Cosmetic Items

- 19.1 Fancy goods.
- 19.2 Paint for drawing.
- 19.3 Cosmetic and costume items.
- 19.4 Pots.

20. Procurement of Services

Repairs to Office, Laboratory, Teaching Equipment and Other Equipment

- 20.1 Repairs to office equipment and calculators.
- 20.2 Repairs to wooden furniture.
- 20.3 Repairs to photocopy machine, fax machine, copy printer, etc.
- 20.4 Repairs to computers, monitors, printers, scanners and UPS, etc.
- 20.5 Repairs to refrigerators, deep freezers and air conditioners.
- 20.6 Repairs to overhead projectors and multimedia projectors.
- 20.7 Repairs to television, DVD players.
- 20.8 Repairs to laboratory equipment.

20.9 Repairs to medical laboratory equipment.

20.10 Repairs to pedestal, ceiling and wall fans.

20.11 Repairs to water pumps.

20.12 Repairing of Generators and Servicing.

20.13 Repairing of elevator and servicing.

21. Repair to Motor Vehicles

21.1 Repairs to motor vehicles (bus, car, van, double cabs, tractors (two-wheeler and four-wheeler) motor bicycles and three-wheelers, scooters, etc.)

21.2 Air conditioning, auto electrical, tinkering, painting, engine and other motor vehicle repairs.

21.3 Servicing of motor vehicles.

21.4 Vehicle seats, and seat covers.

22. Printing

22.1 Printing of magazines, journals, registers.

22.2 Book bindings.

22.3 Printing of envelopes, file covers, and forms.

22.4 Printing of official identity cards, students' identity cards, etc.

22.5 Digital name board printing.

22.6 Printing of banners.

22.7 Printing of T-Shirts.

23. Procurement of Works

23.1 Construction of buildings and other structures.

23.2 Rehabilitation and improvement of building and other structures.

23.3 Supply, fixing and commissioning LAN and network equipment.

23.4 Consultancy services (consultancy for construction of buildings, roads, water supply, electricity supply and electricity balancing, networking, drainage).

23.5 Landscaping.

- 23.6 Installation of street lamp and maintenance.
- 23.7 Fitting of curtain items and floor carpeting and interior decoration.

24. Transport facilities

- 24.1 Hiring of vehicles for transport of goods.
- 24.2 Hiring of vehicle for transport of passengers.
- 24.3 Hiring of vehicle for transport of cadavers.

25. Hiring of Services

- 25.1 Hiring of huts.
- 25.2 Hiring of sound system.
- 25.3 Hiring of video and photograph.
- 25.4 Lending canopy & sheds.

26. Procurement of Air Travels

- 26.1 Booking of air travels.

27. Accommodation Facilities

- 27.1 Rent out hall and buildings/houses.
- 27.2 Accommodation facilities for students/teachers and guests (Colombo, Nugegoda, Kandy, Nuwara Eliya, Hambantota, Kataragama, Badulla, Jaffna, Batticaloa and Galle).
- 27.3 Accommodation at Batticaloa region.

28. Insurance Service

- 28.1 Vehicle insurance.

29. Other Services

- 29.1 Laundering facilities.
- 29.2 Rating of chairs.
- 29.3 Janitorial services.
- 29.4 Gully services.
- 29.5 Supplying of skilled and unskilled labourers.
- 29.6 Cutting and pruning of trees.
- 29.7 Polishing of wooden furniture.

- 29.8 Clearance of cargo (imported).
- 29.9 Tailoring services.
- 29.10 Fire Extinguishers Supply and Service

30. Procurement of other Items

- 30.1 Flower and other garden plants, flower pots, plant maintenance.

TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR REGISTRATION OF SUPPLIERS AND CONTRACTORS 2025

1. Application Submission

Applications must be completed in accordance with the specimen form provided below and submitted via registered post. The envelope must be clearly marked with "**Registration of Suppliers and Contractors 2025**" in the top left-hand corner.

2. Non-Refundable Registration Fee

2.1. A non-refundable fee of LKR 1,000.00 per main category is applicable. Payment should be made by **Bank Draft** payable to " **The Assistant Bursar, Trincomalee Campus of the Eastern University, Sri Lanka** ". The original bank draft must be submitted along with the application. For applications covering multiple categories, the relevant non-refundable fee should be paid accordingly. (e.g., 5 Main Categories \times LKR 1,000 = LKR 5,000)

2.2. Alternatively, the non-refundable fee of LKR 1,000.00 per main category may be deposited in favour of " **The Assistant Bursar, Trincomalee Campus of the Eastern University, Sri Lanka** ", into Current Account No:-**066100172390446** at any branch of People's Bank, Narration should be "**Registration of Suppliers and Contractors - 2025**" on the bank slip. The original bank draft or the original deposit slip must be attached to the application. Applications without this evidence of payment will be rejected.

3. Business Registration

Applicants must possess a valid **Business Registration Certificate** and **Revenue License** issued by the relevant local authority. Certified copies of these documents must accompany the application.

4. Limited Liability Companies

If the applicant is a limited liability company, a certified copy of the **Certificate of Incorporation** must be submitted with the application.

5. Authorized Agents for Overseas Suppliers

If the organization operates as a sole agent for an overseas manufacturer or supplier, an **Authorization Letter** from the principal must be attached.

6. Experience Requirement

The organization must have a minimum of three years of experience in supplying the relevant goods, services, or works. Appropriate documentary evidence should be submitted where applicable. However, the Eastern University, Sri Lanka reserves the right to consider applicants with less than three years of experience.

7. Construction Contracts

For applicants involved in construction contracts, a certified copy of the **ICTAD Registration Certificate** must be attached.

8. Credit Facility

All suppliers must agree to provide a credit facility of at least one month.

9. VAT Registration

A copy of the **VAT Registration Certificate** or, if applicable, a **VAT Exemption Certificate** issued by the Commissioner General of Inland Revenue must be submitted with the application.

10. Incomplete Applications

Applications that are incomplete or lack the required supporting documents will not be considered

11. Notification of Acceptance

Successful applicants will be notified of their acceptance via email.

12. University Rights

The Eastern University, Sri Lanka reserves the right to invite quotations from suppliers and contractors not registered under this process. Additionally, it may make inquiries with non-registered suppliers. Registered suppliers who consistently fail to respond to quotation requests, or who fail to deliver goods or services as per order specifications or timelines, will be removed from the list of registered suppliers without prior notice.

13. Clarifications

For any clarifications, please contact the **Assistant Bursar (Supplies)** at Trincomalee Campus-EUSL via telephone on 026-222 3893 & 026-2227421.

14. Closing Date

The deadline for the submission of applications is **14 November 2024**.

15. Address for Submission

All applications must be addressed to **Assistant Bursar, Trincomalee Campus, Konesapuri, Nilaveli, Trincomalee**, and must be sent via registered post.

Note: This advertisement can be downloaded from the University Web Site

<http://www.tc.esn.ac.lk>

**Rector,
Trincomalee Campus,
EUSL.**

TRINCOMALEE CAMPUS OF THE EASTERN UNIVERSITY, SRI LANKA

Supplier Registration Form for the Year 2025		
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:-	

* : - *Compulsory*[illegible]

12. Nonrefundable deposit Details (Bank Draft / Cash Deposit)

Type of Deposit	Name of the Bank	(If bank draft) No	Date of Bank Draft / Deposit slip	Amount (Rs.)
Bank Draft				
Cash Deposit Slip				

13. Nature of Business:- (tick (✓) in the relevant box below :)

Manufacturer:	<input type="checkbox"/>	Importer:	<input type="checkbox"/>	Authorized Agent:	<input type="checkbox"/>
Wholesaler:	<input type="checkbox"/>	Retailer:	<input type="checkbox"/>	Contractor:	<input type="checkbox"/>
Consultant:	<input type="checkbox"/>	Service Provider	<input type="checkbox"/>	Others	<input type="checkbox"/>

14. Business Type- tick (✓) in the relevant box below:

Government:	<input type="checkbox"/>	Co-operative/ Societies:	<input type="checkbox"/>	Sole Proprietor:	<input type="checkbox"/>
Partnership:	<input type="checkbox"/>	Private Limited Company:	<input type="checkbox"/>	Public Limited Company:	<input type="checkbox"/>

15. Bank Details for Fund Transfer *

Beneficiary Account Name	:	<input type="text"/>
Bank Account Number	:	<input type="text"/>
Bank Name and Code	:	<input type="text"/>
Branch Name and Code	:	<input type="text"/>
Contact Number (Mobile)	:	<input type="text"/>

Date:.....

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Signature of Applicant
(Official Rubber Stamp)