



## UNIVERSITY OF MORATUWA ONLINE REGISTRATION OF SUPPLIERS FOR THE YEAR-2024

Online Applications are invited from reputed Suppliers, (including Manufacturers, Local Agents and Sole Distributors) who wish to register themselves with the University of Moratuwa for the supply of Goods during the year 2024. The applicants should pay a non-refundable fee of Rs. 2,000/- for each category for the undermentioned categories which registration is applied. (Account No. **306836** -Bank of Ceylon-Katubedda Branch). The scanned deposit slip should be uploaded along with the application to the University web site ([www.uom.lk](http://www.uom.lk)) on or before **18<sup>th</sup> December 2023**.

The University of Moratuwa will generally call quotations from the registered suppliers of the relevant categories. However, University reserves the right to call quotations from those who are not registered as well. The registered suppliers, who fail to quote when requested or fail to make delivery in time in conformity with the given requirements will be removed from the register without prior notice.

### Categories of Goods

#### **Sub Category -I**

1. Air Conditioners, A/C Compressors etc.
2. Lab Equipment- Analytical Equipment.
3. General Lab Equipment & Instrument.
4. Engineering Workshop Tools & Workshop Equipment.
5. Computers-Computer Spare parts, UPS, UPS batteries & peripherals and Smart Boards.
6. Computers-Personal Computers, Laptops, Workstations, Servers, High-End Computers & Tablets.
7. Computers- Software & License.
8. Network Equipment -Routers, Switches, Modems & Network Accessories etc.
9. Printers & Scanners
10. Photocopy Machines, Digital Duplicators, Fax Machines, etc.
11. Printers & Scanners.
12. Cloaks Garlands and Hoods.
13. Camera-Compact Camera, Video Cameras, Tripods and related accessories.
14. 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 & PABx Systems etc.
17. Safety Equipment-Safety Shoes, Gum boots, Raincoats & Fire Extinguishers etc.
18. Surveying Equipment & GPS and related accessories.
19. Machines for Office Use-Cash Registers, Calculators, Adding Machine, Finger Printing Machine, Paper Shredder, Franking Machine, Numbering Machine, Paper Cutting Machine
20. Furniture-Wooden.
21. Furniture-Plastic and Fiber Glass Products and other related materials.
22. Furniture-Steel.
23. Furniture-Computer Chairs & Tables.
24. Electrical Appliances- TV, Radio, Refrigerator, Fans, Vacuum Cleaners, Electric Kettles etc.
25. Sewing Machines, Iron, Press Machine & Other Garments Equipment.
26. Cement Table & Chairs, interlocks and landscaping accessories.
27. Public Address Systems-Voice Recorders, Microphones, Speakers, Amplifiers etc.
28. Sport Equipment.
29. Medical, Dental Equipment & Accessories.

## 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, Staplers and Punchers etc.
32. Cleaning Materials-Disinfectant, Soaps, Detergents etc.
33. Photocopy Papers.
34. ID Cards-Plastic Cards, RFID, etc.
35. Kitchen Utensils Including Cutlery & Crockery.
36. Chemical and Glassware General purpose laboratory chemical.
37. Uniform Materials, Cloths, T shirts & Lab overcoat.
38. Shoes & Bags.
39. Gas-LP, Industrial etc.
40. Home Appliances-Water Filters, Boilers, Water Dispenser, Hot Cupboards, Rice Steamers, Clocks 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- foam 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, Cement Inter Lock, Paving Blocks, Hume Pipe
48. All kind of paints -Wall putty, Thinner, Turpentine etc.
49. PVC Pipe & Fitting etc.
50. Sanitaryware -Ceramic Wash Basins, Tiles & Bathroom Fittings etc.
51. Aluminum fittings, Ladders and Accessories etc.
52. Household Item- Brooms, Brushes, Bins& Doormats, etc.
53. Timber-Plywood Sheets, Boards, MDF boards etc.
54. Tyres, Tubes and Batteries for Vehicles.
55. Printing & Book Binding etc.
56. Advertising -Medals, Plaques, Sign Boards, Digital Printing & Flex Printing.
57. Sports Goods & Sportswear etc.
58. Drugs & Pharmaceuticals

### • Conditions of Registration

1. The applicants (relevant business organization) should possess a valid Business Registration.
2. The applicants should have at least 03 years of experience in supplying the relevant product(s). Relevant scanned documents should be uploaded along with the Application.
3. The applicant should agree and have the capacity to provide a credit period of minimum of 30 days in the event he/she is being selected for supply of goods. Suppliers who have registered for sub category I, should provide a credit period of minimum of 30 days in the event any consumable items or spare parts supply for the equipment and machinery purchases based on the registration of sub category I Applicants who have registered with the University for the year 2023 or earlier MUST apply if they wish to consider for the registration for the year 2024.
4. Non submission of requested documents, will not be considered for Registration for year 2024.
5. Any Supplier who has not responded for more than twice consecutively for an invitation to submit Quotations or performed unsatisfactory under any procurement previously awarded, who will be removed from the Supplier Registration.

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

1. Duly completed application form available in the website: [www.uom.lk](http://www.uom.lk)
2. Receipts of payment for nonrefundable deposit as per the instructions above to 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, SSCL or VAT-exemption certificate issued by the Commissioner General of Inland Revenue.
6. If there is VAT charge on invoices, the letter issued by IRD mentioning that you have a VAT Active file.
7. The applicants who are the manufacturer / owner of the registered trade mark of the product or Trade mark owners, the authorization letter issued by principal or relevant authority must be uploaded.
8. If applicants who had made largest supplies of items of similar categories to government or private sector organizations during the years [2021](#), [2022](#) & [2023](#) should upload the copies of purchase orders / invoices relating to such supplies.

**Registrar,  
University of Moratuwa,  
Katubedda,  
Moratuwa.**