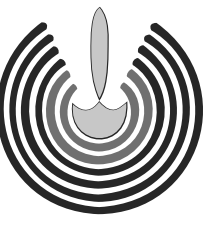




University of Vocational Technology

Ministry of Education, Higher Education and Vocational Education



REGISTRATION OF SUPPLIERS / CONTRACTORS FOR THE YEAR 2025

Applications are invited up to **2.00 p.m. on 23rd December 2024** from Reputed Suppliers/Contractors, Manufacturers, and Local Agents & Sole Distributors who wish to register themselves with the University of Vocational Technology for the Supply of Goods, Services and Capital Works during the year 2025. The applicant should pay a non-refundable fee of Rs. 2,000/- for each sub item for which registration is applied, to the bank account of University of Vocational Technology A/C no: 0070308457 maintained at the Bank of Ceylon Ratmalana Branch. The original of deposit slip should be forwarded along with application to the University. Application can be downloaded and should be entered to the specimen Application given in the University Website www.uovt.ac.lk and sent under registered cover with **"REGISTRATION OF SUPPLIERS/ CONTRACTORS FOR THE YEAR- 2025"** marked on the top left-hand corner of the envelope to reach Assistant Bursar/Supplies, University of Vocational Technology, No.100, Kandawala, Rathmalana **on or before 2.00 p.m. on 23rd December 2024.**

The University of Vocational Technology will generally call for quotations from the registered suppliers. However, it reserves the right to call quotations from those who are not registered as well. Suppliers/Contractors 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 notification.

No	Items	Descriptions
Goods		
01	Audio Visual & Teaching Equipment	Multimedia Projectors & Screens, Audio Visual Products OHP, Video Conference Systems, Voice Recorders, Microphones, Speakers, Amplifiers Etc.
02	Audio Visuals & Music Instruments and Equipment's	Sound Systems, Video Recording Etc. Video Equipment's (Camera, Video Switcher, Video Streaming Unit, Video Lightings, Tack and Dolly, Jib arm, Drone Camera, Wireless Devise, CG Machine, Cables) , Video Editing (3D, 2D Animation & Graphics) Software (Editing, Graphics, Audio & Video)
03	Building Materials	Rubble, Metal ,Lime, Manure, Cement, River Sand, Cement Blocks, Hume Pipes, Slabs ,Pre- Casts, Garden Benches, Flower Pots, Etc.
04	Cleaning Materials	Disinfectants, Soap, Etc.
05	Air Condition Machine	All Kind of Air Condition Machine
06	Computer Accessories	All Kind of Computer Accessories
07	Cloaks	Cloaks, Garland and Hoods
08	Electrical Appliances	Fans, Television Sets, Video Sets, Audio Equipment, Ovens, Vacuum Cleaners, Deep Freezers, Refrigerators, Air-Conditioners, Electric Iron & Boilers, Etc.
09	Electrical Fittings	Bulbs, Wires, Electricity Meters, Cables, Switches, Plug Tops, Holders, Extension Codes Etc.
10	Fiber Glass Products	Tables, Chairs, Etc.
11	Flower Decorations	Flower Arrangement
12	Furniture - Wooden	Office Furniture/Class room Furniture/ Laboratory Furniture/Hostel Furniture
13	Furniture – Steel/Fiber Glass/Plastic	Table, Cupboards, Filing Cupboards, Arm Chairs, Beds, Racks, Almeria
14	Mattress	All Kind of Mattresses (SLS Certified) Etc.
15	Garden Equipment	Flower Pots, Garden Benches & Lamps, Machinery Etc.
16	Hardware Items	G.I., PVC Pipes, Iron, G.I.Sheets, Wire Nails, Bolt, Nuts, Dust Bins, Mammoties, Tiles, Asbestos Sheets, Glass Sheets, Taps, Ball Valves, Sanitary, Ware, Bathroom Fittings, Wall Tiles, Floor Tiles, Brooms, Brushes, Floor Carpets, Fitting & Shell Tank, Etc.
17	ID Cards	Plastic Cards, RFID, Etc.
18	IT, Communication & Office Equipment	Desktop & Laptop Computers, Communication Equipment, Photocopiers, Printers, Fax Machines, Duplo Machines, Etc.
19	Kitchen Utensils	Cookery & Cutlery, Kitchen Utensils, Etc.
20	Laboratory Chemicals, Glass Ware & Consumables	All Kind Of Laboratory Chemicals, Glass Ware & Consumables including Medical Faculty Laboratories
21	Laboratory Equipment & Instrument	All Kind of Laboratory Equipment & Instruments
22	Library Books & Periodicals	Local & Foreign, Etc.
23	Network Equipment	Routers, Switches, Modems & Network Accessories, Etc.
24	Paints	Paints, Polish, Vax, Varnish, Thinner & Turpentine, Etc.
25	Plants	Flowers Plants & Other Garden Plants, Etc.
26	Safety Equipment	Fire Extinguishers, Refilling of Fire Extinguishers & Shoes, Etc.
27	Sawn Timber	All Type of Sawn Timber Materials
28	Software	Virus Guard, Engineering Soft wares, Accounts Stocks, GIS, Design Software Etc.
29	Souvenir/ Trophies/ Bags	Mementos, , Pens, Lanyards, Brass Mementos Items, Plaques Stone, Acrylic Etc. / Leather Bags, Executive Bags, Laptop Bags, Etc.
30	Sport Items /Goods	All Kind of Sport Items /Goods
31	Stationery	All Kinds of Papers, Books, Pens & Pencils, White Boards, Calculator, Electronics Stencils, Etc.
32	Surveying Equipment	GPS, Tripods & All Kinds Of Survey Equipment, Etc.
33	Motor Spare Parts	Motor Spare Parts / Tyre/ Tube/ Battery For All Kind of Vehicles
34	Toners	Photocopiers And Printers, Etc. (Only Authorized Local Agents/Distributors should submit the application with Certificates, To Register Under this item.)
35	Uniform and Clothing Materials	Clothing For Uniform, Boots, Raincoats, Caps, Umbrellas, Bed Sheets, Towels, Pillowcases, Mattress Covers, Tailoring, Sports Uniforms, Saree Etc.
Services		
36	Accommodation Facilities	Rooms, Conference Rooms, Etc.
37	Audio Visuals and Maintaince Services (Hiring and Repairing)	Video LED Wall, Video Equipment's (Camera, Video Switcher, Video Streaming Unit, Video Lightings, Tack and Dolly, Jib arm, Drone Camera, Wireless Devise, CG Machine, Cables) , Video Editing (3D, 2D Animation & Graphics) Artists (Makeup Artist, Costume Designer , Production Designer, Production Assistant,) Software (Editing, Graphics, Audio & Video)
38	Printing, Binding and Logistic Services	Certificates, Books, Invitations, Dockets, Scrolls, Medals, Plaques, Souvenirs, Banners, Flex's, T Shits, Billboards, Newsletters, Magazines, Journals, Name Boards and Logos, Stickers, Posters, Leaflets, Rubber Seals and Date Stamp
39	Publicity (Printing and Audio, Visual Media) Services	News Papers, TV Channels, Radio Channels, Social Medias, Websites, Media Agencies, Video Production Companies
40	Catering Services	Refreshment/ Lunch/ Dinner (Buffer Set), Etc.
41	Hiring of Vehicles	Passenger Van – With AC & Without AC – Seats 15, Passenger Bus – Seats 28, 32, 42 & Seats 56 Lorry, Truck, Boom Truck, Etc.
42	Repairs of Electrical Equipment	Refrigerators, Water Motor, Deep Freezers & Air Conditioners and Vehicle Air Conditioners. Etc.
43	Repairs of Laboratory Equipment	All Kind of Repairs of Laboratory Equipment
44	Repairs of Motor Vehicles	General Repairing, Tinkering And Painting of Motor Vehicles, Cushion Covers and Seats, Seat Covers For Vehicles And Changing Tyres, Etc.
45	Repairs of Office Equipment And Teaching Equipment	Photocopiers, Duplo Machines, Computers and Printers, Type Writers (Electronics and Manual) Multimedia Projectors, Electric Screens ,OHP, White Boards, Etc.
46	Repairs of Office Furniture	Welding and Repairing, Etc. (Steel, Wooden & Fiberglass)
47	Service & Repairs of Survey Equipment	GPS, Tripod and All Kinds of Survey Equipment
48	Service of Plant & Machinery	Generator and All kind of Plant & Machinery
49	Service of Motor Vehicles	All Kind of Service of Motor Vehicles
50	Air Line Ticketing Service	Air Tickets
51	Other Services (Man power Service)	Supply of Skilled & Un-Skilled Labour (Plumber, Carpenter, Masan & Ref & Air Technician(NVQ 4))
Capital Works		
52	Construction of Building	Civil Work, Metal & All type of Building Material
53	Rehabilitation and Partitioning of Buildings	Rehabilitation, Upgrading and Partitioning Of Buildings, Etc.
54	Aluminum Works	Aluminum Partitioning and Other Aluminium Works, Etc.
55	Iron Works	Grills, Gates, etc.
56	Curtains/Vertical Blinds / Floor Carpeting	Supplying and Fixing Curtains/Vertical Blinds, etc.
57	Road and Landscaping	All kind of Road and Landscaping

Other terms and Conditions

- The application should be submitted with certified copy of Business Registration. If the applicant is a limited liability company copy of the Certificate of Incorporation.
- The authorization letter should be submitted from the manufacturer/trade mark owner if the applicant is an agent or re-seller of the product.
- The applicant should agree and have the capacity to provide a credit period of minimum of 30 days in the event he/she being selected for supply of goods and other services.
- If you are charging VAT on invoices, forward a letter obtained from Dept. of Inland Revenue mentioning you have a VAT Active file
- The Contractors who wish to apply for item Nos. 52- 57 in the above list should have a valid registration in the Construction Industry Development Authority (CIDA) or (Earlier Institute for Construction Training and Development/ICTAD) (Please attach a copy of CIDA/ICTAD certificate for the relevant field) This condition is not applicable to Government Sector Organizations.

Chairman,
Department Procurement Committee (Major),
University of Vocational Technology,
No. 100, Kandawala, Ratmalana.

Tel: 0112630733
Fax: 0112630738
Web: www.uovt.ac.lk
01st December 2024