



UNIVERSITY OF SRI JAYEWARDENEPURA REGISTRATION OF SUPPLIERS AND CONTRACTORS -2025

Applications are invited from reputed suppliers, Manufacturers, Local Agents, Dealers and Contractors who wish to register themselves with the University of Sri Jayewardenepura for the supply of under mentioned Goods, Services and Works for the year 2025.

1. An application should be sent in respect of each Sub Category / Sub-sub Category of Goods, Services and Works and a **Non-refundable deposit of Rs. 2,000.00** should be paid for the registration of each Sub Category / Sub-sub Category separately.
2. The Non-refundable deposit of Rs.2,000.00 should be paid to **Account No. 097-1-001-6-2315454 - Peoples Bank, Gangodawila Branch or Online Payment Facility will be available in the University Website (www.sjp.ac.lk/)**. Deposit slip or online receipt should be attached with the application along with the other documents. **Please note that Money orders, Cheques or Bank Drafts will not be accepted for this purpose.**
3. The application and details can be viewed and downloaded from the University website, www.sjp.ac.lk – Procurements and Notices.
4. Duly completed applications for Sub Category / Sub-sub Category of goods, services and works should be sent along with the following documents.
 - A certified copy of valid Business Registration Certificate, certified copies of relevant licenses according to their field and Memorandum of Association and Articles of Association (for Companies).
 - 03 years' experience in similar capacity (Evidences should be attached such as awarding letters of contracts, Purchase Orders etc.)
5. The registration fee of ineligible applicants will not be refunded. The Government Departments/ Boards/ Corporations/ Semi-Government Institutions which apply for the registration need not to submit the above documents.
6. Applications should be sent either by Registered Post to **Deputy Bursar, Supply Division, University of Sri Jayewardenepura, Gangodawila, Nugegoda** or depositing in the Box available at Main Security Point of the University on or before **12.12.2024**.
7. **“Registration of Suppliers (Sub Category/Sub-sub Category Name) 2025”** should be written on the top left hand corner of the envelope.
8. The University reserves the right to accept or reject any application. Suppliers who fail to submit quotations when requested, or fail to deliver goods or services on time, or do not meet the specified requirements, will be removed from the register without prior notice. Suppliers with a history of poor performance, including those who did not deliver goods or services on time in previous years, will not be re-registered. Incomplete applications will not be considered.
9. 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.
10. Although quotations will be usually called from registered Suppliers /Contractors the University reserves the right to call for quotations from other Suppliers/Contractors as well to obtain competitive offers.
11. Supplier or Contractor should give minimum 30 days credit period to the University.
12. Interested suppliers can obtain required form and details from below contact number and email to complete the registration.

Phone No: 011-2801482, 011-2758216, 011-2758217, Email: suppliersregistration@sjp.ac.lk
13. Further, bids will be invited through the **promise.lk website under the E-Procurement Scheme** for the purchase of goods and services for the year 2025.

Registrar
University of Sri Jayewardenepura
Gangodawila, Nugegoda
11.11.2024