



UNIVERSITY OF VAVUNIYA, SRI LANKA

REGISTRATION OF SUPPLIERS & CONTRACTORS – 2026

Applications are invited from reputed Suppliers / Manufacturers / Contractors who wish to register themselves with the University of Vavuniya, Sri Lanka for the Supply of under mentioned Goods/Services/Works for the **University of Vavuniya Main Centre located at Mannar Road, Pambaimadu, Vavuniya** for the year 2026.

SUPPLY OF GOODS

1. Supply of Office Stationery (Pen, Pencil, Photocopy papers, ect...)
2. Supply of Toners, Ribbons, Inks, Master rolls & Cartridges
3. Supply of UPS and UPS Batteries
4. Supply of Office Equipment (Printer, Photocopier, Duplicator, Scanner, Multimedia Projector, Smartboard, ect....)
5. Supply of Office Furniture – Steel/Plastic
6. Supply of Office Furniture – Wooden
7. Supply of Computers and Computer Accessories
8. Supply of Finger Print Machine
9. Supply and Installation of CCTV Camera
10. Supply of Air conditioner
11. Supply of Generator
12. Supply of Elevator
13. Supply of Fire Extinguishing Equipment
14. Supply of Electrical items (Wire, Bulbs, Switches, ect...)
15. Supply of Solar Panel System, Solar Street Light, Solar Off Grid System, Solar on Grid System etc.....
16. Supply and Installation of Telephone Equipment
17. Supply of Amplifiers and Communication Equipment
18. Supply of Hardware items (All kinds of plumbing items – pipes, bends, sockets, Paints, Varnish, Tinner, ect.....)
19. Supply of Building Construction materials (Cement bags, Sand, Rubble, Metal, etc....)
20. Supply of Carpentry items and Aluminum fitting items
21. Supply of All Kind of Hume Pipes, Concrete Fence Post, Concrete Blocks
22. Supply of Timber items
23. Supply of Motor Vehicle Spare Parts, Tyers and Tubes
24. Supply of Motor Vehicle Batteries
25. Supply of Uniform materials
26. Supply of Curtain Materials
27. Supply of Convocation Cloaks
28. Supply of Convocation Scroll Barrels

29. Supply of Protective Shoes
30. Supply of Sports Goods
31. Supply of Sports Equipment
32. Supply of Sports Jersey
33. Supply of Library Books and Periodicals
34. Supply of Pharmaceuticals and Drugs - Western
35. Supply of Laboratory Equipment
36. Supply of Medical Equipment
37. Supply of Chemicals and Glassware
38. Supply of All Kind of Kitchen items
39. Supply of Cleaning items (Mopper, Wiper, Airfreshner, Broomstick, ect...)
40. Supply of Staffs and Students Identity Cards
41. Supply of Plants and related items (Flowers, other garden plants, Flower Pots, ect...)
42. Supply of Nursery Materials
43. Supply of Agro Chemicals
44. Supply of Compost
45. Making Name boards

REPAIRING AND SERVICES

46. Supply of All Kind of Printing and binding works
47. Booking of Air Travels
48. Servicing of Motor Vehicle
49. Repairs to Motor Vehicles
50. Repairing and Servicing of Motor Vehicle Air Condition
51. Wheel Alignment and Wheel Balancing
52. Upholstery Work (Body) of Vehicle Seats and Cushioning
53. Repairing and Servicing of Computer, Multimedia Projector and Printers, ect.....
54. Repairing and Servicing of Photocopy machine and Duplicating machine
55. Repairing and Servicing of Generators
56. Repairing and Servicing of Water Pump, Electric Motor and Electrical Fans
57. Repairing and Servicing of Air Conditioners and Refrigerators
58. Repairs of CCTV Camera
59. Repairing and Servicing of Finger Print Machine
60. Repairing and Servicing of Elevator
61. Retaining of Chairs
62. Accommodation Service
63. Courier Service
64. Providing of Security service
65. Providing of Clearing Service

66. Providing of Labour Supply (Skilled, Unskilled and Watchers)
67. Hiring of Vehicle (Busses, Vans etc.....)
68. Hiring of Construction Equipment's and Heavy Vehicles (JCB Compressor, Dozer, Excavate, etc.....)
69. Hiring of Sound and any other Communication Equipment etc.....
70. Hiring of Electrical Goods, Colour bulbs and Focus Light etc.....
71. Hiring of Video & Photography Service

WORKS

72. Consultancy Service for Building / Building Services / Related machinery & Equipment
73. Consultancy service for Electrical Service
74. Construction and Rehabilitation of Buildings (CIDA Registered only)
75. Painting and Maintenance of work of Furniture, Office Building, Railing etc.....
76. Aluminum, Steel Fabrication, Partition works, Welding works etc.....
77. Fixing Curtain materials, Curtain Bars Hocks, Runners and Tailoring
78. Landscaping

TERMS AND CONDITIONS FOR RELATED TO REGISTRATION OF SUPPLERS AND CONTRACTORS - 2026

1. Application Submission

Application must be completed in accordance with the specimen form provided below and submitted via registered post. The envelope must be clearly marked “**Registration of Supplies and Contractors – 2026**” on the left-hand corner of the envelop.

- ❖ Application form and other details will be also be available in the University website <http://www.vau.ac.lk> downloaded application forms should accompany with the Deposit slip or evidence of payment and Application for Registration should be sent addressed to the **Bursar, University of Vavuniya, Mannar Road, Pambaimadu, Vavuniya on/before 10th December 2025.**
- ❖ A separate application will have submitted for each category.

2. Payment Instructions and Category Selection

Applicants are required to pay a **Non-refundable fee of LKR.1000.00** for each category.

(For example, 1 represents one category).

For example, if you selected three categories, the total payment should be LKR.3000.00

Overpayments will not be refunded: If you pay more than the required amount (e.g., LKR.3000.00 for two categories), the excess will not be returned. However, you may select an additional category by contacting the Supplies Division directly.

Underpayments will affect your application: If the payment does not match the number of selected categories, only the top categories in order of selection will be considered based on the amount paid. For example, if you select three categories but pay only LKR.2000.00, only the first two categories will be processed. The third category will be disregarded.

Please ensure your payment amount accurately matches the number of categories selected to avoid delays or disqualification.

Applicants are required to deposit the non-refundable registration fee into the University of Vavuniya **Collection Account No. 040-1-004-7-1640087** at the **People’s Bank, Vavuniya Branch**, using the reference number **RES 2026- Your Company Registration number** (Example, RES 2026 – PV000896). The payment can be made from any Branch of the People’s Bank.

If you are making an online transfer, please use unique number as the reference number **RES 2026- Your Company Registration number** and transfer the amount to the beneficiary account.

How to pay online transfer

University Website (<https://www.vau.ac.lk/payments/>) → External Students/User → Supplier
Registration Fee → Pay)

3. Business Registration

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

4. VAT Registration

A certified copy of the VAT registration, SSCL or VAT exemption certificate issued by the Commissioner General of Inland Revenue.

If there is a VAT charge on invoices, the letter issued by IRD mentions that you have a VAT Active file and the latest VAT clearance certificate should be submitted.

5. 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.

6. 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.

7. Experience Requirement

The organization must have minimum 03years of experience in supplying the relevant Goods/Services/Works. Appropriate documentary evidence should be submitted where applicable. However, the University of Vavuniya reserves the right to consider applicants with less than 3years of experience.

8. Construction Contracts

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

9. Credit Facility

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

10. Incomplete Application

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 University of Vavuniya, 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 order specifications or timelines, will be removed from the list of registered suppliers without prior notice.

13. Clarifications

For any clarifications, please contact the Senior Assistant Bursar at University of Vavuniya, via Telephone No. 024-2220299.

Registrar

University of Vavuniya.