TERMS AND CONDITIONS FOR RELATED TO REGISTRATION OF SUPPLERS AND CONTRACTORS - 2027

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 – 2027"** 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 for Registration should be sent addressed to the **Assistant Bursar, University of Vavuniya, Mannar Road, Pambaimadu, Vavuniya on/before 18th December 2026.**
   - ❖ 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 main 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.

   Payment method

   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 lability 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 non-registered suppliers and contractors. Additionally, The University also reserves the right to obtain quotations and make inquiries from non-registered suppliers and contractors whenever necessary. The University also reserves the right to remove registered suppliers or contractors 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 Assistant Bursar at University of Vavuniya, via Telephone No. 024-2220299.

Registrar
University of Vavuniya.