



## SOUTH EASTERN UNIVERSITY OF SRI LANKA

### REGISTRATION OF SUPPLIERS FOR THE YEAR 2021

Applications are invited from Government Departments, Government Owned Business Undertakings, Public Corporations, Reputed Suppliers, Local Agents, Manufacturers, Dealers and Business Organizations who wish to register themselves with the South Eastern University of Sri Lanka for the supply of under mentioned goods and services for the year 2021.

The applicants may apply for one or more categories by paying the registration fee of Rs. 1,000.00 for each category. The application should be accompanied by a **Bank Deposit Slip** obtained by paying a no-refundable registration fee to the South Eastern University of Sri Lanka (People's Bank, Acc. No 228 1001 9000 1704) **or Receipt** obtained by paying the same **at the shroff counter**, South Eastern University of Sri Lanka, Oluvil. **Please note that Bank draft, cheques or money orders will not be accepted.**

The supplier can download the documents from the university web site, [www.seu.ac.lk](http://www.seu.ac.lk) Application on the contrary will not be considered. Applicants should seek registration only for the business appearing in their business registration certificate.

The University reserves the right to accept or reject any application. Any supplier who fails to honour the bid invitations in consecutive three (3) times shall be removed from the list of registration of suppliers 2021 without any notice. Quotation for goods and services will normally be called for from the list of registered suppliers but the University reserves the right to call for quotations from any other competitive offers.

The suppliers registered for the year 2021 should agree to offer credit facilities for a period of at least 45 days. If this condition is violated, even after registration, such supplier will be blacklisted.

A copy of **Business Registration Certificates, VAT registration certificate** (if registered for VAT), recently certified by the Commissioner General, Inland Revenue and other relevant documents should be attached with application. Those who do not submit the above documents and incomplete application will be rejected.

All applications marked "**Registration of Suppliers - 2021**" on the left hand corner of the envelope should be addressed to the **Deputy Bursar, Stores and Supplies, South Eastern University of Sri Lanka, University Park, Oluvil # 32360** and sent under registered cover to reach us on or before **10.12.2020**

For further information please refer the university website ([www.seu.ac.lk](http://www.seu.ac.lk))

**Registrar**  
**South Eastern University of Sri Lanka**  
**University Park Oluvil # 32360**