



Application for Registration of Suppliers – 2026

01. Name and Address of Supplier:
-
-
02. Contact Details:
- Tel.No. :
- Fax No. :
- E-mail. :
03. Nature of Registration of the Business:
(Business: Company with limited liability / Partnership / Individual business / State Corporation / others)
04. Registration, as a (Manufacturer / Accredited Agent / Distributor / Sub Agent / Wholesale, Retail and Services supplier)
05. Business registration number and registered business & Expiry Date:
(A photocopy of the Certificate of Registration should be annexed)
06. Name of bankers and account numbers:
.....
07. VAT registration number:
(Should submit documentary proof that the supplier is an active VAT payer in the relevant year issued by Commissioner General of Inland Revenue)
08. Income Tax files no. (If any):
09. Whether agreeable to give 45 days credit facility: **Yes / No / if any:**
.....
10. Any other facilities, transportation, Storage, etc. :
11. Contact Person :
- Name and designation :
.....
- Telephone :
- Mobile :
- Fax :
- Email :

Details of the non-refundable registration fee paid (**Please attach a copy of the bank deposit slip or receipt of the Shroff counter of SEUSL) Peoples Bank, Account No : 228 1001 9000 1704**
(Bank Draft, Cheque and Money orders will not be accepted)

I). No of Categories applied:
(Please clearly mark [✓] in the relevant cage in below mentioned list of category)

II). Amount Paid (Rs) :

III). Date of payment :

IV). Branch :

Paste the cash receipt properly here

<p>(Paste the receipt here securely)</p> <p>(It would be advisable to keep a photocopy of the receipt with the candidate)</p>

I / We hereby certify that all the particulars furnished above are true and accurate to the best of my / our knowledge and that I / We are aware that if any information furnish by me / us are found to be false or misleading my / our names will be removed from the Suppliers Register and included in the defaulting supplier's list.

.....
Name of Applicant

.....
Authorized Signatory

Date:

.....
Business Frank

List of Category					
S. No	Category	Service	Registration Fee (Rs.)	Tick if Applied (√)	
1	Office Stationery	Photocopy papers, duplicating papers, typing sheets, carbon papers, paper fax rolls, file cover, CR books, note books, paper pins, paper clips, stapler, stapler pins, pen, pencils, paper weight, ink pad, pad ink, white board markers, permanent markers, red tapes, numbering machines, Bristol boards, gum, glue, calculators etc.	1,000.00		
2	Toners	Photocopier toners, printer's toners, cartridges for printers and fax, stencils, printer ribbons etc.	1,000.00		
3	Cleaning Items	3.1 Detergents and disinfectants (Industrial strength)	1,000.00	3.1	
		3.2 Janitorial & cleaning Items.		3.2	
4	Wooden Furniture	Chairs, tables, cupboards, beds, racks, almirah, bookshelves, lecture hall tables & chairs, computer tables & chairs, shelves, trolleys, counters, double sided newspaper racks, displayers, study tables and chairs & Laboratory furniture, etc.	1,000.00		
5	Steel Furniture	Tables, Amirah, filing cabinets, iron safes etc.	1,000.00		
6	Plastic & Fiberglass furniture	6.1 The chairs and tables	1,000.00	6.1	
		6.2 Study chairs and tables		6.2	
		6.3 Canteen chairs and tables		6.3	
7	Teaching & office Equipment	Photocopiers, roneo machines, fax machines, printers, multimedias, white boards, electronic screens, duplicating machines, scanners, library equipment, telephones and intercom systems, overhead projectors, barcode readers, ID card printers, finger print machines, work station circulation pads etc.	1,000.00		
8	Electrical Goods	Deep-freezes, refrigerators, air-conditioners, televisions, video sets, audio equipment, ovens, vacuum cleaners, fans, electric irons, generators, water coolers, water filters, water pumps, power generators, etc.	1,000.00		
9	Kitchen Utensils & Equipment	Crockery, cutlery, kitchen utensils, hot cupboards, electric boilers, filters, kettles etc.	1,000.00		
10	Safety Items	10.1 Safety equipment	1,000.00	10.1	
		10.2 Laboratory protection cloths & shoes		10.2	
		10.3 Fire extinguishers		10.3	
11	Audio Visual & Electronic Equipment	PABX & Intercom systems, telecommunication instruments, public addressing systems, video recorders, voice recorders, CCTV cameras etc.	1,000.00		
12	Garden Equipment	Gardening tools and equipment (Lawn Movers, brush cutters, tractors, plastic and cement pots, etc.)	1,000.00		
13	Laboratory Equipment	13.1 Laboratory equipment and tools, microscopes, bio-chemistry analyzers, autoclaves, ice makers, ovens etc.	1,000.00	13.1	
		13.2 GPS, tripod and all kinds of survey equipment		13.2	
14	Engineering Equipment	Workshop machines, tools and equipment, carpentry tools and equipment, mechanical tools & equipment etc.	1,000.00		
15	Computer & Computer Related Items	Computers, UPSs, computer related other items, Computer software & hardware, networking accessories etc.	1,000.00		
16	Building materials	16.1 Asbestos, metal & roofing sheets/materials.	1,000.00	16.1	
		16.2 Cement, lime, bricks, sand, metal etc.		16.2	
		16.3 Soil & gravel.		16.3	
		16.4 Cement & concrete items.		16.4	

17	Timber & Others	Timbers & sawn timbers, planks, rafters etc.	1,000.00		
18	Hardware Items	18.1 Glass & aluminum fabric cutting items	1,000.00	18.1	
		18.2 Bathroom fittings & sanitary wares.		18.2	
		18.3 Plywood, PVC & fiber products.		18.3	
		18.4 General hardware items.		18.4	
		18.5 Hand & power tools		18.5	
		18.6 Paints.		18.6	
		18.7 Plastishell, PVC Pipes & fittings.		18.7	
19	Electricals Supplies	Torch light and batteries, bulbs, wire meters, cables, switches, plug/tops, holders, electrical meters, conduit pipes and similar items, UPS batteries etc.	1,000.00		
20	Printing & Desktop Publisher	20.1 General printing & desktop publishers.	1,000.00	20.1	
		20.2 Rubber seal & dates stamps.		20.2	
21	Library Books & Periodicals	Books and periodicals Publishes (Local and international)	1,000.00		
22	Laminating & Binding	Laminating and binding of books, book binding materials.	1,000.00		
23	Special Printing	23.1 Supply and printing of ornaments & gift items etc.	1,000.00	23.1	
		23.2 Printed Bags		23.2	
24	Medical Supplies	Pharmaceuticals, drugs, medicine, first aid supplies, Surgical Instruments etc.	1,000.00		
25	Chemical & Glassware	Chemical & glassware items etc.	1,000.00		
26	Textiles & Garments	Uniform, T-shirt, curtain materials, national and other types of flags and banners, umbrellas, mosquito nets, binding cloths, nylon threads, beddings (Bed sheets, bed covers, pillows, pillow cases) etc.	1,000.00		
27	Name Boards	Name boards (Steel, stainless steel and engraved in metal/stone)	1,000.00		
28	Leather and Rexin Products	Carpets, shoes, bags, briefcase, raincoats, belts, caps, leather papers, canvas products etc.	1,000.00		
29	Convocation items	Clock, garlands, caps, Scrolls and etc.	1,000.00		
30	Musical Instruments	Base guitars, lead guitars, rhythm guitars, drum sets, electrical key boards, octopods, violins, box guitars, tables, flutes, congos, bongos, microphones & mixtures etc.	1,000.00		
31	Agriculture Supplies	31.1 Agro chemicals	1,000.00	31.1	
		31.2 Chemical fertilizer		31.2	
		31.3 Seeds, nursery maternal & plants		31.3	
		31.4 Plant for landscapes		31.4	
		31.5 Rootballed trees		31.5	
		31.6 Cowdung / compost		31.6	
		31.7 Plastic & cement flower pots.		31.7	
32	Food and Refreshments	Supply of foods & beverages and catering services	1,000.00		
33	Iron Works	33.1 Iron works	1,000.00	33.1	
		33.2 Welding works		33.2	

		33.3 Stainless Steel grill work		33.3	
34	Hiring of Vehicles	Passenger vans/cars with AC & without A/C, passenger buses, lorries, gully bowser etc.	1,000.00		
35	Hiring of Machineries (Construction)	JCBs, excavators, compressors, pay loaders etc.	1,000.00		
36	Hiring of Photographic Service	Photographing and video recording services	1,000.00		
37	Hiring of Labor	Supply of skilled, semi skilled and un-skilled labour, cleaning and gardening maintenance services.	1,000.00		
38	Hiring of Security Services		1,000.00		
39	Hiring of Cleaning Services	39.1 Soakage pit Gully Removal work	1,000.00	39.1	
40	Hiring of Huts and Chairs		1,000.00		
41	Engineering Services	41.1 Electrical wiring, installation	1,000.00	41.1	
		41.2 Water supply sewerage and plumbing		41.2	
		41.3 Fabricating and installation of iron/aluminum flexures related to buildings		41.3	
42	Other Services	42.1. Interior decoration, carpeting, curtaining and others	1,000.00	42.1	
		42.2. Laundry facilities		42.2	
43	Repairing of Furniture	43.1 Steel & fabricators	1,000.00	43.1	
		43.2 Wooden furniture		43.2	
		43.3 Polishing and reconditioning of Furniture		43.3	
		43.4 Rattern of Furniture		43.4	
44	Repairing of Equipment's	44.1 Air conditioners & refrigerators	1,000.00	44.1	
		44.2 Computers, printers, & UPSs		44.2	
		44.3 Electricals & electronics equipment's		44.3	
		44.4 Laboratory engineering equipment's		44.4	
		44.5 Fax machines		44.5	
		44.6 Photocopy & Duplo machines		44.6	
		44.7 Brush cutters		44.7	
		44.8 Other equipment's		44.8	
45	Sports Items	45.1 Sports Items, Sports Wares, Recreational goods and Fitness machines, etc.	1,000.00	45.1	

Assistant Bursar
 Stores and Supplies Division
 South Eastern University of Sri Lanka
 University Park
 Oluvil #23360