

**THE OPEN UNIVERSITY OF SRI LANKA**  
**REGISTRATION OF SUPPLIERS - 2021**

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

A Separate application should be made for each category of goods and works, services. A non-refundable deposit of Rs. 3,000/= should be paid for the registration of each category.

Applications can be obtained free of charge from the Supplies Division of The Open University of Sri Lanka during working days from 9.00 a.m to 3.00 p.m. Application and the paper advertisement can be downloaded from the University website (<http://www.ou.ac.lk/procurement-notices>).

The application should be sent along with the receipt of payment of non-refundable deposit of Rs 3000/= which should be paid to the Shroff of the Open University of Sri Lanka or submit a deposit slip after depositing money to the account No. 174-1001-7-0350215 of Peoples Bank, Nugegoda Branch. Bank Drafts, Cheques or Money Orders will not be accepted for registration.

Duly completed applications for each category of goods and works, services along with a copy of Business Registration Certificate, a copy of Certificate of Incorporate with Memorandum of Association and Articles of Associations (for limited liability company), written evidence of 3 years' experience in similar capacity (awarding letters of contracts, purchase orders etc.) should either be sent by Registered Post or handed over to the Assistant Bursar / Supplies Division, The Open University of Sri Lanka, Po. Box: 21, Nawala, Nugegoda indicating "The Application for Registration of Suppliers 2021" on the top left-hand corner of the envelope on or before 29, October 2020. No application will be entertained after the closing date. Suppliers, who fail to submit all requested documents will not be considered for the registration. Application should be completed according to the given format.

The University reserves the right to accept or reject any application. Quotations for goods and works, services will normally be called from the list of registered suppliers, however, the University reserves the right to call for quotations from other sources as well to obtain the competitive offers.

Contractor/supplier, who wish to register with the University shall give a credit period of at least 30 days.

Further information can be obtained from the Assistant Bursar/Supplies of the Open University of Sri Lanka during working days (Telephone No. 0112881212).

<b>01. Supplies Division</b>	
<b>Category 1.1</b>	<b>Furniture</b>
1.1.1	Office Furniture / Classroom Furniture /Library Furniture (wooden)
1.1.2	Office Furniture (steel)
1.1.3	Fiber Glass Products and Plastic Products
1.1.4	TV Stand, Ironing Table, Multi – Media Storage Cabinet, Key Cabinet ... etc
1.1.5	All Kind of Library Furniture (Shelves, Trolley, Counters, Double Sided Newspaper Rack, Magazine Displayer, Media Displayer, Study Table, Chair, Study Carrels, Book Supports, Periodical Holders, Pamphlet Boxes)
<b>Category 1.2</b>	<b>Equipment [Category I]</b>
1.2.1	Photocopiers
1.2.2	Digital Duplicating Machines
1.2.3	Deep-Freezes, Refrigerators
1.2.4	Video Sets, Audio Equipment
1.2.5	Photographic Equipment, Darkroom Equipment and Rolls
1.2.6	Multi Media Projectors, OHP, Smart Class Room Equipment
1.2.7	Fire Extinguishers, Fire Protection Equipment & Fire Alarm Systems
1.2.8	Paper Shedder, Multimedia Screen
1.2.9	Voltage Stabilizer
1.2.10	Electric Components
<b>Category 1.3</b>	<b>Equipment [Category II]</b>
1.3.1	Communication Equipment, Telephone and Intercom Systems, PABX System
1.3.2	Electronic and Manual Typewriters
1.3.4	Book Binding Equipment, Polishing Iron, Conservation Equipment .... etc.
1.3.5	Televisions
1.3.6	Ovens and Vacuum Cleaners
1.3.7	Crockery, Cutlery, Kitchen Utensils, Kitchen Equipment
1.3.8	Filters/Boilers/Kettles
<b>Category 1.4</b>	<b>Computers</b>
1.4.1	Computers
1.4.2	Printers, Scanners, Fax Machine
1.4.3	Computers Accessories
1.4.4	Uninterruptible Power Supply Unit

1.4.5	Computer Software
1.4.6	Computer Hardware & Network
1.4.7	Servers
1.4.8	Net Works Switches
<b>Category 1.5</b>	<b>Stationeries</b>
1.5.1	Red Tape, Stick Tape, Gum Tape, Cello Tape, Double Side Tape, Pins, Paper Clips, Stapler pins, Staplers, Booklet Stapler, Heavy Duty Staplers, Punchers, Calculators, Pens (Ball-Point), Pencils, Chalks, White Board Markers, Paper Weight, Gum, Glue, Ink, Ink pad, CR Registers, CR Books, Clear Bags, File Covers, File Tags ...etc.
1.5.2	Ledger Binders
1.5.3	Rubber Stamps/Date Stamps, Tokens and Wax Seals
1.5.4	Paper Rolls Including Carbonized and Thermal, Typewriter Ribbons and Daisy Wheels (Electronic Typewriter), Carbon Papers, Stencils and Electronic Stencils
1.5.5	A4 Photocopy Papers, Duplicating Paper, Typing Sheets
1.5.6	Packing Cartoons (Cardboard), Strapping Roll
1.5.7	Plastic Record Book Covers, Filing Dockets
1.5.8	Toner for Photocopiers/Printers/RISO Machines
1.5.9	Computer Stationary, Blank & Pre-Printed Continuous Papers
1.5.10	Envelops
1.5.11	Writable Re-writable CD & DVD, Pen Drives
1.5.12	Clocks
1.5.13	White Board, Green Board, Black Board ...etc.
<b>Category 1.6</b>	<b>Textiles and Leather Products</b>
1.6.1	Uniform and Curtain Materials, Dusters
1.6.2	National and Other Types of Flags and Banners
1.6.3	All types Carpets
1.6.4	Shoes & Shocks
1.6.5	Bags, Briefcase
1.6.6	Raincoats, Belts, Caps, Hats, Umbrella
1.6.7	Leather Papers
1.6.8	Binding Cloth, Nylon Thread, Binding needle
1.6.9	Canvas Products
1.6.10	Dummies
1.6.11	Cloaks, Ceremonial Caps, Garland, Graduation Scrolls
1.6.12	Bedsheet, Pillow Cases, Pillows, Mosquito Nets, Mattress cases
1.6.13	Rubberized & Coir Mattresses ...etc

<b>Category 1.7</b>	<b>Laboratory items &amp; Services</b>
1.7.1	Laboratory Equipment and Tools
1.7.2	Chemicals
1.7.3	Glassware
1.7.4	DNA Sequencing Service
<b>Category 1.8</b>	<b>Sports</b>
1.8.1	Sports Items
1.8.2	Welfare Goods
<b>Category 1.9</b>	<b>Medical Items</b>
1.9.1	Pharmaceuticals Items
1.9.2	Medicines and Drugs
1.9.3	Medical and Dental Instrument and Equipment
1.9.4	Sanitizer Items, Face Shield, Masks, Surgical Gloves
<b>Category 1.10</b>	<b>Books and Periodicals</b>
1.10.1	Periodicals, Books, Magazines
<b>Category 1.11</b>	<b>Other Services</b>
1.11.1	Outbound Training Programs
<b>Category 1.12</b>	<b>Miscellaneous</b>
1.12.1	Preparation of Badges, Plaques, Trophy, Shield, Medals, Souvenirs
<b>02. Capital Works Division</b>	
<b>Category 2.1</b>	<b>Works</b>
2.1.1	Construction (Civil)
2.1.2	Aluminum/glass partitioning & ancillary works
2.1.3	In house electrical repairing works including wiring
2.1.4	Internet/network wiring
2.1.5	Plumbing works
2.1.6	Garden maintenance
2.1.7	Metal & roofing works including welding & ancillary works
2.1.8	Interior Decoration
2.1.9	Landscaping works
2.1.10	Masonry works

2.1.11	Carpentry works
2.1.12	Gas supply & installation
2.1.13	Painting & ancillary works
2.1.14	Supply & fixing name board/display boards/direction board/stainless steel boards
2.1.15	Cabling and repairing of internal telephone systems
2.1.16	Lathe works, shaping works, gas welding, arc welding works
2.1.17	Supply, installation & commissioning air conditioner supplies
2.1.18	Fixing and repairing CCTV cameras
2.1.19	Providing LCD screen /LED screen/digital screen
<b>Category 2.2</b>	<b>Services</b>
2.2.1	Hiring of Construction Equipment (JCB, Excavator, Compressor, loader, roller compactor, etc....)
2.2.2	Hiring of event instruments (canopies, tables, chairs, etc....)
2.2.3	Tree cutting
2.2.4	Architectural service, consultancy for design buildings, quantity surveying service, Land Surveying...etc.
2.2.5	Consultancy for preparation at bidding documents
2.2.6	Hiring of Skilled and Unskilled Labour,(Garden Cleaning, Maintenance Service ..etc)
2.2.7	Graphic designing and illustration services
<b>03. General Administration Division</b>	
<b>Category 3.1</b>	<b>Services &amp; Repairs</b>
3.1.1	Private Security service
3.1.2	Photocopy Services/Scanning Service
3.1.3	Removal of Gully & Gully Bowser Service
3.1.4	Fire Extinguishers service
3.1.5	Typewriter Repairs (Manual/Electronic)
3.1.6	Calculator Repairs
3.1.7	Lathe Machine Services/Repairs
3.1.8	Printing Machine Services/Repairs
3.1.9	Lab Instrument Machine Services/Repairs
3.1.10	Refrigerators Repairs
3.1.11	Generator Services / Repairs
3.1.12	Servicing of Electronic Scale
3.1.13	Servicing of Pallet Truck

3.1.14	Servicing of Arial Order Picker
3.1.15	Servicing of Strapping Machine
3.1.16	Printing of Photographs
3.1.17	Service of Special Tests to staff who are working in the Chemical Field
3.1.18	Printing of Staff Identity Cards, Pouches and Lanyards
3.1.19	Disposal of Confidential Papers & Non-Confidential Papers
3.1.20	Foods and Beverages, Catering service, Refreshments & Lunch/Dinner
3.1.21	Repair of computers/printers/multimedia and other electronic items
3.1.22	Repairing medical equipment
3.1.23	Repairing cushioned chairs and fixing cushion covers
3.1.24	Repairing foot bicycles
3.1.25	Repairing furniture
3.1.26	Camera & video camera repairs & service
3.1.27	Laundry service/cleaning of office curtains etc.
3.1.28	Proof reading, editing services and translation services
3.1.29	General Pest Control (Termite, Insect and Rodent control)
3.1.30	Polishing and Terra-Cotta
3.1.31	Weaving of Chairs
3.1.32	A/C Service and Repairs
3.1.33	Gas turbine repairs and services
3.1.34	Repair of soldering stations
3.1.35	Grass cutting service
3.1.36	Cleaning service
<b>Category 3.2</b>	<b>Hiring of Equipment</b>
3.2.1	Hiring of Portable AC
3.2.2	Hiring of Multimedia Projectors, Projectors & Sound System
3.2.3	Hiring of Photographic & Video Equipment
3.2.4	Hiring power supply Generators
<b>04. Transport &amp; Postal Services Division</b>	
<b>Category 4.1</b>	<b>Services/Repairs/Hiring of Vehicles</b>
4.1.1	Hiring of Vehicle (Buses/Lorries/Vans/Cars/Gully Vehicle, trucks tractors, containers ...etc)
4.1.2	Spare Parts for all kinds of Motor Vehicles
4.1.3	Repairs of Vehicles
4.1.4	Repair of Air Conditions of Motor Vehicles
4.1.5	Supply of Vehicle Batteries

4.1.6	Seat Covers, Cushion, Apostering, Carpeting and Other Requirements of Motor Vehicles
4.1.7	Supplying of Tyres, Tubes and Repairs
4.1.8	Printing of Vehicle Passes
4.1.9	Vehicle Services
4.1.10	Courier Service (Local & Overseas)
4.1.11	Cargo Services
<b>05. University Press</b>	
<b>Category 5.1</b>	<b>Printing materials</b>
5.1.1	Papers and Boards (White Bank Papers, A3 Photocopy Papers, Bristol Boards, Art Boards, Art Papers, Chip Boards, Binding Cloths, Sticker Paper, Rexin ....etc)
5.1.2	Other Printing Materials (Printing Plates, Hot Melt Gum, Sponges, Suckers, Plate Cleaner, Other Press Chemical)
5.1.3	Printing Ink - Offset
5.1.4	Cotton Waste and Cotton Stripe
<b>Category 5.2</b>	<b>Printing Services</b>
5.2.1	Four Colour Separation
5.2.2	Positive Films (Line & Tone, Half Tone, Dual Tone ....etc.)
5.2.3	Laminating (Hot-Matt, Gloss/Cold-Matt, Gloss/UV Varnish)
5.2.4	Offset Printing
5.2.5	CTP Plate Making (Kord/Komori)
5.2.6	Folding
5.2.7	Gathering
5.2.8	Section Sewing for Book Binding
5.2.9	Wire Stitching
5.2.10	Spiral Binding
5.2.11	Guillotine
5.2.12	Perfect Binding
5.2.13	Die Cutting, Perforation & Creasing
5.2.14	Screen Printing
5.2.15	Manual Page Numbering
5.2.16	Gold Foiling and Embossing

5.2.17	Repairs & Services of Pre-Press, Press and Post – Press Machine and Equipment (Mechanical, Electrical .... etc)
<b>06. Lands &amp; Buildings Division</b>	
<b>Category 6.1</b>	<b>Building Materials</b>
6.1.1	Bricks, River Sand, Soil, Rubble, Metal, Manure, ...etc.
6.1.2	Timber & Sawn Timber ...etc
6.1.3	Hardware Items (Steel, GI Pipes, Iron, GI Sheets, Wire Nails, Bolts & Nuts, Water Tanks, Mammooty tool, Pickaxes, Aluminum Dustbins, Aluminum Ladder, Wheel Barrows, Cement Tiles, Cement Bags, Asbestos Sheets, PVC Pipes & Fittings, Water Taps & Ball Valves ...etc
6.1.4	Paints, Polish, Wax, Varnish, Thinner & Turpentine ...etc
6.1.5	Brushes, Broom & indoors Cleaning Kit ...etc
6.1.6	Bathroom Fittings & Sanitary Wares ...etc
6.1.7	Plywood PVC Doors, Windows ...etc
6.1.8	Polythene, Black Polythene ...etc
6.1.9	Refrigerant Gas Cylinder ....etc
6.1.10	All type of Fans ...etc
6.1.11	Torch Lights and Batteries ...etc
6.1.12	Bulbs, Wire, Meters, Cables, Switches, Plug/Tops, Holders, & Other Electrical Appliances ...etc
<b>Category 6.2</b>	<b>Pre-Cast Items (Concrete Items)</b>
6.2.1	Pre-Cast Concrete Post, Kerb Stones, Paving Slabs, Concrete Pots, Cement Pots, Septic Tank, Garden Table & Benchers, Concrete Cylinders & All Kind of Concrete Based Products ...etc
<b>Category 6.3</b>	<b>Landscaping Items</b>
6.3.1	Flowering Plants, Palms, Fountains, Fertilizers, Pesticides, Insecticides, Weedicides, Garden Tools, Coir Dust, Cow Dung, Grass/Tarff, Concrete Arch Garbage Cart, Red Soil ...etc
<b>Category 6.4</b>	<b>Safety Items</b>
6.4.1	Gloves, Boots, Safety Boots, Masks, Safety Hats/Caps, Goggles, Helmets, Safety Shoes ...etc

Further details could be obtained from Assistant Bursar/Supplies Division, The Open University of Sri Lanka (Contact: 0112881212, 0112881348, Fax: 0112853687).

Department Procurement Committee  
Supplies Division  
The Open University of Sri Lanka  
PO. Box. 21  
Nawala, Nugegoda