



**UNIVERSITY OF COLOMBO INSTITUTE FOR AGRO-TECHNOLOGY AND RURAL SCIENCES**  
**REGISTRATION OF SUPPLIERS AND CONTRACTORS FOR THE YEAR – 2023**

<b>SPECIMEN FORM</b>			
<b>Application for Registration as a Supplier / Contractor / Service Provider for the year 2023</b>			
1. Name of the Business Institution/Company/Firm/Individuals :			
2. Business Address of the Applicant :			
3. Telephone No. :	4. Fax No.:	5. Name and Designation of Contact Person:	6. E-mail:
7. Status of the Supplier / Contractor (Whether Sole Agent, Importer, Manufacturer, Wholesaler and Retailer) :			
8. No. and Date of Business Registration (Please attach a Photocopy of the Certificate) :			
9. ICTAD Registration No (for works):  Grade (if applicable) :		10. Field of Registration & Expiry Date (Please attach Photocopy of relevant pages)	
11. Number of years of Experience in the relevant trade:	12. whether agreeable to give 30 days credit facility: Yes / No / if any :	13. Whether delivery of items to the University undertaken:	
14. Names of Bankers:			
15. VAT number, if any : <b>(Should submit documentary proof that the supplier is an active VAT payer in the relevant year issued by Commissioner General of Inland Revenue)</b>			
16. Income Tax file Number, if any:			
I / We hereby agree with the conditions stipulated by the University of Colombo Institute for Agro Technology And Rural Sciences and submit my /our application for registration.			
Date : .....		Signature of Applicant / Seal (Affix Seal) : .....	

<b>A. Supply of Services</b>					
No.	Items	Tick if Applied	No.	Items	Tick if Applied
<b>01</b>	<b>Machinery</b>				
1.1	Photocopier / Fax Machines / Duplicating Machines and Accessories		01	Cash in Transit Service	
1.2	Air Conditioners/ Refrigerator and Accessories		02	Catering Services	
1.3	Multimedia Projector/ Television and Accessories		03	Clearing and Forwarding Services	
1.4	Solar Panels		04	Computer and Network Cabling	
1.5	Other machineries (Water Pump /Shredding Machines		05	Courier Services	
1.6	Time and Date Stamping Machines		06	Disposal of Discard Items	
<b>02</b>	<b>Computers, Peripherals and Networking</b>		07	Electrical Wiring	
2.1	Computers/ Laptops/ Notebooks/ iPads/ Tabs / Printers/ Scanners / UPS/Other related items and Accessories		08	Flower Arrangements (Supply of Flora, Plants etc.)	
2.2	Data Communication Equipment & Network Accessories (CAT, Ethernet, UTP cables, Connectors, Network Switches etc.)		09	Hiring of passenger Vehicles and Transport Services	
2.3	Software Developments		10	Cleaning and Janitorial Services	
<b>03</b>	<b>Sign Boards / Propaganda Items</b>		11	Labour Supply	
3.1	Name Boards/Medals (Plastic, Metal and Wooden)		12	Professional Consultancy Services – (Air Conditioning & Refrigeration, Legal, Finance, Engineering etc.)	
3.2	Canopy , Flag Poles etc.)		13	Pest Control Services	
<b>04</b>	<b>Vehicle and Requirements</b>		14	Security and Allied Services (armed and unarmed)	
4.1	Servicing of Vehicles (Motor cycles, two wheel & four wheel tractors, dual purpose vehicles (double cab) and etc.		15	Upholstering and Returning	
4.2	Spare Parts for all kinds of Motor Vehicles		16	Water Dispensers with water filling	
4.3	Tyres, Tubes and Batteries and other accessories		17	Dry Cleaning and Laundry Services	
<b>05</b>	<b>Health and Sanitary Items</b>		18	Photographers	
5.1	Various kind of soap /washing powders/Detergents		19	Supply of Sound Equipment on rent basis	
5.2	Brooms, Ekel Brooms, Door Mats, Toilet Brushes		20	Building Maintenance Services	
5.3	Plastic Buckets, Dustbins and Garbage Bags		21	Man Power Services	
5.4	Toilet Paper Rolls				
5.5	Gloves, Masks				

06	Sundries		B. Repairs		
6.1	All office and General Stationary		01	Repairing and Maintenance of Air Conditioners (Building)	
6.2	Toners, Ink Cartridges and Master Rolls, Ribbons (for Computers, Photocopy Machines, Duplicating Machines and Printers)		02	Communication Equipment	
6.3	Photocopy Papers and Duplicating Papers		03	Computers Printers and Accessories	
07	<b>Equipment</b>		04	Electronic Equipment	
7.1	Audio Visual Equipment		05	Repairs to Wooden Furniture	
7.2	Fans – all type/ Filters / Boilers / Kettle / Water Dispenser/ Wall Clocks		06	Repairs to Fiberglass Chairs, Tables, Water Tank etc.	
7.3	Fire Equipment (Fire Extinguisher/ Fire Alarm Systems)		07	Repairs to Laboratory Equipment	
7.4	Kitchen Equipment including Cutlery and Crockery		08	Plant & Machinery Repairs (Equipment, Office Machines including typewriters)	
7.5	Security Safety Equipment (CCTV camera etc.)		09	Motor Vehicle Repairs (Petrol & Diesel)	
7.6	Voltage Stabilizers			9.1 Mechanical Repairs	
7.7	Cash Registers/ Calculators and Adding Machines			9.2. Electrical Works	
7.8	Telephone Accessories			9.3 Tinkering and Spray Painting	
7.9	Recreational Equipment			9.4 Carpeting and Sheet Cushion	
7.10	Laboratory Equipment/ Health and Medical Equipment /Materials / Reagents			9.5 Repair and Service of Auto Air Conditioners	
7.11	IT Equipments				
08	<b>Furniture</b>				
8.1	Office Furniture		<b>C. Works</b>		
8.2	Wooden Furniture		01	<b>Civil Construction (All Types)-</b> (Building Construction / Repair / Improvements, Road Works / Bituminous Laying / Repair / Maintenance, Water supply, Plumbing , Roof Drain, Electrical Works / Repair / Maintenance, Mechanical Works / Repair / Maintenance, Aluminium Works / Aluminium Cladding, Wood Work and Timber Work, Interior Decorative Works, Drainage / Sewerage / Repair / Maintenance)	
8.3	Steel Furniture (Including Bunk Beds, Steel Cabinets, Steel Tables and Chairs, Pawning Drawers etc.)				
8.4	Fiberglass and Plastic Furniture				
09	<b>Printing</b>				
9.1	Annual compliments such as Diaries and Calendars				
9.2	Annual Reports and Magazines			<b>BOQ Limits</b>	<b>Tick if Applied</b>
9.3	Computer Stationary (Continuous, Blank , Pre-printed envelopes, etc.)		1.1	Works up to Rs. 500,000.00 (ICTAD Registration is not required)	
9.4	Forms, Registers, Books , Invitation Cards etc. (Office and letter press)				
9.5	Posters, Handbills, Leaflets, Brochures		1.2	Works between Rs. 500,000.00 and Rs. 2,000,000.00 (Specific ICTAD Registration essential)	
10	<b>Textiles and Leather Products</b>				
10.1	Flags and Banners (Screen Printing -Cloth, Digital Printing)		1.3	Works between Rs. 2,000,000.00 and Rs. 10,000,000.00 (Specific ICTAD Registration essential)	
10.2	Curtain Materials (Cloths, Vertical Blinds, Wooden Blinds)		1.4	Works over Rs. 10,000,000.00 (Specific ICTAD Registration essential)	
10.3	Shoes , Bags, Raincoats, Leather Covers (Cartridges)				
10.4	Uniform Materials (Gents & Ladies)				
10.5	Cloaks and Convocation Garlands		02	<b>Other Works</b>	
10.6	Serviettes, Pillow Cases, Towels		2.1	Cutting and removing of Trees	
10.7	Mattress and Mattress Covers		2.2	Repair of Gas lines and Appliances	
11	<b>Building Materials and Sanitary wares</b>		2.3	Cane and Synthetic Rattaning Work	
11.1	All Kind of Building Materials/ Plumbing Items/ Hardware Items/ Paints		2.4	Surveying and Leveling	
11.2	Electrical Equipment, Fittings and Accessories		2.5	Other Human Resource services such as Masonry, Carpentry, Painting, Welding and Blacksmith's work	
11.3	Concrete works				
11.4	Timber				
12	<b>Zoological items</b>		2.6	Garden Services (soil, coir dust, turf, plants, pots ect. )	
12.1	Poultry related items		03	<b>Hiring of Equipment &amp; Vehicles</b>	
12.2	Piggery related items		3.1	Construction Equipment & Machineries	
12.3	Other animal related items		3.2	Heavy Vehicles – Boom Trucks, JCB, Excavators	
13	<b>Other Goods</b>				
13.1	Magnetic White Boards, Chalk Boards etc.				
13.2	Sports Items				
13.3	Consumable Items				
13.4	Chemicals				
13.5	Glassware				
13.6	Sanitizer				
13.7	Coir Pellets				
13.8	Chemicals				
13.9	Mill Shops				

