

University of Kelaniya
Annual Supplier Registration 2025
General Instructions, Terms & Conditions

1. All Suppliers/ Contractors/ Service Providers are commonly named as “Suppliers’ under this registration process.
2. Applicants are requested to furnish accurate and up-to-date information. If any information given is found to be inaccurate or obsolete or any vital information is found withheld, the applicant will be disqualified for registration or registration may be suspended at the discretion of University of Kelaniya. An incomplete or illegible application will also be rejected.
3. All supporting documents shall be uploaded to the application.
4. Documents uploaded for registration as a Supplier
 - i. Limited Liability Company.
 - (a) Certified copy of the Certificate of Incorporation
 - ii. Partnership
 - (a) Certified Copy of the Business Registration
 - iii. Proprietorship
 - (a) Certified Copy of the Business Registration
 - OR
 - (b) Certified copy of National Identity Card / Valid Passport/ Valid Driver’s License of the Proprietor.

Note: Once registered, any changes in the aforesaid information must be immediately informed to the University of Kelaniya.

5. In addition to the aforementioned, following documents shall be submitted subject to the applicability.
 - i. In the case of a supplier or his principal is not the Manufacturer, the Letter of Authorization issued by the Manufacturer to the effect that the Supplier or his principal is an Authorized Dealer/ Authorized Distributor/ Sole Importer/ Agent/ etc.
 - ii. A copy of the Bank of Statement, which shows the information clearly.
 - iii. Contractors who are applying for the Civil Engineering Constructions relevant for the category shall upload a copy of the certificate which clearly indicate the

- category they have registered in previous year (2023/2024) at the Construction Industry Development Authority (CIDA).
- iv. The Cash Deposit Slip or the Shroff's Receipt which was used to make payment of Non-Refundable Fees.
 - v. VAT Registration Certification or the VAT Exemption Certificate and the Confirmation of having an active VAT registration as at 01.01.2025.
6. Paying of Non-Refundable Fee
- i. One Supplier shall register for one or more number of Main Categories Goods/ Works/ Services paying LKR 1,000.00 as a Non-Refundable Fee for each Main Category for which registration is applied.

Eg: (a) Under the Main Category 1, if the Applicant wishes to register for 4 Sub-Categories 1.1, 1.2, 1.3 and 1.4, the Applicant shall only pay LKR 1,000.00 as the Non-Refundable Fee.

(b) If the Applicant wishes to register for several Main categories such as 1, 2 and 3, the Applicant shall pay LKR 3,000.00 as the Non-Refundable Fee for the 3 main categories.
 - ii. The fees shall be directly deposited to the University bank account no. 055-100110667549 in the Peoples Bank, Kelaniya, or shall be deposited to the Shroff, University of Kelaniya.
 - iii. The Cash Deposit Slip/ Shroff's Receipt shall be attached/ uploaded together with the application.
 - iv. Cheques drawn in favour of the University of Kelaniya or Money Orders WILL NOT BE ACCEPTED.
 - v. The Non-Refundable Fee of ineligible Applicants will not be refunded.
7. Further inquiries in respect of the Annual Supplier Registration 2025 can be made to the following.
- Senior Assistant Bursar
Supplies Division
University of Kelaniya
Kelaniya
Telephone - 0112903137/ 0112914476
8. The list of registered Suppliers for the year 2024 will become null and void and be inoperative after issuing the list of Registered Suppliers for the year 2025.
9. Authority to take the final decision over the Registration of any Suppliers for the year 2025 is exclusively vested with the University of Kelaniya.

10. The University of Kelaniya will in principle, call for quotations from the Registered Suppliers. However, it reserves the right to make inquiries and purchase/ award from those who are not registered as well.
11. Applications could be obtained and filled from the University web site on or before 31 December 2024 as per https://apps.kln.ac.lk/sup_reg_2025/
12. Suppliers who are already registered with the University for the year 2024 shall re-apply for registration for the year 2025.
13. Applicant shall have at least three years of experience in the relevant category applying.
14. Every Applicant shall agree to provide a credit facility at least for one month.
15. The successful submission of the application and the organization/ person is registered for the year 2025 will be communicated to the given email address. Hence, the Applicant shall provide frequently used e-mail address in the application.
16. To improve the transparency of the process, the University will include the list of Registered Suppliers in the University website with links to their websites. Hence, it is mandatory that the Suppliers provide a valid URL.
17. The Suppliers who fail to submit quotations more than twice consecutively when invited for or who fail to supply goods or complete works or provide services on time or not in conformity with the stipulated specifications will be rejected from the register without prior notice.
18. Information for filling in the form.
 - i. Select the most suitable option to the Applicant, if allowed only to select one option.
 - ii. Please write “N/A” (Not Applicable) against any area that does not applicable to the Applicant.
 - iii. Any amendments or changes of Mailing Address of a Company/ Institute after registration, will only be considered if such request is accompanied by a true copy of the amended Certificate issued by respective Company/ institute in connection with the said amendment.
 - iv. Note that there can be no change or alteration of Main Categories or Sub-Categories under any circumstance after Registration.
 - v. The University of Kelaniya will not be held responsible for any mistakes or oversight of the Applicant or any cost borne by the Supplier.