TERMS AND CONDITIONS FOR REGISTRATION OF SUPPLIERS AND CONTRACTORS – 2027

All applicants seeking registration as Suppliers or Contractors with the University of Jaffna for the year 2027 shall carefully read and comply with the following Terms and Conditions.

1. Submission of Applications and Supporting Documents

1.1. Applicants shall prepare their applications in accordance with the specimen application form and instructions published on the official website of the University of Jaffna. All applications shall be completed in English.

1.2. A separate application shall be submitted for each main category of supply or service for which registration is sought.

1.3. Each application, together with the relevant copy of the online payment receipt or bank-validated deposit slip and required supporting documents, shall be submitted either by Registered Post or by hand to the following address: **The Bursar, University of Jaffna, Thirunelvely, Jaffna.**

1.4. The envelope shall be clearly marked on the top left-hand corner with the following: **"REGISTRATION OF SUPPLIERS/SERVICES – 2027"**

1.5. Applicants shall submit only the documents specified below, as applicable to their legal status:

- **Individual applicants / Sole proprietors:** A copy of the Business Registration (BR) certificate.
- **Registered Companies:** Copies of the Business Registration (BR) certificate, Articles of Association (AOA) and Memorandum of Association (MOA).
- **Other Registered Organizations:** The applicable registration documents establishing the legal status and nature of the organization, as specified in the application instructions.

1.6. Where applicable to the category of registration, applicants may also submit copies of valid VAT registration and VAT Activation certificates, CIDA registration certificates and National Medicines Regulatory Authority (NMRA) licences.

1.7. Applicants shall not submit documents other than those specifically required under these Terms and Conditions or the relevant application instructions.

2. Registration Fee and Online Payment Procedure

2.1. A non-refundable registration fee of **Rs. 2,000/- (Rupees Two Thousand Only)** shall be paid for each main category of supply or service applied for.

2.2. Where an applicant applies for one or more subcategories within the same main category, only one registration fee of Rs. 2,000/- shall be payable for that main category.

2.3. Where an applicant applies for more than one main category, a separate registration fee of Rs. 2,000/- shall be paid for each main category.

2.4. A copy of the online payment receipt or the bank-validated deposit slip shall be attached to the relevant application. Any application submitted without the prescribed proof of payment shall be considered incomplete.

2.5. The registration fee may be paid either through the online payment facility available on the official website of the University of Jaffna or by depositing the payment at any branch of People's Bank, as follows:

A. Online Payment

Applicants wishing to make the payment online shall follow the procedure below:

1. Visit the official website: www.jfn.ac.lk.
2. Click the "Pay Online" button on the home page.
3. Enter the following payment details:

Payment Particulars	Details
16-digit Reference Number	82675039 03900925 1st 8 Digit 2nd 8 Digit
Payee / Student Code	82675039
Payment Code	03900925
Payee Full Name	Name of the applicant's registered business or organization

4. Verify the entered details and click “Next”. Check that the information is correct and that the fee type is displayed as “Registration of Suppliers”. Then click “Pay Now” and complete the payment using either a debit/credit card or QR code.

B. Bank Deposit

Applicants wishing to make the registration fee payment by bank deposit shall follow the procedure below:

1. Visit any branch of People's Bank.
2. Obtain and complete a Bank Deposit Slip by providing the following details:

Payment Particulars	Details
Account No:	8267503903900925
Name of Account Holder	University of Jaffna
Name of Payee	Name of the applicant's registered business or organization
Purpose	Registration of Suppliers and Contractors 2027

3. Deposit the required payment and obtain the bank-validated deposit slip as proof of payment.

2.6. Applicants shall ensure that the payment is made using the correct payment details and that the Payee Full Name corresponds to the name under which the applicant seeks registration.
2.7. The registration fee is non-refundable, irrespective of whether the application is accepted, rejected, withdrawn or subsequently approved for registration.

3. Eligibility and Scope of Registration

3.1. Applicants shall apply only for the categories and subcategories of supplies or services that fall within the scope of their registered business or organization's activities.
3.2. The nature of the business or activities specified in the Business Registration (BR), Articles of Association (AOA), Memorandum of Association (MOA) or other applicable registration documents shall be consistent with the category of registration applied for.
3.3. Organizations other than companies shall be eligible to apply only for categories of supplies or services that are consistent with their registered nature and objectives.
3.4. Applicants shall ensure that the information and documents submitted in support of their applications are accurate, valid and consistent with their legal registration.
3.5. Applications that do not satisfy the prescribed eligibility requirements or that contain materially inaccurate, inconsistent or misleading information may be rejected.

4. Invitation of Quotations and Registration Status

4.1. Quotations for the supply of goods and services during the year 2027 may be invited from suppliers and contractors registered with the University of jaffna, subject to the applicable procurement requirements.
4.2. Registration with the University of Jaffna does not confer any exclusive right to receive invitations for quotations or to be awarded contracts.
4.3. The University of Jaffna reserves the right to invite quotations from other eligible sources, including suppliers and contractors who are not included in the University of Jaffna's Register of Suppliers, where permitted under the applicable procurement regulations and procedures.
4.4. Registration does not constitute a guarantee of the award of any contract, placement of any purchase order or minimum volume of business with the University of Jaffna.

5. Compliance with Quotations and Supply Requirements

5.1. Registered suppliers and contractors shall respond to invitations for quotations within the stipulated period and in accordance with the requirements specified in the relevant quotation documents.
5.2. Registered suppliers and contractors shall ensure that all goods supplied and services provided comply with the stipulated specifications, quality standards, quantities, delivery schedules and other contractual requirements.
5.3. Failure to submit quotations when invited, without an acceptable reason; failure to supply goods or provide services within the stipulated period; or failure to comply with the prescribed specifications or contractual requirements may result in the supplier's or contractor's registration being suspended or removed from the Register of Suppliers.

5.4. Any decision to suspend or remove a supplier or contractor from the Register shall be made in accordance with the applicable procurement regulations and procedures.

6. Additional Requirements for Engineering Services

6.1. Applicants seeking registration under the following Engineering Services subcategories shall provide the names, professional qualifications and relevant work experience of all Engineers and Architects permanently employed by their respective organizations.

Applicable Subcategories: 9.4, 9.5, 9.6, 9.7, 9.8, 9.9, 9.10 and 9.16.

6.2. Applicants seeking registration under the above-mentioned subcategories shall submit a valid CIDA (Construction Industry Development Authority) registration certificate, clearly indicating the registration grade obtained.

6.3. The professional qualifications and employment details of Engineers and Architects, together with the relevant CIDA registration details, shall be submitted as supporting documents along with the application.

7. Additional Requirements for Laboratory Supplies

7.1. Applicants seeking registration under the following categories shall submit a valid NMRA licence issued in the name of the applicant's registered business or organization, where such licence is required under the applicable regulatory requirements:

- **6.1 – Laboratory Equipment**
- **6.2 – Laboratory Chemicals and Glassware**

7.2. The licence shall be valid at the time of application and shall cover the relevant activities for which registration is sought.

7.3. Applications may be submitted with or without an NMRA licence. However, applicants who do not submit a valid NMRA licence shall be considered as not holding an NMRA licence for the purpose of registration and shall be registered accordingly, subject to the applicable requirements.

8. Bank Account and Payment Arrangements

8.1. Payments made by the University of Jaffna to registered suppliers and contractors shall be made in the registered name under which the supplier or contractor has been approved for registration.

8.2. Applicants shall maintain a bank account in the name of the registered business or organization and shall ensure that the account name corresponds with the name submitted in the application.

8.3. Applicants shall provide accurate bank account details and any supporting documentation required by the University of Jaffna for payment purposes.

8.4. Payments shall be made subject to the applicable financial regulations, contractual conditions and verification requirements of the University of Jaffna.

9. General Conditions

9.1. The submission of an application shall constitute an acknowledgement that the applicant has read and understood these Terms and Conditions and agrees to comply with the applicable registration requirements.

9.2. The University of Jaffna reserves the right to verify the information and documents submitted by applicants and to seek clarification or additional information where necessary.

9.3. Registration shall be subject to the University of Jaffna's verification and approval process and shall be governed by the applicable Government Procurement Guidelines, regulations, instructions and the University of Jaffna's requirements in force.
9.4. The University of Jaffna reserves the right to accept or reject applications in accordance with the applicable procurement regulations and procedures.
9.5. Applicants shall be responsible for ensuring that their applications comply with all prescribed requirements. The University of Jaffna shall not be responsible for applications that are incomplete, incorrectly prepared or submitted contrary to the published instructions.

10. Inquiries

Further information or clarification regarding the registration process may be obtained from:

Senior Assistant Bursar (Supplies-II), University of Jaffna. Telephone: 021-2226519

REGISTRAR
University of Jaffna