

**TRINITY COLLEGE KANDY**

**APPLICATION FOR REGISTRATION OF CONTRACTORS/ SERVICE PROVIDERS - 2026**

1. Name of Contract/Service Provider: .....
2. Name of Owner: .....
3. Official Address.....  
.....
4. Nature of Business organization (whether a Government Owned Venture, Corporation, Sole Proprietor/Partnership/ Limited Company or a Firm of any other nature):  
.....  
(Please attach a copy of ICTAD certificate)

5. Please produce following details,

Business Type	Required Details	Details
Sole Proprietor	Copy of NIC of Owner	
Partnership	Copies of NICs of partners	
Company	Copy of Form 15 (Annual return) including director and shareholder details	
Other		

6. TIN Number .....

7. (i) Telephone:

(ii) Fax Number:

(iii) Official E-mail address:

8. Types of items to be supplied

No	Reference No of Category (as per annexure)	Type of Item

Registration fee will be Rs.2000.00 per Category

9. Total registration fee payable: Rs. ....
10. Names of Bankers and Current Account Numbers.....
11. VAT Registration Number.....
12. We are agreeable to the following:
- (i) Accept jobs after signing a contract with TCK.
  - (ii) Advance payments will be granted only after commencement of the job and subject to existing regulation and appraisal by the Engineer assigned by Trinity College.
  - (iii) A retention fee will be retained by the College on a pre- arranged basis, depending on the nature of the contract.

13. Cheques to be drawn in favor of.....

14. Do you have any related party relationships that may present a potential conflict of interest with your role as a supplier/vendor to our organization? Please provide details if applicable.

.....  
 (A related party is generally defined as any entity or individual that has the ability to exercise significant influence or control over the financial and operational decisions of the supplier or is under significant influence or control by the supplier. Related parties can include but are not limited to:

- Employees Individuals serving as directors or officers of the supplier company.
- Key Management Personnel: Individuals with authority and responsibility for planning, directing, and controlling the activities of the supplier.
- Family Members: Relatives of individuals in positions of influence or control within the supplier organization.

15. Please attach following information
- i. Copy of original letter head
  - ii. Quotation format

16. Payment of registration fees

- Cash paid at Commercial Bank of Ceylon Bank (A/C 1000388301 “Principal, Trinity College, Kandy”)
- e-Banking transfer

(Please forward proof of payment from the bank)

I do hereby certify that the above particulars furnished by me/us true and accurate to the best of my/our knowledge.

Date .....  
 .....  
 Signature

**Annexure****Categories**

1.
  - i. Building /Civil Construction and Repairs, Water Proofing
  - ii. Electrical, Plumbing and other types of Contracts
  - iii. Networking/CCTV System/Security System and other related services
2. Aluminum partitioning.
3. Suppling and fixing curtains /venetian blinds & cushion related works
4. Landscaping
5. A/C and refrigerators service & Repair
6. Electrical Equipment Servicing
7. Printing work including type setting.
8. Repairs / services of motor vehicles.
9. Hiring of vehicles & Transport Services.
- 10.Hiring of Tents, Chairs, Canopies, Temporary Sheds, Sound, and lighting
- 11.Photographic services including framing.
- 12.Catering
- 13.Providing labor Contracts (Skill and non-skill labor -Masonry, Carpenter, Welding, Fabrication, Painting etc.)
- 14.Janitorial /Cleaning Service/laundry Service
- 15.Tree cutting & Pruning.
- 16.Beehive removal and Bee Keeping
- 17.Pest control
- 18.Fire Extinguishers
- 19.Any other types of contracts or service.