

TRINITY COLLEGE KANDY
APPLICATION FOR REGISTRATION OF SUPPLIERS - 2026

1. Name of the Company:
2. Name of the Company 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 copy of Company Registration / Business Registration)
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:- Rs. 1000.00 per category

9. Total payable: Rs.

10. Names of Bankers and Current Account

Number/s:.....

11. VAT Registration Number:

12. **We are agreeable to the following:**

(i) **To provide 30 days credit for all supplies.** Yes No

(ii) **Delivery: free of charge.** Yes No

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

14. Percentage of discount allowable for immediate payment by cheque /Cash: %

15. 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.

16. Please attach the following information (**Compulsory**)

- i. Copy of original letter head
- ii. Quotation format

17. Payment of registration fee:

- Cash paid at Commercial Bank PLC (A/c no. 1000388301 "Principal, Trinity College, Kandy)
- e- Bank 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 (SUPPLIES)

1. Building Materials and Hardware

Cement, sand, rubble, bricks, Cement products, asbestos, GI sheets, PVC/GI pipes and fittings, wire nails, bolts, nuts, water tanks, tools, wheelbarrows, roofing and ceramic tiles, glass sheets, sanitary ware & bathroom fittings, water taps, water meters, ball valves, pre-cast septic tanks. Aluminum fittings, metal bars, Paint, floor polish, varnish, thinner, turpentine etc.

2. Stationary items

Paper, Books & Registers, Pens & writing Instruments, other office requirements such as Stapling machines, stapler pins, punchers, clips, highlighters, scissors, gum and tape, toners Printer cartridges, folders, envelopes, correction fluid, calculators, folders, Glass & mirrors, Timber etc.

3. Computer Equipment & accessories including computer software, hardware, storage devices, cables, network devices etc.

4. Electrical items

Bulbs, wires, switches and wall fittings, electricity meters, cables, lamp shades, electrical equipment etc.

5. Tools & Equipment

6. Furniture (wooden/steel) including Classroom furniture, mattresses etc.

7. Tyres, tubes, batteries, fuel for vehicles, vehicle spare parts etc.

8. Sports goods & equipment, Sports Clothing

9. Consumable items such as disinfectant, soap, Hand wash, Sanitizer, chlorine for swimming pool, brooms, ekel brooms, mops, coir brushes etc.

10. School laboratory chemicals, equipment etc.

11. Pharmaceuticals, medicines, drugs, Infrared thermometer etc.

12. Animal food for cattle, poultry, pigs. etc.

13. Fertilizer/Pesticides/ Veterinary medicines

14. Nescafe/ Nestea/ Mineral Water

15. Dolomite for playground applications, Grass, Clay, Plants etc.)

16. Books (local/foreign, text and non-text books): English, Sinhala, Tamil for libraries / school children

17. Supply of souvenirs, medals, plaques, metal badges etc.

18. College ties and crests (cloth).

19. Printing plates & offset printing ink.

20. Any items not indicated above.