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களனிப் பல்கலைக்கழகம், இலங்கை  
UNIVERSITY OF KELANIYA, SRI LANKA

කලණිය කලානි KELANIYA

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எனது இல }  
My No. }  
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உமது இல }  
Your No. }

Our Ref.: UK/SUP/DPC(Major)

Date: 08 May 2023

Deputy Registrar/Faculty of Computing and Technology  
Deputy Registrar/Faculty of Graduate Studies  
Deputy Bursar/Faculty of Medicine  
Senior Assistant Registrar/Faculty of Medicine  
Senior Assistant Registrar/Faculty of Commerce and Management Studies  
Senior Assistant Registrar/Centre for Distance and Continuing Education  
Assistant Registrar/General Administration  
Assistant Registrar/Faculty of Humanities  
Assistant Registrar/Faculty of Science  
Assistant Registrar/Faculty of Social Sciences  
Senior Procurement Officer/STHRD Project/Faculty of Computing and Technology  
Director/Operational Technical Secretariat

Purchase of Food and Beverages for the University of Kelaniya

The decision taken at the Department Procurement Committee (Major) at its meeting held on 22 February 2023 for purchasing food and beverages for the events organized in the University, are sent herewith for your information and necessary action.

- (1) The below mentioned companies had been registered to procure food and beverages for the events organized in the University of Kelaniya following the Procurement Guidelines 2006.
- Kelaniya Tourist Hotels (Pvt) Ltd. (Hotel Clarion)
  - Kings Food Caters
  - Athula Caterers Pvt) Ltd.
  - Fab Foods (Pvt) Ltd.
  - The International Institute of Knowledge Management
  - Bluearc Holdings (Pvt) Ltd.
  - Don & Sons (Pvt) Ltd.
  - Perera and Sons (Pvt) Ltd.
  - Volata Travels & Events

According to the Procurement Guidelines 2006,

- Direct purchase method shall be used up to LKR 100,000.00, if the following requirements are fulfilled.
    - It shall be certified that it is uneconomical to follow competitive procedure.
    - Dean and Head of the Department shall ensure the economy of procurement.
    - The Head of the Department shall certify that the procurement had done under the personal supervision of himself/herself.
  - Any procurement above LKR 100,000.00, National Shopping method shall be used.
    - Three (03) quotations obtained from the registered Suppliers under (1) above.
    - The obtained quotations be properly stamped with date and signed by the Head of the Department.
- (2) The documents prepared and the covering letter shall be submitted to the relevant Procurement Committee with the recommendation of the Head of the Department and Dean.
- (3) Any document that do not comply with the above requirement shall be returned.

Senior Professor Nilanthi de Silva  
Vice Chancellor

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Vice-Chancellor

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Bursar

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General 2913854-8