



SRI LANKA TEA BOARD

REGISTRATION OF SUPPLIERS/CONTRACTORS – 2025

Applications are hereby invited from Manufacturers, Suppliers/Contractors who wish to register themselves for supply of following goods and services for Sri Lanka Tea Board, 574, Galle Rd, Colombo 3 in the year 2025.

No.	Sub Category No.	
1		Printing
	a	Art work, Designing & Advertising
	b	Printing and Supply of Polythene Bags
	c	Biodegradable Bags (Cloth Bags)
	d	Reed Packs for retail packing of tea
	e	Cartons, Boxes, Bags & Corrugated Boxes
	f	Wooden Tea Caddies, Porcelain Tea Caddies
	g	Aluminum Tea Canisters, Plastic Containers – for Tea samples
	h	Alufoil Envelopes (for collecting Tea samples), Tea Sachet
	i	Printing of promotional materials including Annual Report, books, brochures, calendars, diaries, Leaflets and posters
2		Computers & Other Related Items
	a	Personal Computers, Laptops, Printers, Ups & Monitors
	b	Computer Servers
	c	Computer Accessories & Spare Parts
	d	Toners, Cartridges & Ribbons
3		Air-Conditions & Electrical Items
	a	Air-condition Machine
	b	Air-conditioning accessories, Parts Supplies & Repairing
4		Motor Vehicle Repairs, Tyres & Tubes
	a	Repairs of Motor Vehicle (Mechanical, Suspension)
	b	Spare parts and accessories for Light motor vehicles & Motor Cycles
	c	Tinkering & Painting of light motor vehicles
	d	Wheel alignment, Tyres and tubes & Batteries for light motor vehicles
	e	Upholstery works of vehicles (vehicle seat cushion, seat covers, carpets etc...)
5		Service Providers
	a	Vehicle Renting Service (Rent a car / Van /Double Cab etc...)
	b	Transport Services (Cab Services, Busses, delivery van, lorry etc...)
	c	Pest control service
	d	Freight forwarding/couriering or Cargo Services
	e	Designing & Publishing Advertisements (NewsPapers,Websites etc...)

No.	Sub Category No.	
6		Stationery & Related Products
	a	Office Stationery & consumables suppliers
	b	Photocopying papers
	c	Polymer seals & stamps (date stamps, rubber stamps)
7		Laboratory Equipment & Services
	a	Analytical Equipment & Instrumentation suppliers
	b	Chemical, Reference Materials,Standards & consumable Supplies
	c	Microbiological Media and Culture Suppliers
	d	Equipment Calibration Services
	e	Equipment Maintenance & Repairing Services
8		Office Furniture & Office Equipment
	a	Office Furniture (Office Tables, Chairs, etc...)
	b	Steel furniture (Steel Almairah, Steel Cupboards, etc...)
	c	Office Equipment (TV, Refridgerator, Fan, Kettle, Flask, etc...)
	d	Repairs & maintenance of office furniture
9		Constructions & Allied Works
	a	Civil Engineering Contractors
	b	Building Repairs & Renovation
	c	Metal Fabrications & Allied Works
	d	Aluminum fabrications & Aluminium partition Works
	e	Plumbing Contractors with repair & Maintenance
	f	Electricians, Electrical & Telephone system wiring
	g	Water Proofing & Painting works
	h	Interior Designers, Decors and Curtaining
i	Painting & Maintenance works of office building, railing, gutters	
10		Other Services
	a	Photography & Videography
	b	Repairing of electrical Equipments (fans, Generators, Refridgerators etc...)

General Conditions

- The prospective suppliers of repairable / serviceable items such as Machinery and relevant equipment should have workshop facilities of their own to effect repairs whenever necessary.
- The prospective suppliers who fail to quote promptly when requested or fail to make deliveries / provide services on time and in conformity with specifications/samples or as prescribed in the purchase order or who supplied substandard goods are liable to be expunged from the register.
- Quotations for supply of items/providing services will normally be invited from the list of Registered Suppliers.However the SLTB reserves the right to invite quotations and purchases from any other source or register new suppliers as an when necessary.
- If registration is sought for more than one main category, a separate application should be submitted for each main category.
- Only eligible suppliers will be selected.
- Registrtrtion for motor vehicle repair and service providers will be done only after detailed Assessment including physical verification and site visit by the Tea Board.

Application forms can be downloaded from the Tea Board web site of www.srilankateaboard.lk (<https://www.srilankateaboard.lk/downloads/>) or obtained from the Procurement Section of Sri Lanka Tea Board, 574, Galle Rd, Colombo 3, up to **2:00 p.m. on 29th November 2024** any working days between **9:00 a.m. to 3:00 p.m.** For the registration of supplier categories, you have to pay the non-refundable fee of **Rs. 500/=** for the registration for each sub-category, Sub Category means a, b, c etc..... (If You are wish to register for 05 sub categories like 1a, 1b, 1c, 1d, 1e you have to pay **Rs. 2500/-**). Payment can be made by Cash or Cheques to the Finance Division of Sri Lanka Tea Board. Cheques should be drawn in favour of Sri Lanka Tea Board.

Application should be made on the prescribed set of forms obtainable from the web site or folowing office. **Prospective applicants are required to produce a letter of request on a letterhead mentioning the service and the number of the category with the filled application form**, according to this Paper Advertisement. Application forms can be downloaded, free of charge.

Applications should be forwarded under registered post or hand delivered to cover marked as **“Registration of Suppliers/Contractors – 2025”** on the top left-hand corner of the envelop to reach the **Director General, Sri Lanka Tea Board, 574, Galle Rd, Colombo 3 on or before 3:00 p.m. on 29th November 2024.**

Director General
Sri Lanka Tea Board,
No. 574, Galle Rd, Colombo 3.