

# TENDER NOTICE

MINISTRY OF PLANTATION AND COMMUNITY INFRASTRUCTURE



## SRI LANKA TEA BOARD

### TENDER FOR THE OUTSOURCING OF THE SALES OUTLET AT NUWARAEELIYA REGIONAL OFFICE

**Bid No: TB/FIN/PROC/TEA SALES/NE/25**

The Chairman of the Departmental Procurement Committee on behalf of the Sri Lanka Tea Board, 574, Galle Road, Colombo 03 will receive Sealed Tenders for the OUTSOURCING OF THE SALES OUTLET AT NUWARAEELIYA REGIONAL OFFICE from interested parties up to **2.00 p.m. on 14<sup>th</sup> January 2026**.

Sri Lanka Tea Board, a corporate body which has been established under the provisions of the Tea Board Law No 14 of 1975 with the responsibility of Development, Regulation and Promotion of the Tea Industry locally and globally. Sri Lanka Tea Board maintains a regional office premises at Nuwara Eliya for functioning and operating activities under the Sri Lanka Tea Board Act. Meanwhile Sri Lanka Tea Board is expecting to promote Tea brands at the reserved space under the Regional office Building of Nuwara Eliya with the intention of promoting Tea brand of "Pure Ceylon Tea" especially focusing of tourists who will visit to Nuwara Eliya and Central Province.

#### Eligibility Criteria

- ◆ Company should ideally have 3 years' experience in the field of FMCG Industry/ Hospitality Industry/Plantation Industry/ Registered Tea Exporters with a sales outlet and restaurant.
- ◆ At least 4 years' experience in the successful business operation.
- ◆ Should have an average annual turnover of LKR. 35 million over the past 03 years.
- ◆ Tenders will only be considered if the price exceed the government valuer's amount.

The selected bidder is entitled to use only 25% of the sales outlet display area to display/promote/sell his own brand in the sales outlets at Nuwara Eliya Regional office. The balance 75% display areas should be offered to the Lion Logo carrying Ceylon Tea brands of the other tea companies. The assignment will be for a period of 3 years period (renewal of agreement based on performance).

Tenderers could purchase Tender Documents on application made on their official letterhead from Procurement Section, Sri Lanka Tea Board, 574, Galle Rd, Colombo 3 from **01<sup>st</sup> January 2026** on payment of non-refundable fee of **Rs.1,000/=** per set of documents. All payments should be made to the Shroff, Sri Lanka Tea Board, 574, Galle Rd, Colombo 3 and enclosed the original receipt into the Bidding Documents which has to be purchased from Head Office of Sri Lanka Tea Board at 574, Galle Rd, Colombo 3 between **10:00 a.m. to 3:00 p.m.** on any working day till **13<sup>th</sup> January 2026**. Tenders should be submitted only on documents purchased from the Sri Lanka Tea Board.

Tenders shall be valid for a period of **120 days** from the opening date of the tender. Tender Documents can also be examined from the procurement Section of Sri Lanka Tea Board until the due date given above.

Tenders should be accompanied with a Bid Security of **Rs. 500,000/=** obtained from a Commercial Bank registered under Central Bank of Sri Lanka in favour of Chairman, Sri Lanka Tea Board, 574, Galle Road, Colombo 03 valid up to **148 days** from the opening date of tender for the Outsourcing of the sales outlets at Nuwaraeliya Regional office of Sri Lanka Tea Board as required in the Tender Document.

All the tenders may be sent under registered post or hand delivered and could be deposited in the Tender Box available at the Procurement Section of the Sri Lanka Tea Board in duplicate marked as "**Tenders for Outsourcing of the sales outlets at Nuwaraeliya Regional office**" on the top left hand corner of the envelope addressed to Procurement Committee, Sri Lanka Tea Board, 574, Galle Rd, Colombo 3 **on or before 2.00 p.m. on 14<sup>th</sup> January 2026**.

All pages of the Bid Documents shall be initialed by the Bidder and his seal affixed.

**Pre-Bid Meeting will be held on 05<sup>th</sup> January 2026 at 10:00 a.m. at the Board Room of Sri Lanka Tea Board.**

Tenders will be opened at the Procurement Section, Sri Lanka Tea Board, 574, Galle Road, Colombo 03 immediately after closing time at **2.00 p.m. on 14<sup>th</sup> January 2026**. Bidders or their Authorized Representatives will be permitted to be present at the time of opening the bids.

The Procurement Committee of Sri Lanka Tea Board reserve itself the right of rejecting any or all bids or cancelling the whole procurement and the right of accepting any portion of a Tender without assigning any reasons.

All clarifications shall be sought from the Director-Promotion (Cover-up), Sri Lanka Tea Board, 574, Galle Road, Colombo 03 (Tel: 011/2587814, Ext: 1272).

**Chairman  
Procurement Committee**