

INVITATION FOR BIDS



MINISTRY OF PLANTATION AND COMMUNITY INFRASTRUCTURE

SRI LANKA TEA BOARD



PROVISION OF JANITORIAL SERVICES FOR THE HEAD OFFICE COMPLEX & 7 REGIONAL OFFICES OF SRI LANKA TEA BOARD 2026

BID NO: TB/FIN/PROC/JANITORIAL/HO-RO/2026

The Chairman, Procurement Committee on behalf of Sri Lanka Tea Board, 574, Galle Road, Colombo 03 will receive sealed bids from the reputed firms to provide Janitorial Services for the Head Office Complex & 07 Regional Offices of Sri Lanka Tea Board **upto 2.00 p.m. on 24.04.2026.**

Eligibility Criteria

1. Wages of Janitors should comply with minimum Wages requirements as per Wages Board Ordinance. The minimum wage will be considered at the closing date of this tender.
2. Bidder should have Business registration of Sri Lanka. (Copy should be attached).
3. Past experience of previous 03 years for satisfactory services (2023, 2024 & 2025). (Should attached the proof for the experience and satisfactory services provided).
4. Audited Accounts for 2023/2024 and 2024/2025.

Bidders could purchase Bid Documents on application made on their official letterhead from Procurement Section, Sri Lanka Tea Board, 574, Galle Rd, Colombo 3 from **09.04.2026** on payment of non-refundable fee of **Rs. 5,000/=** 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 **23.04.2026**. Bids should be submitted only on documents purchased from the Sri Lanka Tea Board. Bid Documents can also be examined from the procurement Section of Sri Lanka Tea Board until the due date given above.

Bids should be accompanied with a Bid Security of **Rs. 150,000/=** 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 for the provisions of the Janitorial Services for the Head Office Complex & 07 Regional Offices of Sri Lanka Tea Board valid **up to 15. 07. 2026** as required in the Bid Document. All the bids may be sent under registered cover in duplicate marked as **"Bids for Janitorial Services for 2026"** on the top left hand cover of the envelope to reach the Chairman, Procurement Committee, Sri Lanka Tea Board, 574, Galle Rd, Colombo 3 on or **before 2.00 p.m. on 24.04.2026** or could be deposited in the Tender Box available at the Procurement Section of the Tea Board.

Bids will be opened at the Procurement Section, Sri Lanka Tea Board, 574, Galle Rd, Colombo 3 immediately after the closing time. Bidders or their Authorized Representatives are allowed to be present at the opening of the bids.

All clarifications shall be sought from the office of Procurement Section, Sri Lanka Tea Board, 574, Galle Road, Colombo 03 (Tel:11-2587814 Ext -1314)

Chairman

Departmental Procurement Committee (Minor)

Sri Lanka Tea Board

574, Galle Road, Colombo 03.

Tel: 011-2587814