

# INVITATION FOR BIDS (IFB)



MINISTRY OF PLANTATION AND COMMUNITY INFRASTRUCTURE

## SRI LANKA TEA BOARD



### Appointing a Contractor for Packing, Printing & Supplying of Tea Packs of Sri Lanka Tea Board for the period of 03 Years

**Bid No. TB/FIN/PROC/SOLE/PACK/2026**

The Chairman, Procurement Committee of Sri Lanka Tea Board, 574, Galle Road, Colombo 03 will receive sealed bids for the Appointing a Contractor for Packing, Printing & Supplying of Tea Packs of Sri Lanka Tea Board for a period of 03 year from reputed companies up to **2.00 p.m. on 06.08.2026**

#### Qualification required by the Bidder

- i. The bidder must have registered as a Ceylon Tea exporting company for last 10 years under SLTB.
- ii. The bidder must be a Lion Logo franchise holder.
- iii. The bidder must have state-of-the-art packing machineries, equipment and facilities to fulfill the packing requirements of SLTB
- iv. The bidder must have modern warehousing/storage facilities to fulfill the storage requirement of both packing material and finished goods of SLTB
- v. Bidder should have performance over 5 years as a value added exporter
- vi. Bidder must have GMP and HACCP certification and must follow adequate health & hygiene practices in the production facility.
- vii. The location of the packing plant of bidder must have easy accessibility to Colombo suburb (Maximum within a 20 km radius).
- viii. The bidder should not have records of malpractices.

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 **13.07.2026** on payment of non-refundable fee of **Rs. 20,000/=** per set of documents. All payments should be made at the Shroff in Finance Division, 4th Floor, New Building, Sri Lanka Tea Board, 574, Galle Rd, Colombo 3 between **10:00 a.m. to 3:00 p.m.** on any working day till **05.08.2026**. Bids should be submitted only on documents purchased from the Sri Lanka tea Board. Bid Documents may be inspected at the Sri Lanka Tea Board Procurement Section situated at the above address free of charge.

Pre-Bid Meeting will be conducted at **10.00 a.m. on 20.07.2026** at Auditorium of Sri Lanka Tea Board.

Bids may be sent by registered cover in duplicate with **Bid Security of Rs.1,000,000/=** obtained from a reputed Bank which is registered under the Central Bank of Sri Lanka for the Procuring, Packing and Supplying of Range of Tea Packs of Tea Board valid up to **31.12.2026** as required in the Bid Document, addressed to the Sri Lanka Tea Board, 574, Galle Rd, Colombo 3.

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 Procurement Section / Market promotion officer, Sri Lanka Tea Board, 574, Galle Road, Colombo 03 (**Tel:11/2587814, Ext: 1314 Ext:1274**).

Chairman  
Procurement Committee  
Sri Lanka Tea Board,  
574, Galle Rd,  
Colombo 3.

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