



MINISTRY OF PLANTATION AND COMMUNITY INFRASTRUCTURE

SRI LANKA TEA BOARD



2026-10-05 = Daily News

REGISTRATION OF SUPPLIERS/CONTRACTORS – 2027

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 2027.

No.	Sub Category No.	
1		Printing
	a	Digital Name Board Printing
	b	Printing and Supply of Polythene Bags
	c	Printing & Supply of Biodegradable Cloth Bags
	d	Printing of Computer Continuation Sheets
	e	Printing & Supply of Cartons, Boxes, Bags & Corrugated Boxes
	f	Printing & Supply of Alufoil Envelopes (for collecting Tea samples), IMA Tea Bags / Envelopes & Tea Packaging Materials
	g	Printing of promotional materials including Annual Report, books, brochures, calendars, diaries, Leaflets, posters etc
2		Computers & Other Related Items
	a	Personal Computers, Laptops, Printers, Ups & Monitors
	b	Computer Servers
	c	Computer Accessories & Spare Parts
	d	Toners, Cartridges & Ribbons
	e	Computer hardware maintenance, Services & Repair
3		Air-Conditions Machines, Parts Supplies & Repairing
	a	Air-condition Machine
	b	Air-conditioning accessories, Parts Supplies & Repairing
4		Motor Vehicle Repairs, Spare Parts, Tyres & Tubes
	a	Repairs of Motor Vehicle (Mechanical, Suspension, Tinkering & Painting and Auto electrical repairs etc...)
	b	Supply of Spare parts and accessories for Light motor vehicles & Motor Cycles
	c	Supply of Tyres and tubes & Batteries for light motor vehicles & Wheel alignment,
	d	Upholstery works of vehicles (vehicle seat cushion, seat covers, carpets etc...)
	e	Vehicle Service and lubrication.
5		Transport/ Rent a Car & Freight forwarding Service
	a	Vehicle Renting Service (Rent a car / Van / Double Cab etc...)
	b	Transport Services (Cab Services, Vans, Busses, lorry etc...)
	c	Freight forwarding/couriering or Cargo Services
6		Office Stationery & Related Products
	a	Office Stationery, Photocopy Papers, Polymer Seals & Stamps
	b	Cleaning Equipment, detergents, Toilet Papers, Tissue Boxes

Application forms can be downloaded from the Sri Lanka Tea Board website at (www.srilankateaboard.lk - information for business/procurement section) or obtained from the Procurement Section of the Sri Lanka Tea Board, No. 574, Galle Road, Colombo 03, on any working day between 9:00 a.m. and 3:00 p.m. up to 30th October 2026.

A non-refundable fee of Rs. 500/- will be charged for registration under each sub-category. (For example, if you wish to register under five sub-categories such as 1a, 1b, 1c, 1d, and 1e, the total payment will be Rs. 2,500/-).

Payments can be made in cash or by cheque to the Finance Division of the Sri Lanka Tea Board. Cheques should be drawn in favour of "Sri Lanka Tea Board."

Applications should be submitted using the prescribed forms, which can be obtained from the Sri Lanka Tea Board website or from the Procurement Section of the Tea Board.

Prospective applicants are required to submit a formal request letter on their company letterhead, clearly indicating the service and relevant category number, along with the duly completed application form.

Applications should be forwarded under registered post or hand delivered to cover marked as "Registration of Suppliers/Contractors – 2027" on the top left-hand corner of the envelop to reach the Chairman, Department Procurement Committee, Sri Lanka Tea Board, 574, Galle Rd, Colombo 3 on or before 30th October 2026 at 3:00 p.m.

No.	Sub Category No.	
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
	f	ISO/IEC 17025 Accredited Testing Services
8		Office Furniture & Office Equipment
	a	Supply, Repair & maintenance of Office Furniture & Steel Furniture (Office Tables, Chairs, Steel Almrah, Steel Cupboards etc...)
	b	Supply of Office Equipment (TV, Refrigerator, Fan, Kettle, Flask, etc...)
	c	Supply, Repair & maintenance of Photocopy Machines
9		Constructions, Repair & Maintenance works
	a	Civil Engineering Contractors
	b	Building Repairs / Renovation / Water Proofing & Painting works
	c	Metal Fabrications, railing, gutters & Allied Works
	d	Aluminum fabrications & Aluminium partition Works
	e	Electricians, Electrical, Plumbing & Telephone system wiring contractors
	f	Interior Designers, Decors and Curtaining contractors
10		Hardware & Maintenance Items
	a	Hardware Items, Plumbing Items & Electrical Items
	b	Bathroom fittings & Sanitary related Items
	c	Painting Items, Waterproofing Products and related Items
11		Other Services
	a	Photography & Videography
	b	Tailoring & Textile
	c	Supply of Refreshments & Meals
	d	Manpower Outsourcing Companies
	e	Supply of Milk Powder, Sugar & Grocery Items
	f	Pest control service
	g	Designing & Publishing Advertisements (NewsPapers, Websites etc...)

General Conditions

1. 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.
2. 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.
3. 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 and when necessary.
4. If registration is sought for more than one main category, a separate application should be submitted for each main category.
5. Only eligible suppliers will be selected.
6. Registration for motor vehicle repair and service providers will be done only after detailed Assessment including physical verification and site visit by the Tea Board.

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

2026-10-05