



Instructions and Conditions

Operating the Coffee Shop (Art Cafe) in the Faculty of Visual Arts Premises

01. The basic structure for a Coffee Shop (Art Cafe) of approximately **10x8 size** located in front of the J.D.A. Perera Gallery within the Faculty of Visual Arts premises has been prepared. (This location can be inspected on weekdays during office hours from 01.09.2026 to 14.09.2026 after prior notice.)
02. This basic structure must be developed into an attractive, relevant, well-equipped, and formally organized environment to establish and operate the Coffee Shop (Art Cafe).
03. An attractive Coffee Shop (Art Cafe) of high quality and taste should be maintained for **local and foreign visitors** who come to view and purchase artworks in the art gallery and to enhance the gallery experience.
04. Purpose and Operating Requirements:
 - **Primary purpose:** Promote a “Coffee Table Culture” that facilitates individual and group discussions, informal meetings, and short dialogues.
 - **Environment:** The operator must maintain an atmosphere suitable for students, artists, academics, and visitors to interact and exchange ideas.
 - **Community role:** The coffee shop should support artistic and intellectual activities, including artwork displays, informal discussions, and community-building.
 - **Event support:** The Coffee Shop (Art Cafe) is required to **remain open during the events** such as Art exhibitions, book launches, and short festivals which will be held **at the J.D.A. Perera Art Gallery**.
 - **Overall expectation:** The University views the Coffee Shop (Art Cafe) as an extension of its cultural and academic environment, not merely as a profit-oriented commercial establishment.
05. The contractor of the Coffee Shop (Art Cafe) must present various coffee varieties for selection by customers, once the tender is awarded.
06. The Coffee Shop (Art Cafe) must be operated in accordance with the agreement, including on weekends and public holidays from 9.00 a.m. to 9.00 p.m.
07. The initial contract period is two years. Extension and termination of the contract period will be decided according to the agreement.
08. Only Sweets and Short Eats suitable for a coffee table culture are allowed to be sold.
09. The proposed plan for operating your Coffee Shop (Art Cafe) in a manner that fulfills the above objectives must be submitted together with the application. (Employees / floor plan, administration etc.)
10. The minimum monthly rent for the Coffee Shop (Art Cafe) is Rs. 50,000.00 and your proposed rent must be clearly stated in the application. Bidders must have at least one year of service experience

as of the closing date for submission of bids, and documents must be submitted to prove service experience and satisfactory service.

11. The selected contractor must pay a refundable security deposit of Rs. 100,000.00 to the University which will be retained until the end of the contract period.
12. The following facilities will be provided by the University:
 - A building of 10x8 size for operating the Coffee Shop (Art Cafe).
 - Water and electricity will be provided free of charge.
 - Parking facility for about 05 vehicles at a time. (On special occasions, this facility limit can be increased.)
13. All construction work carried out by the service provider for operating the Coffee Shop (Art Cafe) must be done with the approval and recommendation of the University. Approval is given only for temporary constructions. Any new construction that harms the existing environment will not be allowed.
14. Waste generated from the Coffee Shop (Art Cafe) must be properly disposed on daily basis.
15. The staff of the Coffee Shop (Art Cafe) must act in a disciplined manner, without causing any damage to the reputation of the University or the Faculty of Visual Arts. In case of any problematic situation, the decision taken by the University shall be final.
16. The serving staff should wear an apron and cap provided by the University during working hours.
17. The selected contractor must enter into an agreement with the University.