**Annexure - II**

**ANDREW YULE & COMPANY LIMITED**
**Tea Division**
**General Guidelines**

1. The responding applicant shall be a single entity incorporated in India as a Company/Registered Partnership Firm or a Proprietorship Organization having an established setup with a minimum of three year experience in Dealing Food / Non-food FMCG Product

2. The responding applicant must be registered in India with appropriate tax and other administrative authorities.

3. The responding applicant should furnish an undertaking to the effect that the firm has not been black listed in India by any Govt. Organization/Dept./Entity. Also it should keep AYCL informed in writing, in case such situation arises after the agency is included in panel.

4. Experience of more than 3 years in dealing Food / Non Food FMCG Products in areas applied for, from the date of uploading this Notice of EOI.

5. The responding applicant should have Office and well established infrastructure in any State Head Quarterof India primarily in Kolkata or Delhi or Ahmedabad or Jaipur or Bhopal or Bengaluru or Mumbai or Chennai or Hyderabad.

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6. A brief note on the constitution/ ownership of the agency as well as available human resources, to undertake the proposed project should be submitted.

7. All documents submitted with the EOI to be submitted by an authorized official of the responding applicants

**NB : Responding applicant should ensure submission of all pages (including Annexure I and duly signed Annexure-II& III (with office stamp/seal) along with self-attested copies of all supporting documents.**