

Director (Personnel)

General Manager – Tea

Dy. General Manager (QC & Mktg.) - Tea

Sr. Manager (F&A) – Tea

Empanelment of Manufacturers / Suppliers for purchase of Packing Materials  
for Season 2015-2017

We require to empanel Manufacturers / Suppliers for the Tea Division for the season 2015-17. As per rules of the Company one advertisement for Enrolment / Empanelment will be required to be given to enable us to invite competitive rates from manufacturers / suppliers.

The Advertisement matter will be as follows:-

“ANDREW YULE & CO. LTD.  
TEA DIVISION  
8, DR. RAJENDRA PRASAD SARANI,  
KOLKATA – 700 001”.

EMPANELMENT of Manufacturers / Suppliers for purchase of Packing Materials for the Season 2015 – 2017

Applications are invited from reputed Manufacturer/ Supplier for enlistment in the Tea Division's Panel for the following items-

- [1] Hyacinth Paper Box, Card Board Box, Beaded Batuas, Designer Bags, Terracota Tea Pots, Jute Batuas, Bamboo Basket, Silk Woven Bags, Inner Liners, Shrink Boxes and Standy Boxes.
- [2] Supply of Tags, Labels and Stickers.
- [3] Designing of Packages and Labels, Catalogues, Banners and Standies.
- [4] Making of Standies, Flexes / Vinyl Printing and Banners.
- [5] Supply of Viscose Complementary Bags with Logo Printing.
- [6] Supply of Printed Metalized Poly Pouches / Liners.

The applications are to be made in prescribed Forms which can be downloaded from the Website – [www.andrewyule.com](http://www.andrewyule.com) (under Tender No. TED/PACKET TEA MATERIALS/2015-17) or collected physically from Dy. Manager (Coordination & Commercial), Tea Division's Office at the above address between 11.00 a.m. to 4.00 p.m. All applications must be submitted within 14 days from the date of advertisement.

The above matter requires to be published in Newspaper (s) and our Official Website at the earliest.

This is for your perusal and necessary approval please.

(Debajit Nag)  
Dy. Manager (Coord. & Comm.)  
Tea Division

PART – 1

General information to be furnished by the tenderer:-

1. Name of the Firm :
2. Address & Telephone No.of the Regd. Office :
3. Nature of the Firm (Pvt. Ltd. / Limited / Sole Proprietary / Partnership / Registered / Non-Registered) and date of Inception :
4. Income Tax P/A No. and Assessed upto (Latest Clearance Certificate to be attached) :
1. Sales Tax Regd. No.
  - a) Central :
  - b) State / VAT :  
(Please attach photo copies of Registration No.)
6. Trade Licence No. :  
(Please attach photo copies of Licence)
7. Name of Banker, Branch & Address :
8. List of present clients :
9. Volume of business transacted in last three Years (year-wise indication should be given) :

I/We hereby certify that the particulars furnished by me/us above are true to the best of my/our knowledge and belief and misrepresentations of facts will render me/us liable to my/our action as may be deemed fit by Andrew Yule & Co. Ltd. (Tea Division) have the sole discretion to reject or accept my/our candidature.

Place:

Signature with seal & Date

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# ANDREW YULE & COMPANY LIMITED

Name of the Unit : Tea Division

## Application Form for Enlistment

**Code of which enlistment is sought : TEA PACKING MATERIALS/2015-2017/**

The applicants are required to furnish full information to the queries included in this form. In giving the particulars, the supporting documents/certificates, as called for per queries at places, must be tagged with the application for evidencing the information furnished in the application for enlistment.

**This application form should be submitted along with the registration fee of Rs. 100/- (Rupees one hundred only) by crossed Postal Order / Bank Draft in favour of Andrew Yule & Company Limited.**

[1] Date of Advertisement for Registration :

[2] Name of the Firm in full :

[3] Address of the Firm :

[4] Telephone No./Fax No./E-mail ID :

[5] Status of the Organisation :

[6] Whether Manufacturer/Contractor/  
Fabricator/Sub-contractor/Stockist/  
Agent/Dealer :

[7] Item for which enlistment is sought  
(Please indicate Serial No. & Items) :

[8] Please indicate details of your experience  
in Tea Industry particularly in respect of the  
category of product applied for (only last  
two years major orders should be mentioned  
along with supporting documents) :

[9] Banker's Name

[a] Name of the Branch :

[b] Address of the Branch :

[c] Account Number :

**Note:** Confidential Report of financial position will be requested for by AY & Co. Ltd. from the Bankers.

- [10] Trade Licence No. :  
(Please attach a Photo copy)
- [11] Factory Licence No. :  
(Please attach a Photo copy)
- [12] Whether registered as an SSI Unit :  
If yes, Registration No.  
(Please attach a Xerox copy)
- [13] Sales Tax Registration No. :  
  
[a] Central  
  
[b] State  
  
(Please attach a Photo copy of  
Registration Certificate)
- [14] I.T. Permanent Account No. :
- [15] Photo copies of current I.T. & :  
Tax clearance Certificates are  
To be attached
- [16] Whether the applicant is already :  
enlisted in this Enterprise. If so, the  
details are to be furnished stating  
the types of jobs executed, etc. i.e.  
  
[a] Description of the job :  
  
[b] Year :  
  
[c] Amount :  
  
[d] Authorised by :
- [17] Whether the applicant is enlisted with :  
Any other Public Sector Undertaking/  
other reputed manufacturers. If so,  
the details are to be furnished.
- [18] Financial Capacity (Year) :  
  
[a] Fixed Capital :  
  
[b] Working Capital :
- (Copies of Balance Sheet & Profit & Loss  
A/c. for last 3 years should be attached)

- [19] Technical Capacity
- [a] Tools & Equipment List (to be attached) :
- [b] Manufacturing Capacity (to be quantified) :
- [20] Manpower on Rolls
- Total Manpower in Roll :
- [a] Skilled Workers :
- [b] Unskilled Workers :
- [c] Others :
- [d] Supervisors :
- [e] Engineers :

[21] Name & Residential Address :

Partners/Directors/Proprietors, as the case may be

[22] Whether any Government Servant(s) or Dismissed Employee(s) of Andrew Yule & Co. Ltd. any other Government Undertaking is in employment under the applicant :

[23] Whether the applicant or any of its Partners/ Directors has been banned or removed from The approved list of suppliers by the Enterprise Or Undertaking/any other Enterprise or Under-Taking in the past :

I/We hereby certify that the particulars furnished by me/us above are true to the best of my / our knowledge and belief and misrepresentations of facts will render me/us liable to any action as may be deemed fit by Andrew Yule & Co. Ltd., Tea Division and have the sole discretion to reject or accept my/our candidature for enlistment.

(Signature of the Applicant)  
Office Stamp / Seal

Place: \_\_\_\_\_

Date : \_\_\_\_\_