

Ref: Tender No. AYCL/TEA/C&F/01/2016-17

Dear Sirs,

Sub: Tender towards Clearing & Forwarding Agents/01/ 2016-17

Tender No: AYCL/TEA/C&F/01/2016-17

We invite competitive "Quotations" towards Clearing & Forwarding Agents for Season 2016-2017.

We enclose herewith a set of tender documents consisting of the following which may please be returned duly completed in all respects/signed and sealed as a token of acceptance.

1. Annexure – I - General Information - Part-1 of Tender
2. Annexure – II - Price Sheet - Part-2 of Tender

You are required to submit your quotation in two sealed covers separately for Part-I & Part-II superscribing "Quotation against Tender Enquiry No. AYCL/TEA/C&F/01/2016-17 Part-I or Part-II". Both these sealed covers are to be put inside another sealed envelope superscribing **"Tender No: AYCL/TEA/C&F/2016-17 - Part-I and Part-II"**.

Your quotation must reach the office of the undersigned on or before 24.05.2016 by 3 p.m.

Quotation for Part-I will be opened on 25.05.2016 at 4 p.m. in our office and you may be present in the tender opening in the scheduled date and time

Yours faithfully

ANDREW YULE & CO. LTD.

Dy. General Manager (QC & Mktg.)
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) :
3. 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

Tender No: AYCL/TEA/C&F/01/2016-17

Part – 2 (Price Bid)

Clearance and Forwarding charges on Ocean & Air Freight for Export – Ex- Kolkata – Season 2016-17

Ocean Clearance Charges:-

- 1) Rates on turnkey basis including: Lift-on/Transportation/Lift-off. Stuffing of Containers at warehouse (with forklift charge) and making container ready for shipment for Kolkata: TEU and FEU rates to be given.
- 2) Detention Charges for Direct shipment: TEU and FEU rates.
- 3) Preparation & Clearing of Shipping Bill under EDI system including making ready cargo, endorsement of DEPB, EP copies of Shipping Bill and Licenses from customs: Rates per Shipping Bill to be given.
- 4) **LCL cargo (all inclusive)** for Shed Delivery or direct Shipment with and without transport: Give rates per shipping bill with and without transport.

Air Clearance Charges:-

- 1) AWB Fee (Rs):
- 2) PCA(Rs):
- 3) Shipping Bill Processing(Rs):
- 4) Appraisement Charges(Rs):
- 5) Agency Service Charges(Rs):
- 6) Transportation Charges(Rs)
- 7) DEPB(Rs/Challan):
- 8) THC(Rs/kg):
- 9) X-Ray(AAI) Charges (Rs/kg):
- 10) X-Ray(Airlines) Charges (Rs/kg):
- 11) Any other misc items:

(Signature of Authorized signatory and stamp)

Tender No: AYCL/TED/Packet Tea/Laminates/02/2016-17

Dear Sir,

Sub : Tender for Laminates / Pouches

We invite competitive %Quotation+in respect of our requirement of Laminates for packing of teas during season 2014-15. There are two brands and the quantity required for the season is . **Yule Red – 1 to 5 Tons, Yule Gold – 1 to 5 Tons.**

We enclose herewith a set of tender document, as follows, which may please be returned duly completed in all respect and signed as a token of acceptance.

- **Annexure – I - General information**
- **Annexure – II - Specification of Material**
- **Annexure – III - General Terms and Conditions**
- **Annexure – IV - Price Sheet**

Quotation to be submitted in two parts separately as under:

Part – I : Annexure . I; Annexure . II; Annexure . III

Part – II Annexure . IV (Price only)

Part – I should be under a separate sealed cover super scribed with the word “**Quotation for AYCL/TED/Packet Tea/Laminates/2016-17, Part – I**”.

Part – II again should be under a separate sealed cover super scribed with the word “**Quotation AYCL/TED/Packet Tea/Laminates/2016-17, Part – II**”.

Both these separate envelops should be put in one master envelop super scribed as “**Quotation for AYCL/TED/Packet Tea/Laminates/2016-17**”.

Your offer must reach our office on or before 24.05.2016 by 3 p.m.

1st part of tender will be opened on 25.05.2016 at 4 p.m. in our office and you may be present in the tender opening in the scheduled date and time

Yours faithfully,
Andrew Yule & Co. Ltd.

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

Encl : As above

TENDER FORM**Tender No: AYCL/TED/Packet/Laminates/02/2016-17****General Information**

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.

1. Name of the firm in full :

2. Address, Telephone No.
& Fax No. :

Address

Telephone No.

Fax No.

3. Status of the organization :

4. Trade Licence No.
(Please attach a photo
copy of the licence) :

5. Banker's name
(a) Name of the Bank :
(b) Name of the Branch :
(c) Address of the Branch :

Note : A copy of Banker's Certificate to be attached.

6. Sales tax Registration No.
(a) Central :
(b) State / VAT :
(Please attach photo copies of Registration Certificate)

7. Whether Registered :
as an SSI Unit, if yes,
Registration No.

8. Please indicate details of
your experience particularly :
in respect of supplies of Laminates to Tea Industry
along with supporting documents
(only last two years orders to be mentioned)

Note : TENDER/QUOTATION will not be accepted without copy of order from reputed Tea Companies evidencing supply of minimum 10 tons Laminates to any single customer in a particular year (last two years).

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.

(Signature of the Applicant)

Office Stamp/Seal.

Place :

Date ;

List of Enclosures :

TENDER FORM

Tender No: AYCL/TED/Packet Tea/Laminates/02/2016-17

Specification of Material (YULE GOLD / YULE RED)

Laminates specification for both in Pouch form and in Roll form: 12 micron polyester + 12 micron metallised + 37 micron poly (Three layered).

Sizes: 500g; 250g; 100g (as per sample)

(Official Stamp & Signature)

TENDER FORM

Tender No: AYCL/TED/Packet Tea/Laminates/02/2016-17

GENERAL TERMS & CONDITION:

1. The materials are to be delivered to warehouse in Kolkata on ~~Door~~ Delivery+basis.
2. VAT/Sales tax will be paid extra at concessional rate.
3. The rate should remain firm during pendency of the contract.
4. Price escalation clause & price validity period of Laminates
 - [a] The current Purchase price of Raw Material to be enclosed at the time of submitting ~~Price~~ for tender. Original Purchase Invoice of Raw Material is to be submitted. The rates will be valid for 6 months from submission of tender. In case there is a price revision in the raw material rates, fresh documents (Purchase Invoices) against each material to be submitted for verification. Proportionate increase will be considered. Conversion cost will remain the same.
 - [b] For 3 layered Laminates individual layers yield to be mentioned on per Kg. basis at the time of submission of Tender Price and at the time of application for revision.
5. 100% payment will be made within 60 days from the date of receipt of material.
6. **Sample should be provided for approval before printing and despatch.**
7. Delivery . The delivery schedule are as under:-
 - [a] 100% of our requirement within 10 days to 20 days from date of order.
8. **The tenderers are requested to ensure Earnest Money Deposit along with the Tender in the following manner, which will be converted into Security Deposit for the successful bidder/s and will be released on completion of delivery.**

Earnest Money Deposit - Rs. 5,000/-

D/D or Account Payee Cheque favouring Andrew Yule & Co. Ltd.
9. Andrew Yule & Co. Ltd., Tea Division, reserve the right to reject/ split / fragment the job/order without assigning any reason thereof. However in that event, preference will be given to the lowest bidder towards allocation.
10. On the basis of the specification and the terms indicated, the tenderers should confirm rates in our prescribed format attached herewith (Annexure . IV).

Signature :

Seal :

Date :

PART – II OF TENDER**Tender No: AYCL/TED/Packet Tea/Laminates/02/2016-17****Price Sheet for Laminates/ Pouches**

Brand	Laminates	500g	250g	100g
YULE RED	A. In Roll Form			
	B. In Pouch Form			
YULE GOLD	A. In Roll Form			
	B. In Pouch Form			

1. VAT/Sales Tax:
2. We confirm our capacity for Season as :
3. Place of dispatch will be from:
4. Enclosed : Documents as desired

Signature :

Seal :

Date :

Dear Sir,

Sub : Tender for Poly Liners (Secondary bags for 2 Kgs)

We invite a competitive quotation in respect of our requirement of Poly Liners (2 Kgs. secondary bags for packet tea pouches).

We enclose herewith a set of tender document, as follows, which may please be returned duly completed in all respect and signed as token of acceptance.

- Annexure . I - General information
- Annexure . II - Specification of Material
- Annexure . III - General Terms and Conditions
- Annexure . IV - Price Sheet

Quotation to be submitted in two parts separately as under:

Part – I: Annexure . I; Annexure . II; Annexure . III

Part – II: Annexure . IV (Price only)

Part . I should be under a separate sealed cover super scribed with the word **%Quotation for AYCL/TED/Packet Tea/Secondary Bag/2016-17”**.

Part . II again should be under a separate sealed cover super scribed with the word **%Quotation for AYCL/TED/Packet Tea/Secondary Bag/2016-17”**.

Both these separate envelops should be put in one envelop super scribed as **%Quotation for Poly Liners (2 Kgs. / 35Kgs. Secondary Bags)+**

Your offer must reach our office on or before 24.05.2016 by 3 p.m.

1st part of tender will be opened on 25.05.2016 at 4 p.m.in our office and you may be present in the tender opening in the scheduled date and time.

Yours faithfully,
Andrew Yule & Co. Ltd.

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

Encl : As above

TENDER FORM

Tender No: AYCL/TED/Packet Tea/Secondary Bags/03/2016-17

General Information

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.

1. Name of the firm in full :

2. Address, Telephone No.
& Fax No. :

Address

Telephone No.

Fax No.

3. Status of the organization :

4. Trade Licence No.
(Please attach a photo
copy of the licence) :

5. Banker's name

- (a) Name of the Bank :
- (b) Name of the Branch :
- (c) Address of the Branch :

Note : A copy of Banker's Certificate to be attached.

6. Sales tax Registration No.

- (a) Central :
 - (b) State / VAT :
- (Please attach photo copies of Registration Certificate)

7. Whether Registered :
as an SSI Unit, if yes,
Registration No.

8. Please indicate details of
your experience particularly :
in respect of supplies Secondary Bags to Tea Industry
along with supporting documents
(only last two years orders to be mentioned)

Note : TENDER/QUOTATION will not be accepted without copy of order from reputed Tea Companies evidencing supply of minimum 1,00,000pcs. Poly Liners to any single customer in a particular year (last two years).

I/we hereby certify that the particulars furnished by me/us above are true to the best of my / our knowledge and belief and mis-representations 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.

Office Stamp/Seal.
Place :

(Signature of the Applicant)

TENDER FORM

Tender No: AYCL/TED/Packet Tea/Secondary Bags/03/2016-17

Specification of Materials

Liner :

Plain polythene liner specification broadly outlined below .

“ Material:

The polythene should be HMHDPE minimum 150 gauge or 37.5 micron, corresponds to its mass of 34.5 g/sqm \pm 10%, made from odour free, food grade virgin material.

“ Flat dimension for packing maximum 2 kgs of Packet Tea pouches:

Flat length - 46 cm +/- 2 cm.

Flat width - 23 cm +/- 2 cm.

Gussets - 18 cm +/- 2 cm **on EACH SIDE**

The above dimensions are inclusive of gusset which will be as per sample.

“ Sealing:

Excepting mouth portion, all sides must be evenly heat sealed.

“ Sample:

Samples may be verified at our office during working hours.

“ Estimated requirement for the Season . 1.00 Lac pcs.

TENDER FORM

Tender No: AYCL/TED/Packet Tea/Secondary Bags/03/2016-17

GENERAL TERMS & CONDITION:

1. The materials are to be delivered to warehouse in Kolkata on ~~Door~~ Door Delivery+basis.
2. VAT/Sales tax will be paid extra at concessional rate.
3. The rate should remain firm during pendency of the contract.
4. 100% payment will be made within 60 days from the date of receipt of material.
5. **Sample should be provided for approval before effecting despatch.**
6. Delivery . The delivery schedule are as under:-
[a] 100% of our requirement within one week to ten days from date of order.
7. The tenderers are requested to ensure Earnest Money Deposit along with the Tender in the following manner, which will be converted into Security Deposit for the successful bidder/s and will be released on completion of delivery.

Earnest Money - Rs. 3,000/-

D/D or Account Payee Cheque favouring Andrew Yule & Co. Ltd.
8. Decision for awarding contract/job is vested with the Management so as to reject, split / fragment.
9. Andrew Yule & Co. Ltd., Tea Division, reserve the right to fragment the job/order without assigning any reason thereof. However in that event, preference will be given to the lowest bidder towards allocation.
10. On the basis of the specification and the terms indicated, the tenderers should confirm rates in our prescribed format attached herewith (Annexure . Iv).

Signature :

Seal :

Date :

PART – II OF TENDER**Tender No: AYCL/TED/Packet Tea/Secondary Bags/03/2016-17****Price Sheet for Poly Liner (Secondary bags for 2kgs)**

Description	Unit Basic Price Poly Liners (Secondary bags for 2 kgs poly pouches) delivered at Kolkata warehouse
Poly Liners (Secondary bags for 2 kgs poly pouches) Size: L: 46 cms +/- 2 cms; B: 23 cms +/- 2 cms; Gusset: 18 cms +/- 2 cms.	

1. VAT/Sales Tax:**2. We confirm our capacity for Season as :****Signature :****Seal :****Date :**

Tender No: AYCL/TED/Packet Tea/Bags/04/2016-17

Dear Sir,

Sub : Tender for Bags & Sacks – for Packet Tea.

We invite competitive %Quotation+in respect of our requirement of Bags & Sacks for packing of Loose & packet teas in poly pouches of 24kgs & 5kgs during season 2016-17.

We enclose herewith a set of tender document, as follows, which may please be returned duly completed in all respect and signed as a token of acceptance.

- **Annexure – I - General information**
- **Annexure – II - Specification of Material**
- **Annexure – III - General Terms and Conditions**
- **Annexure – IV - Price Sheet**

Quotation to be submitted in two parts separately as under:

Part – I Annexure . I; Annexure . II; Annexure . III.

Part – II Annexure . IV (Price only)

Part – I should be under a separate sealed cover super scribed with the word “**Quotation for AYCL/TED/Packet Tea/BAGS/04/2016-17, Part – I**”.

Part – II again should be under a separate sealed cover super scribed with the word “**Quotation for AYCL/TED/Packet Tea/BAGS/04/2016-17, Part – II**”.

Both these separate envelops should be put in one master envelop super scribed as “**Quotation for AYCL/TED/Packet Tea/BAGS/04/2016-17**”.

Your offer must reach our office on or before **24.05.2016 by 3.00 pm**

1st part of tender will be opened on **25.05.2016 at 4.00 pm**.

Yours faithfully,
Andrew Yule & Co. Ltd.

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

Encl : as above

TENDER FORM**(Tender No: AYCL/TED/Packet Tea/Bags/04/2016-17)****General Information**

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.

1. Name of the firm in full :

2. Address, Telephone No.
& Fax No. :

Address

Telephone No.

Fax No.

3. Status of the organization :

4. Trade Licence No.
(Please attach a photo
copy of the licence) :

5. Banker's name

- (a) Name of the Bank :
- (b) Name of the Branch :
- (c) Address of the Branch :

Note : A copy of Banker's Certificate to be attached.

6. Sales tax Registration No.

- (a) Central :
- (b) State / VAT :
- (Please attach photo copies of Registration Certificate)

7. Whether Registered :
as an SSI Unit, if yes,
Registration No.

8. Please indicate details of
your experience particularly :
in respect of supplies of P.P.
Woven Sacks/Bags to Tea Industry
along with supporting documents
(only last two years orders to be mentioned)

Note : TENDER/QUOTATION will not be accepted without copy of order from reputed Tea Companies evidencing supply of minimum 20000 pcs. Bags & Sacks to any single customer in a particular year (last two years).

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) and have the sole discretion to reject or accept my/our candidature.

Office Stamp/Seal.

Place :

Date ;

(Signature of the Applicant)

List of Enclosures :

TENDER FORM

(Enquiry No: AYCL/TED/Packet Tea/Bags/04/2016-17)

Specification of Material

A. PP WOVEN Bags with Handle, Zipper and Flap (for 24 Kgs Packet Tea)

- " Dimension : Length: 22 inches X Gusset: 14 inches X Height: 16 inches
- " Material : Polypropylene, UV stabilized, Raffia Grade
- " Weave : 10 x 10 mesh
- " Denier : 1000g / 9000 meters
- " External Lamination : 150 gauge polypropylene extrusion coating grade
- " Finish : Matt (non-slippery, printable)
- " Handle : Each sack will have two handles at the top (each 17 inches length)
- " Thread : Garlon PPMF (Polypropylene Multi Filament)
- Twin . NW II
- " Stitching : 12 stitches per decimeter
- " Weight of Sack : 150g + 5%
- " General : All material should be order free, food grade and virgin.
- " Printing : As per our design, single colour with non-toxic/ scuff proof ink (as per instruction)
- **Estimated requirement for the season**
 - Yule Red Brand: 4000 pcs
 - Yule Gold Brand: 4000 pcs

PP Woven Bag with Handle, Zipper and Flap

- **Dimension :** 5 kg. - Length 12 inches x Height 16 inches x Gusset 5 inches
 10 kg. - Length 14.5 inches x Height 18 inches x Gusset 8 inches
 20 kg. - Length 21 inches x Height 25 inches x Gusset 7 inches
- **Soecufucatuib : As per Sample.**
- **General :** All material should be ordure free, food grade and virgin.
- **Printing :** As per our design, single colour with non-toxic/scuff proof ink (as per instruction)
- **Estimated requirement for the season** - **500 pcs. each.**

TENDER FORM

Tender No: AYCL/TED/Packet Tea/Bags/04/2016-17

GENERAL TERMS & CONDITIONS:

1. The materials are to be delivered to warehouse in Kolkata on %Door Delivery+basis.
2. VAT/Sales tax will be paid extra at concessional rate.
3. The rate should remain firm during pendency of the contract.
4. 100% payment will be made within 60 days from the date of receipt of material.
5. **Sample should be provided for approval before effecting despatch.**
6. Delivery . The delivery schedule are as under:-
[a] 100% of our requirement within one week to ten days from date of order.
7. **The tenderers are requested to ensure Earnest Money Deposit along with the Tender in the following manner, which will be converted into Security Deposit for the successful bidder/s and will be released on completion of delivery.**

Earnest Money - Rs. 5,000/-
D/D or Account Payee Cheque favouring Andrew Yule & Co. Ltd.
8. Decision for awarding contract/job is vested with the Management so as to reject, split / fragment.
9. Andrew Yule & Co. Ltd., Tea Division, reserve the right to fragment the job/order without assigning any reason thereof. However in that event, preference will be given to the lowest bidder towards allocation.
10. On the basis of the specification and the terms indicated, the tenderers should confirm rates in our prescribed format attached herewith (Annexure . Iv).

Signature :

Seal :

Date :

PART – II OF TENDER

(Tender No.: AYCL/TED/Packet Tea/Bag/04/2016-17)

Price Sheet for Bags & Sacks

Description	Unit Basic Price of Bags & Sacks FOR at Kolkata Warehouse
A. P. P Woven Bags – 24 Kgs.	
B. P. P. Woven Bag – 5 Kgs.	
– 10 Kgs.	
– 20 Kgs.	

3. VAT/Sales Tax:

4. We confirm our capacity for Season as :

Signature :

Seal :

Date :

Tender No: AYCL/TED/TEA/BUYING AGENT/05/2016-17

Dear Sir,

Sub : Tender for Buying Agent

We invite competitive %Quotation+ in respect of our requirement of Buying Agent for our Packet Tea Division during season 2016-17.

We enclose herewith a set of tender document, as follows, which may please be returned duly completed in all respect and signed as a token of acceptance.

- **Annexure – I - General information**
- **Annexure – II - Specification of Work**
- **Annexure – III - General Terms and Conditions**
- **Annexure – IV - Price Sheet**

Quotation to be submitted in two parts separately as under:

Part – I : Annexure . I; Annexure . II; Annexure . III

Part – II Annexure . IV (Price only)

Part – I should be under a separate sealed cover super scribed with the word “**Quotation for AYCL/TED/TEA/BUYING AGENT/05/2016-17, Part – I**”.

Part – II again should be under a separate sealed cover super scribed with the word “**Quotation AYCL/TED/TEA/BUYING AGENT/05/2016-17, Part – II**”.

Both these separate envelops should be put in one master envelop super scribed as “**Quotation for AYCL/TED/TEA/BUYING AGENT/05/2016-17**”.

Your offer must reach our office on or before 24.05.2016 by 3 p.m.

1st part of tender will be opened on 25.05.2016 at 4 p.m. in our office and you may be present in the tender opening in the scheduled date and time

Yours faithfully,
Andrew Yule & Co. Ltd.

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

Encl : as above

TENDER FORM**Tender No: AYCL/TED/TEA/BUYING AGENT/05/2016-17****General Information**

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.

1. Name of the firm in full :

2. Address, Telephone No. & Fax No. :

Address

Telephone No.

Fax No.

3. Status of the organization :

4. Trade Licence No.
(Please attach a photo
copy of the licence) :

5. Banker's name
(a) Name of the Bank :
(b) Name of the Branch :
(c) Address of the Branch :

Note : A copy of Banker's Certificate to be attached.

6. Sales tax Registration No.
(a) Central :
(b) State / VAT :
(Please attach photo copies of Registration Certificate)

7. Whether Registered :
as an SSI Unit, if yes,
Registration No.

8. Please indicate details of
your experience particularly :
in respect of buying for other companies / Brands
along with supporting documents
(only last two years orders to be mentioned)

Note : TENDER/QUOTATION will not be accepted without copy of order from reputed Tea Companies evidencing appointing of your firm as a Tea Buyer Agent (last two years).

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.

(Signature of the Applicant)

Office Stamp/Seal.

Place :

Date ;

List of Enclosures :

TENDER FORM

Tender No: AYCL/TED/TEA/BUYING AGENT/05/2016-17

GENERAL TERMS & CONDITION:

1. VAT/Sales tax will be paid extra at concessional rate.
2. The rate should remain firm during pendency of the contract.
3. 100% payment will be made within 60 days from the date of receipt of material.
4. **Sample should be provided for approval before buying.**
5. Decision for awarding contract / job is vested with the Management.
6. Andrew Yule & Co. Ltd., Tea Division, reserve the right to reject, fragment the job / order without assigning any reason thereof. However, in that event, preference will be given to the lowest Bidder towards allocation.
7. On the basis of the specification and the terms indicated, the tenderers should confirm rates in our prescribed format attached herewith (Annexure . Iv).

We confirm that we have gone through the above carefully and accept the same.

Signature :

Seal :

Date :

TENDER FORM

(Tender No.: AYCL/TED/TEA/BUYING AGENT/05/2016-17)

Specification of Work

1. As per teas standards / specifications of Company. Agency requires to match samples.
2. Agent requires to procure select samples from Auction Brokers for tasting and final selection by the Company.
3. Should have tea tasting infrastructure which may be used for selection and making standards by the Company.
4. On receipt of buying instructions by Company, Agents to operate in the Auctions on behalf of the Company as Buyer.
5. On completion of Auction buying, Agents to list details of lots purchased, total quantities bought and averages . standardwise and submit to Company.
6. To collect purchase samples, contract bills, D.O~~s~~ and submit hard copies of Purchase List to Company.
7. To follow-up with Company on prompt payment of Brokers.

PART – II OF TENDER

Price Sheet for Buying Agent

(Tender No.: AYCL/TED/TEA/BUYING AGENT/05/2016-17)

Kolkata
(%)

1. Commission for purchase of Teas :
(in percentage of value per Kg. bought)
2. Vat/Sales Tax/Excise/Service Tax and
Others :
3. We confirm our buying capacity for
Season as :
4. Registration Certificate details with
various Auction Committees :

(Enclo: Photocopy of Registration Certificate)

Signature :

Seal :

Date :

Ref: Tender No. AYCL/TED/Packet Tea/Blending & Packing/06/2016-17

Dear Sirs,

Sub: Tender towards Blending & Packing 2016-17

Tender No: AYCL/TED/Packet Tea/Blending & Packing/06/2016-17

We invite competitive "Quotations" towards Blending & Packing for Season 2016-2017.

We enclose herewith a set of tender documents consisting of the following which may please be returned duly completed in all respects/signed and sealed as a token of acceptance.

1. Annexure – I - General Information - Part-1 of Tender
2. Annexure – II - Price Sheet - Part-2 of Tender

You are required to submit your quotation in two sealed covers separately for Part-I & Part-II superscribing "Quotation against Tender Enquiry No. AYCL/TED/Packet Tea/Blending & Packing /2016-17 Part-I or Part-II". Both these sealed covers are to be put inside another sealed envelope superscribing **"Tender No: AYCL/TED/Packet Tea/Blending & Packing/06/2016-17 Part-I and Part-II"**.

Your quotation must reach the office of the undersigned on or before 24.05.2016 by 3 p.m.

Quotation for Part-I will be opened on 25.05.2016 at 4 p.m. in our office and you may be present in the tender opening in the scheduled date and time

Yours faithfully
ANDREW YULE & CO. LTD.

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

TENDER FORM

Tender No: AYCL/TED/Packet Tea/Blending & Packing/06/2016-17

General Information

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.

1. Name of the firm in full :

2. Address, Telephone No.
& Fax No. :

Address

Telephone No.

Fax No.

3. Status of the organization :

4. Trade Licence No.
(Please attach a photo
copy of the licence) :

5. Banker's name

- (a) Name of the Bank :
- (b) Name of the Branch :
- (c) Address of the Branch :

Note : A copy of Banker's Certificate to be attached.

6. Sales tax Registration No.

- (a) Central :
 - (b) State / VAT :
- (Please attach photo copies of Registration Certificate)

7. Whether Registered :
as an SSI Unit, if yes,
Registration No.

8. Please indicate details of
your experience particularly :
in respect of Blending & Packing to Tea Company
along with supporting documents
(only last two years orders to be mentioned)

Note : TENDER/QUOTATION will not be accepted without copy of order from reputed Tea Companies.

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.

Office Stamp/Seal.
Place :

(Signature of the Applicant)

TENDER FORM

Tender No: AYCL/PACKET TEA/BLENDING & PACKING/06/2016-17

GENERAL TERMS & CONDITION:

1. The materials are to be delivered to destinations in Kolkata on Door Delivery basis.
2. VAT/Sales tax/Service Tax will be paid extra as applicable.
3. The rate should remain firm during pendency of the contract.
4. 100% payment will be made within 60 days from the date of receipt of material.
5. **Sample should be provided for approval before effecting packing and despatch. .**
6. Delivery: As per schedule of the Company..

The Tenderers are requested to ensure Earnest Money Deposit alongwith the Tender in the following manner, which will be converted into Security Deposit for the successful Bidders/ and will be released on completion of Delivery.

EMD Rs. 5,000/- to be enclosed alongwith Part-I of the Tender documents. DD or A/c. Payee Cheque favouring ANDREW YULE & CO. LTD.

7. Decision for awarding contract / job is vested with the Management.
8. Andrew Yule & Co. Ltd., Tea Division, reserve to right to reject, fragment the job/order without assigning any reason thereof. However, in the event preference will be given to the lowest bidder.
9. On the basis of specification and terms indicated the Tenderers should confirm rates in our prescribed attached herewith Annexure . IV.

We confirm that we have gone above carefully and except the same.

Signature :

Seal :

Date :

TENDER FORM

Tender No: AYCL/PACKET TEA/BLENDING & PACKING/06/2016-17

Specification of Work

Collection of teas from different Warehouses after collecting DOs from Company, blending, packing and despatch as per instruction.

1. Blending & Packing in pouches/laminates/bag in machines and by hand.
500gms/250gms/100gms /15 Kg. / 10 Kg. / 20 Kg.
2. Blending & Packing by hand in Cartons of sizes: 500gms/250gms/100gms.
3. Blending & Packing by hand in Metal Tin Caddies and Pine Chestlets with shrink wrapping of sizes :
100gms/125gms/150gms/200gms/250gms.
4. Tea Bag making including printing of tags and laminate pouches for tea bags and packing them in
Tea Bag Cartoons and Master Cartoons.

TENDER FORM**PART II of TENDER****Tender No: AYCL/PACKET TEA/BLENDING & PACKING/06/2016-17**

	100gms	125gms	200gms	250gms	500gms	5 Kg.	10 Kg.	20 Kg.
Pouch		-	-			-		-
Carton		-	-			-		-
Tin Caddy					-	-		-
Chestlet		-	-		-	-		-
Bag	-	-	-	-	-			
Tea Bag	-	-	-	-		-		-

➤ Please indicate screen printing charges per 1000pcs. Pouches Rs. _____

➤ Stamping (Price & Code) charges per 1000pcs. Pouches Rs. _____

1. VAT/Sales Tax/Excise/Others :

2. We confirm our capacity for season as :

:

Signature :

Seal :

Date :

Dear Sirs,

Sub: Tender towards Tin Caddies 2016-17

Tender No: AYCL/TED/Packet Tea/Tin Caddies/07/2016-17

We invite competitive "Quotations" towards Tin Caddies for Season 2016-2017.

We enclose herewith a set of tender documents consisting of the following which may please be returned duly completed in all respects/signed and sealed as a token of acceptance.

1. Annexure – I - General Information - Part-1 of Tender
2. Annexure – II - Price Sheet - Part-2 of Tender

You are required to submit your quotation in two sealed covers separately for Part-I & Part-II superscribing "Quotation against Tender Enquiry No. AYCL/TED/Packet Tea/Tin Caddies/2016-17 Part-I or Part-II". Both these sealed covers are to be put inside another sealed envelope superscribing "**Tender No: AYCL/TED/Packet Tea/Tin Caddies/07/2016-17 Part-I and Part-II**".

Your quotation must reach the office of the undersigned on or before 24.05.2016 by 3 p.m.

Quotation for Part-I will be opened on 25.05.2016 at 4 p.m. in our office and you may be present in the tender opening in the scheduled date and time

Yours faithfully
ANDREW YULE & CO. LTD.

Dy. General Manager (Comml. & QC)
Tea Division

TENDER FORM**Tender No: AYCL/TED/Packet Tea/Tin Caddies/07/2016-17****General Information**

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.

1. Name of the firm in full :

2. Address, Telephone No.
& Fax No. :

Address

Telephone No.

Fax No.

3. Status of the organization :

4. Trade Licence No.
(Please attach a photo
copy of the licence) :

5. Banker's name
(a) Name of the Bank :
(b) Name of the Branch :
(c) Address of the Branch :

Note : A copy of Banker's Certificate to be attached.

6. Sales tax Registration No.
(a) Central :
(b) State / VAT :
(Please attach photo copies of Registration Certificate)

7. Whether Registered :
as an SSI Unit, if yes,
Registration No.

8. Please indicate details of
your experience particularly :
in respect of supplies of Tin Caddies to Tea Company
along with supporting documents
(only last two years orders to be mentioned)

Note : TENDER/QUOTATION will not be accepted without copy of order from reputed Tea Companies evidencing supply of minimum 20000 pcs Tin Caddies to any single customer in a particular year (last two years).

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.

(Signature of the Applicant)

Office Stamp/Seal.

Place :

Date ;

List of Enclosures :

TENDER FORM**Tender No: AYCL/TED/Packet Tea/Tin Caddies/07/2016-17****Specification of Material****[1] SQUARE CADDY – 200GM**

Height	-	110mm (+/- 2mm)
Breath	-	90mm (+/- 2mm)
Length	-	90mm (+/- 2mm)
Outer lid	-	10mm Tight fit

Bottom to be crimped and tight fit.

[2] SQUARE CADDY – 125GM

Height	-	90mm (+/- 2mm)
Length	-	75mm (+/- 2mm)
Breath	-	75mm (+/- 2mm)
Lid	-	10mm tight fit

Bottom to be crimped and tight fit.

[3] ROUND CADDY 100GM

Height	-	100mm (+/- 2mm)
Dia	-	80mm (+/- 2mm)
Inner Lid	-	10mm
Outer Lid	-	Height 35mm
Dia	-	Tight fit of 80mm
Finished Height	-	135mm

Bottom to be crimped and tight fit

[4] ROUND CADDY 50GM

Height	-	100mm (+/- 2mm)
Dia	-	80mm (+/- 2mm)
Inner Lid	-	10mm
Outer Lid	-	Height 35mm
Dia	-	Tight fit of 80mm
Finished Height	-	135mm

Bottom to be crimped and tight fit

[5] TIN PLATE SPECIFICATION FOR ALL CADDIES

- [a] 0.22mm (+/- 0.03mm) Thickness for all Caddies.
- [b] Internal Lacquer – Food grade Lacquer properly stoved at 220°C
- [c] Coated with base size special Gold / Black printed as per approved design followed by two coat of varnish for all above Caddies.

TENDER FORM

Tender No: AYCL/TED/Packet Tea/Tin Caddies/07/2016-17

GENERAL TERMS & CONDITION:

1. The materials are to be delivered to warehouse in Kolkata on %Door Delivery+basis.
2. VAT/Sales tax will be paid extra at concessional rate.
3. The rate should remain firm during pendency of the contract.
4. 100% payment will be made within 60 days from the date of receipt of material.
5. **Sample should be provided for approval before printing and effecting despatch.**
6. Delivery . The delivery schedule are as under:-
[a] 100% of our requirement within one week to ten days from date of order.
7. **The tenderers are requested to ensure Earnest Money Deposit along with the Tender in the following manner, which will be converted into Security Deposit for the successful bidder/s and will be released on completion of delivery.**

Earnest Money Deposit - Rs. 3,000/-

D/D or Account Payee Cheque favouring Andrew Yule & Co. Ltd.

8. Decision for awarding contract/job is vested with the Management so as to reject, split / fragment.
9. Andrew Yule & Co. Ltd., Tea Division, reserve the right to fragment the job/order without assigning any reason thereof. However in that event, preference will be given to the lowest bidder towards allocation.
10. On the basis of the specification and the terms indicated, the tenderers should confirm rates in our prescribed format attached herewith (Annexure . IV).

Signature :

Seal :

Date :

PART – II OF TENDER**Tender No: AYCL/TED/Packet Tea/Tin Caddies/07/2016-17****Price Sheet for Tin Caddies**

Brand & Size	50g	100g	125g	200g
Round Caddy - 100gms Base colour			-	-

Brand & Size	100g	125g	200g
Square Mim Caddy – 125gms & 200gms 2 colour print	-		
Assam Caddy – 200gms 2 colour print	-	-	

1. VAT/Sales Tax:

2. We confirm our capacity for Season as :

3. Place of dispatch will be from:

Signature :

Seal :

Date :