

Tender No. AYCL/ISO /07/2017-18

**Tender for appointment of Consultants for
ISO-9001, ISO-22000 & HACCP Certification of Mim Tea Estate**

To

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Dear Sir,

We invite your sealed quotation for appointment of consultancy firm for implementation of Mim Tea Estate

1.Scope of Work:

- The agency will be required to prepare the manual for ISO-9001, ISO- 22000,HACCP Certification and help the garden to prepare for the audit prior to periodic audit for a period of three years(including the 1st year) by implementing the standard & preparing all the records as required during the audit.
- The consultant will require to keep a track of the audit schedule & liaise with the appointed CB to make the schedule of audit and ensure smooth conduct of the audit.

2.Credential:

The accredited inspection/auditing agency must be a certifying agent for at least two big agency houses in tea industry.

....contd. 2/-

4. The quotation must be valid for at least 60-days from the date of opening of the tender.
5. The quoted rates will not be changed during the contract period of three years.
6. The Cost of Travelling for the Consultants will be on actuals, however, as per the current rate the amount on travelling should be mentioned. The consultants will visit the estate at least once a year as per the contract, and any expenses for additional visits must be mentioned clearly. Boarding & Lodging for the Consultant will be arranged by the estates during the period of audit.
8. The Tax component as applicable must be mentioned clearly.

9. Payment Terms :

Payment will be made only after the audit is completed successfully, on producing the bill.

The sealed quotation must reach this office by 3rd of Nov'2017 with a superscript "Quotation for Consultant for ISO Audit of Mim Tea Estate, located at Darjeeling", and the sealed Quotations will be opened on 6th Nov'2017 .

Note: Please enclose relevant Proof of Certificate as applicable.

Yours faithfully,
For Andrew Yule & Co. Ltd.,
Tea Division

(Kaustuv Roy)
Chief General Manager-Tea

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The vendor will require to submit the quotation in two bids – Technical (Part1) & Commercial (Part2). Both Part 1 & Part 2 shall be sealed separately and put together in an envelope and send to Manager(Coord.& Mktg.) – Tea Division, Andrew Yule & Co. Limited, 8, Dr.R.P.Sarani, Kolkata-700001. Only the applications qualifying the technical bids (Part1) will be eligible for the commercial bidding.

ANNEXURE – I

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) :
5. GST Regd. No.
 - a) GST Migration No. & GST No. :
 - b) PAN No. :
(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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Part – 1 (Technical Bid)

1. **Submission of Credential:-**

All credentials to be submitted including the:-

- i) Copy of Accreditation Certificates
- ii) Company's commercial details.
- iii) Company's Bank Account details for last 6 months.
- iv) Self Attested PAN Card.
- v) Self Attested Trade License
- vi) Self Attested GST registration Certificate

2. **EMD:** of Rs.2000.00 to be submitted along with the Technical Bid (Part1) favoring Andrew Yule & Co. Limited payable at Kolkata.

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Part – 2 (Price Bid)

Scheme	Consultancy Charges during ISO Certification Audit 1st Year.	Consultancy Charges during ISO Periodic Audit Fees 2nd Year.	Consultancy Charges during ISO Periodic Audit Fees 3rd Year.	Remarks
Consultancy Charges				
Estimated incidental Charges				
GST				
Travelling Cost				
TOTAL :-				

Signature of Authorized Signatory and Stamp)

NOTE:- 1. Quotation in any other format will not be accepted.

2. The quotation should submitted in the given format only.

3. The quotation must be valid for at least 60 days from the date of opening the tender.

4. AYCL Management's decision to select the eligible vendor will be final.

The sealed quotation must reach this office by 3rd of Nov'2017 with a superscript "Quotation for Consultant for ISO & HACCP Audit of Mim Tea Estate", and the sealed Quotations will be opened on 6th of Nov. 2017.