

Tender No. AYCL/ISO /06/2017-18

**Tender for appointment of Certifying Body for
ISO-9001, ISO-22000 & HACCP Certification of MIM Tea Estate**

To

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Dear Sir,

We invite your sealed quotation for ISO Certification for our MIM Tea Estate.

1.Scope of Work:

The accredited inspection/auditing agency will be required to carry out the job of ISO-9001, ISO-22000, HACCP Certification and periodic audit (certification renewal) for a period of three years (including the 1st year). The certification shall anyway should take care of the various conditions of license and schedule IV of Food Safety and Standards (Licensing & Registration) Regulations, 2011.

2.Credential:

Tea Board Recognition: The accredited inspection/auditing agency must be Tea Board recognized & empanelled for Codex HACCP based Food Safety Management System Standards Certification in Tea.

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 Auditors and Consultants will be on actuals, however, as per the current rate the amount on travelling should be mentioned. The auditors 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 Auditors will be arranged by the estates during the period of audit.
8. The Tax component as applicable must be mentioned clearly.

9. Payment Terms :

- i) 75% of the payment would be made after the visit /audit to the estate on producing the final bill attested by the garden Manager to this office.
- ii) 25% of the Final amount would be made on submission of the Original Certificate.

The sealed quotation must reach this office by 3rd Nov'2017 with a superscript "Quotation for ISO Certification of Mim Tea Estate of Andrew Yule & Co.Ltd., 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 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	Certification Audit Fees 1st Year.	Periodic Audit Fees 2nd Year.	Periodic Audit Fees 3rd Year.	Remarks
ISO-9001/22000 HACCP				
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 ISO Certification of Mim Tea Estate ",and the sealed Quotations will be opened on 6th of Nov'2017.