

# ANDREW YULE & COMPANY LIMITED

(A Government of India Enterprise)

Tea Division

8, Dr. Rajendra Prasad Sarani, Kolkata . 700 001

## NOTICE INVITING TENDERS

**ANDREW YULE & CO. LIMITED** invites Tender for Tea Warehousing at Kolkata, Guwahati & Siliguri. Details of Tender are available in NIT.

Tender document may be downloaded from company's official website [www.andrewyule.com](http://www.andrewyule.com). Corrigenda on clarification if any shall be hosted on the above website only.

### Schedule of Tender

1.	TENDER NO.	AYCL/Warehouse/Tea/0001/2023-25	Dated 01.02.2023.												
2.	MODE OF TENDER	Conventional Tender System.													
3.	Date of publication of Tender	01/02/2023.													
4.	Earnest Money and other document	<ul style="list-style-type: none"><li>Earnest Money Deposit as described in Annexure-I may be paid by Cheque/DD favoring Andrew Yule &amp; Company Limited . Tea Division payable at Kolkata.</li><li>Other document as described in Annexure-II.</li></ul>													
5.	Last date of submission of EMD & other documents to AYCL Ltd.	21/02/2023.													
6.	Date & timing of opening of Tender	22/02/2023.													
7.	Submission of documents	<p>1) Submission of EMD and other documents</p> <p>Within 21 days from the publication of Tender the vendor must submit the following documents to Deputy General Manager . (Operations &amp; Marketing), Andrew Yule &amp; Co. Limited, 8 Dr. Rajendra Prasad Sarani, Kolkata . 700 001. Off line.</p> <ul style="list-style-type: none"><li>EMD as details below :</li></ul> <table><tr><td></td><td>Estimated Value of Business (Rs.) In Lakhs</td><td>Earnest Money Deposit (Rs.)</td></tr><tr><td>Kolkata Warehouse</td><td>67.00</td><td>1% of the Estd. Value i.e. Rs. 67000/-</td></tr><tr><td>Siliguri Warehouse</td><td>08.00</td><td>1% of the Estd. Value i.e.Rs. 8000/-</td></tr><tr><td>Guwahati Warehouse</td><td>01.00</td><td>1% of the Estd. Value i.e. Rs. 1000/-</td></tr></table> <ul style="list-style-type: none"><li>General information, under Annexure-I complete in all respect along with desire document.</li><li>Acceptance of General terms &amp; conditions under Annexure-II along with desire information/data.</li><li>Acceptance of Scope of work under Annexure-III along with desire information/data.</li></ul> <p>2) In case of failure to submit the EMD and other document within the stipulated time, the Tender may be rejected.</p> <ul style="list-style-type: none"><li>Cheque/DD in the name of %Andrew Yule &amp; Co. Limited . Tea Division+, payable at Kolkata.</li></ul>			Estimated Value of Business (Rs.) In Lakhs	Earnest Money Deposit (Rs.)	Kolkata Warehouse	67.00	1% of the Estd. Value i.e. Rs. 67000/-	Siliguri Warehouse	08.00	1% of the Estd. Value i.e.Rs. 8000/-	Guwahati Warehouse	01.00	1% of the Estd. Value i.e. Rs. 1000/-
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### List of Annexure

General Information  
General terms & condition  
Scope of Work

Annexure-I  
Annexure-II  
Annexure-III

**To be submitted in letter head**

**ANNEXURE – I**

**Tender Form For Warehousing of Teas – Season 2023 – 25 (2 Years)**

**GENERAL INFORMATION**

1. Name and Address of warehouse:
2. Office Address :
3. Bankers details, address and certificate (to enclose):
4. License No. of Warehouse with details of location (attach self – attested photocopy of License) :
5. Space for Warehouse along with supporting Document.
6. No. of Loading and Unloading points :
7. Labour Strength (attach self – attested proof of employment) :
8. Brief Description of Security Arrangements against theft, Pilferage, etc. :
9. Fire License & Coverage of Insurance with Supporting Document.
10. Rate with terms & conditions: Attach current Auction Committee's tariff card.
11. A bank draft to be submitted Rs. 67,000/- for Kolkata, Rs. 1,000/- for Guwahati and Rs. 8,000/- for Siliguri along with a cancelled cheque.
12. List of current clients with proof of appointment :
13. Whether GMP / HACCP/ ISO compliant, if so attach self attested photo copy of certificate:
14. Whether there is facility for Export shipment and blending, if so, quote rates of palletization/house stuffing in containers with all relevant rates in a separate sheet including rates for collection, blending to repacking, marking, palletization, stretch wrapping and loading in containers for exports (including charges for fork lift, etc.)
15. Please enclose current tariff for warehousing as released by respective Auction Committees
16. GSTIN Registration Certificate must be attached along with PAN CARD.
17. Please also write whether you have any packet Tea Blending / Packing facility available in your warehouse.
18. Indicate your warehouse is having the Export facility along with the documentary evidence, that presently you are exporting the company with name.
19. Every month you should give the stock of seller account in mail forward by hand copy. The statement should reach within 1<sup>st</sup> week of next month, failing which no payment for extra warehouse rent will be paid keeping it in mind that deliberately you are doing for extra rent for this purpose.

**To be submitted in letter head**

**ANNEXURE – II**

**General terms & conditions:**

- a) The rates will be applicable as governed by the respective Tea Auction Committees.
- b) The responsibility of ensuring the safety and proper storage of our teas in the above warehouse is entirely yours and you will be held liable for any loss or damage of tea bags / sacks in your custody as per CTTA / GTAC / STAC Rules. While we will insure the teas to be stored in your warehouse (in view of the fact that the Insurance Companies will not extend insurance coverage to you) the following procedure will be adopted for compensation in the event of loss due to any causes what so ever.
- c) We will claim simultaneously on you and the Insurance Company.
- d) You will have to pay us the full amount of the loss at the ruling market price (current auction price levels) at the first instance.
- e) We will make over to you whatever amount we receive from the insurance against the claim.

**Payment:**

Payment will be governed by prevailing norms of respective auction committee.

Your service bills in duplicate should be sent to concern Brokers for effecting payment under a copy marked to us.

You are liable to send a list of invoices which are lying in your warehouse in seller account in the following norms in hardcopy, failing which no extra rent for the invoice will be given.

Garden	Invoice No.	Grade	No. of Pack	Total Kg.

**Validity of contract**

2023 – 2025 (FOR 2 YEARS)

**To be submitted in letter head**

**ANNEXURE – III**

**Scope of Work:**

- The AWRs (Arrival and Weighment Report) **are sent to the Respective Brokers, Gardens & Head Office within 36 hours from the date of Entry of the Lorry in the Warehouse.** These legible copies of the AWR should also be sent to the respective Auction Committee and copies of each AWR should be sent to our Head Office at 8, Dr. Rajendra Prasad Sarani, Kolkata – 700001 as well as the Respective Tea Estates. Please also ensure that Weekly Stock Reports are sent to us regularly.
- Warehouse must be clean and in hygienic condition and must keep the teas on the pallet.
- Assurance that all our teas are properly stored as per CTTA/STAC & GTAC Auction Committee guidelines
- The rules and specifications which have been laid down here will be applicable to all warehousemen and their warehouses registered by the Association but the Association will in no way be responsible for any loss, damage or deterioration to goods stored therein arising out of any circumstances of whatever nature simply because the warehouse has been registered by the Association
- The warehouse should only store teas and no other goods. Teas should be stored in a manner in which they can be easily identified. Adequate space for damage inspection and facilities for sampling of teas should be provided. The teas chests should not therefore touch the wall or roof of the warehouse and should not be stacked more than six high, except where the chests are palletized. A passage of at least two feet three inches (68.6 cm) wide should be maintained between stacks of chests.
- Teas shall only be received into the warehouse subject to a general lien for all charges accrued or accruing against the owner of the tea or for any other money due from the owner of the goods, and if not removed after fourteen days' notice has been given to the storer, or sent by post to his last known address, may be sold to defray such charges and all expenses incurred.
- Warehousing charges to be charged and collected by the warehouse shall be such as are determined by the CTTA/STAC & GTAC General Committee from time to time and as approved by the Tea Board.
- The removal of teas from the warehouses may not be demanded under Rule 1 (v) Part VII here of until they have remained in the warehouses for four months after the date of sale or for such other period as the General Committee may decide at their absolute discretion.
- Warehousemen shall deliver teas only against original Delivery orders issued by the broker members or seller via mail or hard copy. In the event a tea being offered for sale from warehouses where on a lien has been recorded with the warehouseman of any kind precluding delivery to the ultimate buyers, the warehouseman shall be liable for all cost and damages arising there from.

- The warehouses should be operated directly by the party or firm as registered with the Association as the warehousemen.
- Before any warehouse is registered with the Association. It will be necessary for the applicant to produce written evidence that he has a firm commitment from producers of a minimum throughput of 25000 chests per annum.
- Each registered warehouse should have an area of not less than 15,000 sq. ft. meters approx. The complete warehousing space should be under one roof. While approval of existing warehouses less than this minimum size will be continued, the Committee would expect such warehouses to be brought up to the minimum size of 15,000 sq. ft. (q, 400 sq. Meters approx), wherever possible.
- Every warehouse must be of sound construction and should have adequate lighting for all warehouse operations; should be maintained in a water – tight and damp – proof condition and protected against pests, including rodents, birds and insects; should be properly ventilated and kept free from all substances which might taint the teas during storage; should be at all times Class I or Class II fire risks as rated by the Insurance Association of India, Kolkata Regional Council.
- There should be covered points of entry and exit of sufficient size to allow for unhampered loading and unloading, receipt and delivery of tea chests, and in any case there should be at least one point of entry and one point of exit. Every warehouse should be so situated as to permit free entry, maneuvering and exit of mechanical transport of the minimum 7 ton lorry type.
- **PROVIDED ALWAYS** that the General Committed shall have the power to register a warehouse even if the conditions and specifications laid down herein have not been fulfilled, where such registration is considered to be necessary in the larger interests of the trade.
- Warehousemen will be informed by the sellers as to which broker has been entrusted with the sale of the teas and shall only deliver teas against the delivery orders of the specified broker. The warehousemen shall be liable for any deliveries made against other than the specified broker's delivery order.
- When a warehouseman having a warehouse which has not been built in accordance with the specifications mentioned in these Rules opens a new warehouse according to the said specifications, registration of the below specification warehouse will be withdrawn.  
If it is the intention to carry out blending of teas in the warehouse, it must be in a separate area partitioned off from the storage area.