

ANDREW YULE & COMPANY LIMITED

(A Government of India Enterprise)

8, Dr. Rajendra Prasad Sarani,

Kolkata – 700 001

ENLISTMENT OF PRINTING JOB

Andrew Yule & Company Limited – a leading Public Sector Enterprise under the Ministry of Heavy Industries and Public Enterprises having significant presence in the segment of Electrical & Engineering operations vis-a-vis Tea manufacturing is looking for enlistment from organisations for providing Printing Services job for 03 (Three) years.

Reputed organisations duly authorised for providing Printing Services (Printing of Company's Letterhead, Visiting Card, Board & Desk Calendar and various other printing jobs) may apply within 04.03.2019 at 6:00 p.m. enclosing therewith:

- 1) Up to date Client List.
- 2) Photo-copy of the current Municipal Licence and authenticated proof of address viz: Telephone Bill, Electricity Bill, Rent Receipt, Tax Receipt.
- 3) In case it is a Partnership Firm or a Company, the relevant certificate of Registration / incorporation issued by the Registrar of Firms, Non Trading Corporations, West Bengal, Registrar of Companies to establish the identity. Sole Proprietorship organisation must submit the Photo-copy of the PAN Card.
- 4) Certificate of Registration with Employees' Provident Fund Organisation and Employees' State Insurance Corporation depending upon applicability. (As per rules)
- 5) Photo-copy of the Licence issued by the Municipal Corporation to provide printing services.
- 6) The vendor must have GST Registration Number.
- 7) Photo-copy of the GST Registration.
- 8) Particulars of Bank Account viz. Account Number, Branch Address and Code.
- 9) The duly filled up downloaded application form from the website of the Company for enlistment of Vendor should be submitted along with the registration fee of **Rs.100/-** (Rupees One hundred) only by crossed in favour of Andrew Yule & Company Limited.

Payment will be released either through Account Payee Cheque or RTGS/NEFT mode.

The party while enlisting must take into account that the Company is a Central Public Sector Enterprise and it follows the approved rate of the Government. The application complete in all respect to be submitted super scribing the envelope with **“APPLICATION FOR ENLISTMENT OF PRINTING SERVICE”**. The Tenders will be opened after the expiration of the period of 20 days from the date of publication with due intimation to everybody over phone / usual mailing. Interested Parties may apply to Sr. Manager (Personnel) at 8, Dr. Rajendra Prasad Sarani, Kolkata – 700001 within 04.03.2019 at 6:00 p.m. Canvassing in any form will be treated as disqualification. The Company reserves the right to reject all or any of the Applications received without assigning any reason. Applications received incomplete and / or after due date will be summarily rejected. The Company will not be responsible for any postal delay.