

ANDREW YULE & COMPANY LIMITED

(A Government of India Enterprise)

8, Dr. Rajendra Prasad Sarani,

Kolkata-700001

ENLISTMENT OF PHOTOCOPY SERVICE

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-à-vis Tea manufacturing is looking for enlistment from organisations for providing Photocopy Services job for 03 (Three) years.

Reputed organisations duly authorised for providing Photocopy Services (confidential letters, statements, forms, official papers etc.) may apply within 20 days from the date of publication of the advertisement 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 organization 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.
- 5) Photo-copy of the Licence issued by the Municipal Corporation to provide photocopy 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 dully filled up downloaded application form from the website of the Company for enlistment of Vendor should be submitted along with the registration fee of **Rs100/=** (Rupees One hundred) only by crossed in favour of Andrew Yule & Co. Ltd.

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 superscribing the envelope with **“APPLICATION FOR ENLISTMENT OF PHOTOCOPY 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 & Administration) at 8, Dr. Rajendra Prasad Sarani, Kolkata-700001 within 20 (twenty) days from the date of publication of the advertisement. Canvassing in any form will be treated as a 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.