

ANDREW YULE & COMPANY LIMITED
(A Government of India Enterprise)
Tea Division
8, Dr. Rajendra Prasad Sarani
Kolkata – 700 001

NOTICE FOR EXPRESSION OF INTEREST

ANDREW YULE & CO. LTD. is seeking to prequalify reputed Business channel partner / agency for supply of Tea & handling expediting activities related to smooth execution of order, supply & payment collection from Canteen Stores Department (CSD). Agency for complete coordination with CSD Retail Tea Business of %Yule %tea in India for a period of Three (3) years on a turnkey basis from the date of commencement of contract, unless extended further by mutual consent and the service provider on the terms and conditions mentioned in the tender document or unless terminated in accordance with the terms and conditions mentioned herein

Tender document may be downloaded from www.andrewyule.com or <https://eprocure.gov.in/> or Corrigenda or clarifications, if any, shall be posted on the above mentioned websites only.

AYCL reserves the right to accept or reject any tender.

Schedule of Tender

1.	Ref. No.	TEA/RETAIL /2022-23/01
2.	Date of publication of NIT through publication AYCL/ CPP web portal	
3.	Date of availability of NIT to the Vendors for downloading	
4.	Last date of submission of duly filled Annexure-I with desired documents as mentioned in Annexure-II to AYCL Ltd.	

Within specified Date, interested applicants must submit the following documents to General Manager Tea Division, Andrew Yule & Co. Ltd., 8 Dr. Rajendra Prasad Sarani, Kolkata – 700001.

- **Duly filled General information, under Annexure-I complete in all respect along with desired information as mentioned in Annexure-II & duly signed Annexure III.**
- **Company Profile**

In case of failure to submit any documents within the stipulated time, the offer may be rejected.

List of Annexures

General Information	- Annexure-I
General Guidelines	- Annexure-II
Scope of Work	- Annexure-III

**ANDREW YULE & COMPANY LIMITED
Tea Division**

General Information

(This document should be dully filled up and attached along with desired documents)

The applicants are required to furnish full information to the queries included in this form. In giving the particulars, the supporting documents/certificates as called for per queries at places, must be tagged with the application for evidencing the information furnished in the application.

1. Name of the firm in full :

2. Address, Telephone No.,
Fax No. & E-mail :
a) Address :

b) Telephone No. :

c) Fax No. :

d) E-mail ID :

3. a) Ownership Status of the organization:
b) Branch locations:

4. Trade License No.
**(Please attach a photo
copy of the license) :**

5. Bankers name
(a) Name of the Bank :
(b) Name of the Branch :
(c) Account No. :

Note : A copy of Banker's Certificate to be attached.

6. GST Registration No. :
**(Please attach photocopy GST Registration Certificate/Acknowledgement of GST
Enrolment Form**

7. I. T. Permanent Account No. :

8. Financial Parameters : Please attach Annual Report (Audited)
(If 2021-22 report is not available yet then furnish
2020-21 report and figures)

- (a) Turnover :
- (b) Fixed capital :
- (c) Working capital :

9. Total monetary value of contract works performed for each of last three years for individual project of similar nature (Separate Sheet to be attached)

10. Details of works of similar nature and magnitude executed within last three years in the following manner (Separate Sheet to be attached)

- a) Name of the client & contact details :
- b) Nature of the job :
- c) Year of commencement and contractual period :

12. Qualification and experience of Key Technical Personnel in the organization in the following manner (Separate Sheet to be attached) :

<u>Name</u>	<u>Brief Profile</u>	<u>Experience</u>
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I/we hereby certify that the particulars furnished by me/us above are true to the best of my / our knowledge and belief and mis-representations 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.

(Signature of the Applicant)
Office Stamp/Seal.

Place :

Date ;

List of Enclosures :

ANDREW YULE & COMPANY LIMITED
Tea Division
General Guidelines

1. The responding applicant shall be a single entity incorporated in India as a Company/Registered Partnership Firm or a Proprietorship Organization having an established setup with a minimum of three year experience in handling CSD supply & collection dealing with Food / Non-food FMCG Product.
 2. The responding applicant must be registered in India with appropriate tax and other administrative authorities.
 3. The responding applicant should furnish an undertaking to the effect that the firm has not been black listed in India by any Govt. Organization/Dept./Entity. Also it should keep AYCL informed in writing, in case such situation arises after the agency is included in panel.
 4. The agency having an experience of more than 3 years in dealing with Food / Non Food FMCG Products in CSD&handling businessof at least 5 Companies in CSD,from the date of uploading this Notice of EOI.
 5. Agency should have registered office in Kolkata & Delhi & must have at adequate Sales team to cover all the CSD Depots & Canteens across the Country, list of which has to be submitted with the tender documents.
 6. All documents submitted with the EOI to be submitted by an authorized official of the responding applicants
- NB : Responding applicant should ensure submission of all pages (including Annexure I and duly signed Annexure-II&III (with office stamp/seal) along with self-attested copies of all supporting documents.**

ANDREW YULE & COMPANY LIMITED
Tea Division
Scope of Work

1. Agent should be able to pursue Purchase Order from CSD HO & thereafter make sure that the supplied tea reaches all the canteens across the country. Follow up with the Depots & ensure payment within the specified date as per the contract will be the prime responsibility of the agent.
2. Monthly report on the Order received movement of the teas & payment status shall be submitted by the agent at the end of every month
3. Agency will take care of Andrew Yule Tea entire CSD business on the behalf of company in the territory of India as per the norms & prices finalized with the CSD.
4. Agency will be responsible to represent with CSD headquarters as also the Various CSD depots and its respective URC (Unit Run canteens) in India for-
 - I - Procurement of orders.
 - II - Handle the logistics for supply and delivery of ordered items to respective CSD area depots.
 - III - Stock acceptance with receiving at the Depot level
 - IV - Bill processing at the Depot level for timely release of payment from CSD HO
 - V - Secondary sales from the CSD Depot to the Unit canteen
 - VI - Proper placement of stock in the Unit Canteens
 - VII - Proper visibility of the stock at the Unit canteens level.
 - VIII - Taking care of After Sales Service at the both Depot and Unit Canteens level with the support of Andrew Yule Tea.
 - IX - Collection of payments from CSD HO.
 - X - Handling the promotional activities in coordinating with Andrew Yule Tea.
 - XI - Taking the Price Revision time to time.
 - XII - Introduction of New Products

Terms of Payment

The selected applicant shall agree on milestone payment on successful achievement of deliverables as per terms of agreement.

The Applicants are also requested to indicate payment terms which will be finalized as per prevalent norms of the Company which shall be notified before submission of final offer on being found eligible post submission of documents for Prequalification Bid for EOI.

Contractual Rate

Indicated contractual rate may kindly be provided, which will not be a final. Tender will be floated among the qualified vendors against the EOI to ascertain the contractual rate.