

ANDREWYULE&COMPANYLIMITED
(AGovernment ofIndia Enterprise)TeaDivision
8,Dr.RajendraPrasadSaraniKolkata–700001

Request for Quotation (RFQ) for Appointment of an Advisor for assisting AYCL in preparing strategy for achieving Carbon Neutral Status for 15 Tea Gardens having 12 Tea Manufacturing Plants

Andrew Yule & Co. Ltd (AYCL) is inviting competitive quotes for appointment of an advisor for assisting AYCL in preparing strategy for achieving Carbon Neutral status for 15 Tea Gardens having 12 Tea Manufacturing Plants located in Assam & West Bengal.

Interested Applicants intending to offer are requested to go through our Eligibility Criteria and furnish their credentials in the given format of RFQ Document latest by **10.03.2023**.

RFQ document may be downloaded from www.andrewyule.com. Corrigenda or clarifications, if any, shall be posted on the above-mentioned websites only.

AYCL reserves the right to accept or reject any application.

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

- **Duly filled General information, complete in all respect along with Self declaration.**

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

CRITICAL INFORMATION

RFQ	RFQ/Carbon Neutral Status/53/2023
Availability of RFQ document	17.02.2023
Last date for acceptance of queries	21.02.2023
Date for pre-bid meeting	23.02.2023 at AYCL office Note: Pre bid meeting will be held online and link for the meeting will be provide at AYCL's website.
Last date for receipt of RFQ document	10.03.2023 at 15:00 hrs
Place, time and date of opening of technical proposals	10.03.2023 at 16:00 hrs AYCL office Note: Pre-bid meeting will be held online and link for the meeting will be provide at AYCL's website.
Place, time and date of opening of financial proposals	To be informed later (only to technically qualified bidders)
Validity of RFQ document	90 days from the date of opening
Timeline to complete job	06 months (180 days) from date of award of work order
Contact Person for queries	Dy General Manager (Operation & Mktg.) Tea Division, Yule House, Andrew Yule & Co. Ltd. Kolkata-700001 Tel:(+91)9051844469 Fax: (+91)..... Email Id – debajit.nag@andrewyule.com debajitnag6975@gmail.com
Submission of RFQ addressing to	Dy General Manager (Operation & Mktg.) Tea Division, Yule House, Andrew Yule & Co. Ltd. Kolkata-700001 Tel:(+91)9051844469 Fax: (+91)..... Email Id – debajit.nag@andrewyule.com debajitnag6975@gmail.com

Note: AYCL will use website as a primary mode of communication and will upload all relevant information on AYCL website (www.andrewyule.com).

RFQ for appointment of Advisor for assisting AYCL for preparing strategy for achieving carbon neutrality status for 15 Tea Gardens having 12 Manufacturing Plants

I. BACKGROUND:

Andrew Yule & Company Ltd (AYCL) is a Schedule 'B' CPSE under Ministry of Heavy Industries, Govt. of India. The Tea Division of AYCL has 15 Tea Gardens distributed across Assam & West Bengal with 12 Tea Manufacturing Plants producing 117 lakh kg tea (CTC, Green Tea & Orthodox) annually.

The Company now wishes to appoint an Advisor for assisting AYCL for preparing strategy for achieving carbon neutrality status for 15 Tea Gardens having 12 Manufacturing Plants by say 2030, as per the Scope of Work.

Interested Applicants, who can comply with the eligibility criteria mentioned hereinafter, may submit their Request for Quote (RFQ) in a sealed envelope, in the manner as detailed hereinafter.

II. Process of Short-listing:

1. The quotes are to be submitted in two-bid system. Technical & Financial.
2. Only those Applicants, who will meet the Technical criteria specified hereinafter, will be accepted for consideration of Financial quote.
3. The Applicants shall submit their RFQ strictly in accordance with the Terms & Conditions of this Notice. Any RFQ submitted in a manner and/or with conditions contrary to the notice conditions or not in conformity with the notice conditions, shall summarily be rejected. Any RFQ received by AYCL after the deadline for submission of RFQ prescribed herein, will not be considered for the empanelment process. The Applicants shall bear all costs associated with the preparation and submission of the RFQ and AYCL will in no case be held responsible or liable for these costs.
4. AYCL also reserves the sole right for carrying out amendments/modification/changes/extension of due date etc., including any addendum to this Notice, before the Due Date/Extended Due Date. Such amendments/modification/changes including any addendum shall be notified on the AYCL website - www.andrewyule.com.

III. Scope of Work:

- A. To arrange Inception meeting with AYCL after award of contract, briefing the approach, methodology and synopsis to finish the awarded work within the timelines.
- B. Preparation of checklist for Feasibility Study and proposing Roadmap for Net Zero Mission (carbon emission) for 15 Tea Gardens having 12 Manufacturing Plants of AYCL& its financial impact on AYCL
- C. To visit 05 Tea Gardens of West Bengal namely MIM Tea Estate, Banarhat Tea Estate, New Dooars Tea Estate, Choonabhutti Tea Estate, Karballa Tea Estate &10 Tea Gardens of Assam namely Rajgarh Tea Estate, Tinkong Tea Estate, Desam Tea Estate, Basmatia Tea Estate, Khowang Tea Estate, Bhamun Tea Estate, Hingrijan Tea Estate, Murphulani Tea Estate,Bogijan Tea Estate,Holoonguree Tea Estate for study.
- D. Carbon Credit Projects Validation and verification (Renewables, waste to Energy / Compost, Energy efficiency, forestry, agroforestry etc.)
- E. Trading Carbon Credits.
- F. Climate Disclosure Project (CDP) reporting.
- G. Reporting of Scope 1, Scope 2 & Scope 3 mentioned under GHG (Green House Gas) protocol.
- H. Preparing GHG inventory for the organization.
- I. Setting up science-based targets for the organization.
- J. Environment Audit (Air, Water & Waste Assessment)
- K. Ethical Supply Chain Audit

IV. Technical Criteria for selection of Advisor:

Technical Criteria - A list of Technical Criterion and the supportive documents that need to be submitted with Technical Bid is furnished below:

The Applicants in this regard need to submit all documents as mentioned in the Table below, as well as, all pages of this RFQ Notice (as token of acceptance of terms and conditions) duly signed with Applicant's office seal. These documents should be submitted in a separate envelop super scribing "Technical Quote" for "RFQ for appointment of an advisor for assisting AYCL in preparing strategy for achieving Carbon Neutral status for its 15 Tea Gardens having 12 Tea Manufacturing Plants located in Assam & West Bengal"

S. No.	Technical Criteria	Supporting Document Required	Yes / No
1	The Applicant shall be a single entity, registered as a Company, Firm or Society under respective acts in India and should have been in existence in India for the last three years	<ul style="list-style-type: none">Company Incorporation	
2	The Applicant must be registered in India with appropriate tax and other administrative authorities.	<ul style="list-style-type: none">PAN CardGST registration	
3	The Applicant shall have a minimum average business turnover of Rs. 50 lakhs over the last three financial years (Years of 2019-20, 2020-21 and 2021-22).	<ul style="list-style-type: none">Certificate from the Chartered Accountant of the Organization.	
4	The Applicant shall have experience in executing similar type of project in any PSU / Government Department	<ul style="list-style-type: none">Certificate of satisfactory Completion in client's letterhead.	
5.	The Applicant should furnish an undertaking to the effect that the firm has not been blacklisted in India by any Govt. Organization/Dept./Entity. Also, it should keep AYCL informed in writing, in case such situation arises after the Applicant is included in panel.	<ul style="list-style-type: none">Self-declaration to this effect duly signed with office seal.	

V. Financial Criteria:

The financial quotes of the bidders qualified in the technical bid shall only be considered for financial bid opening. The financial quote should be submitted in a separate envelop super scribing "Financial Quote" for "RFQ for appointment of an advisor for assisting AYCL in preparing strategy for achieving Carbon Neutral status for its 15 Tea Gardens having 12 Tea Manufacturing Plants located in Assam & West Bengal"

The Applicant should submit the financial bid, clearly indicating the total cost of service in both figure and words, in INR. All the cost associated with the assignment shall be included in the financial proposal. These shall normally cover remuneration for all the personnel, accommodation, logistic cost, etc. The total amount indicated in the financial proposal shall be without any condition attached or subjected to any assumption and shall be final and binding. In case any assumption or condition is indicated in the financial proposal, it shall be considered non-responsive and liable to be rejected. The price bid should be submitted in the following format.

RFQ No:				
Name of Project: Appointment of an Advisor for assisting AYCL in preparing strategy for achieving Carbon Neutral status for its 15 Tea Gardens having 12 Tea Manufacturing Plants located in Assam & West Bengal				
Sl. No	No of Manufacturing Plants	Per plant unit rate excluding GST as per scope of work (in Rs)	Total cost excluding of GST as per scope of work (in Rs.)	Total cost excluding of GST as per scope of work (in words)

Other terms & conditions

Note:

- (i) *Quoted prices shall be inclusive of duties, taxes, loading/unloading, travel expenses etc. except GST. GST as applicable shall be payable extra and no other charges shall be payable extra. Bidders shall mention detail break-up of the quoted price on each account of its operation during the contract period.*
- (ii) *The prices shall remain FIRM till completion of the project.*
- (iii) *The bidder shall submit PAN & GST Registration Certificate in support of claim of GST.*
- (iv) *If there is a discrepancy between words and figures, the amount written in words will prevail.*
- (v) *The said work shall be awarded to a single agency for all AYCL unit proposed.*
- (vi) *AYCL does not issue any Road Permit.*
- (vii) *The offered prices should be firm and no request for variation of prices shall be entertained till completion of the project.*

VI. Evaluation of Bids:

1. Evaluation Committee (EC) constituted by AYCL will carry out an evaluation of the Technical Bids received in order to determine the same are substantially responsive to the requirements set forth in the RFQ.
2. The EC shall evaluate the Technical Bids only of the Applicants which fulfill the Technical Criteria.
3. Financial Bids shall be opened on the date & time specified by AYCL.
4. Contract will be awarded to the successful bidders on L1 rate basis.

VII. Timelines & Key Deliverables

The assignment shall be completed within 06 months (180 days) from the date of award of the contract.

Deliverables under the contract will include detail report touching upon every aspect as mentioned under "Scope of Work".

VIII. Earnest Money Deposit : 1% of Tender value.

IX. Terms of Payment

Payment shall be made within 30 days of satisfactory submission of the report in full by the advisor after due vetting of the report by the Management of AYCL. No advance payment shall be made on any account. In any case price escalation shall not be entertained by AYCL.

X. General Terms & Conditions:

The special Terms and Conditions (if any) will be case specific and following general conditions will be applicable to the Advisor appointed.

1. Taxes, Payment Term etc.:

Parties shall pay all relevant Taxes to appropriate Govt. agencies and AYCL shall not be responsible for any failure to do so.

2. Confidentiality:

Information provided under this Notice and subsequent RFQ for Engagement is confidential and neither Party shall at any time either during the association or at any time thereafter divulge either directly or indirectly to any person and or entity in any manner (except if such information is asked for vide a written order issued by a Court of Law or jurisdictional Govt. Authority), disclose any Information that the Other Party

may acquireduring the course of such association concerning the Other Party's business, property,contract,tradesecrets, employees/officebearers,clientsoraffairs.

3. IndemnificationandArbitration:

The selected Agency shall indemnify AYCL (including AYCL's employees/office bearers) for any damage, which may occur due to breach or non-compliance by such agency of anyconditionofthis noticeand/or aparticularengagement.

In case of any dispute arising between the parties, effort will be first made to settle thedispute by amicable settlement through discussion/negotiation, failing which the disputemay be referred to Arbitration. The Chairman & Managing Director of AYCL will be the soleauthoritytoappointtheSoleArbitratorandtheArbitrationprocesswillbefollowedaccording to the ArbitrationandConciliationlaw theninforceinIndia. Decision of suchArbitrator will primarily be binding on both the parties, however without prejudice to theiranyotherlegalright.ThevenueoftheArbitrationwillbeinKolkata.

4. CancellationofEngagement:

AYCLshallcancelthecontractatanytime,ifitisfoundthat,thepartyhas violated or failed to comply with any condition of this Notice and/or of any subsequentRFQ /Engagement Order for engagement or has fallen short of any Technical CriteriaasmentionedinthisNotice.Forsimilarreasons,AYCLmayalsodeclarepre-mature termination of any engagement as well as for applicability of any other termination clauseasmay bementionedinanRFQ/EngagementOrder.

5. SurvivalandSeverability:

IntheeventoftheCancellation/orTerminationofAgency,asthecasemaybe,of,theTermsand Conditionsrelatedto“Generaltermsandconditions”shall surviveandcontinueineffect andshallensuretothebenefitofandbebindinguponboththeParties,theirsuccessorsand assigns.AlsoeachoftheconditionsmentionedinthisNoticeis separateandseverablefrom the others. That is, any provision, which is invalid or unenforceable for any reason, shall beineffective to the extent of such invalidity or unenforceability, without affecting in any waytheremainingprovisionshereof.

6. Conflictofinterest:

TheempaneledAdvisor,ifengagedforanyparticularassignment,shallstrictlyavoidconflicts with other assignments/jobs or their own corporate interest and shall disclose to AYCL allactual and potential conflicts that exist, arise or may arise in the course of performing theassignment, afteritbecomesaware ofthatconflict.

7. Other Conditions:

- a. This Notice does not constitute any commitment of engagement for any assignment, on the part of the AYCL.

- b. AYCL shall have the right to reject all or any of the bids received against this RFQ and/or any Offer/Quotation received against any subsequent RFQs, without assigning any reason for the same.

Self-Declaration

Request for Quotation(RFQ)forappointmentofAdvisor for assisting AYCL in preparing strategy for achieving Carbon Neutral status for 15 Tea Gardens having 12 Tea Manufacturing Plants located in Assam & West Bengal

We, M/s _____, being interested in submission of subject RFQ, hereby submit all information and express our interest and consent for subject empanelment:

NB: Applicants should ensure submission of all pages of this Notice duly signed (with office stamp/seal) along with self-attested copies of all supporting documents.

We have understood all the scope and conditions of this RFQ and agree to abide ourselves by the same. We also wish to declare, that all information and documents submitted herein/herewith are true and genuine to the best of our knowledge and belief.

We also hereby declare that we have not been blacklisted by any State/Central Government Body/ Public Sector Undertaking at any point of time in India.

Signature:

Name:

Designation:

Date:

Office Seal: