



ANDREW YULE & COMPANY LIMITED (AYCL)
Yule House, 8 Dr. Rajendra Prasad Sarani
Kolkata-700001

Ref. No. AYCL/TEA/EOI/EMP/001

16.09.2024

EOI DOCUMENT

Expression of Interest (EOI) for Empanelment of Experienced Person as Advisor (Tea Mktg.) on Per Diem basis

Applications are invited from Retired Govt./PSU/Private Organization professionals for empanelment with AYCL as **Advisor (Tea Mktg.)** on per diem basis for the following positions:

Functional role and Period of engagement	Eligibility criteria	Others	Responsibilities
Advisor (Tea Marketing) Period of Engagement: 11 months from the date of empanelment with a provision for extension of another 11 months.	Should preferably be having work experience in a Senior Marketing Management position for a Tea Company/Tea Board/ Auctioning Company or a Private Tea Company of repute. The advisor should be a Graduate preferably MBA in Marketing having an experience of more than 20 years in the similar field with sound physical health having age not more than 75 years.	Remuneration: Per day rate : Rs. 4000 /- (provision will be there for 10% increment during renewal of agreement based on performance) Conveyance charges (additional): 1000 (only incase local transport is not provided by AYCL) The person should preferably be based in Kolkata. Terms & Conditions: 1. The advisor will be visiting Head Office at least twice a week, and might have to visit the estates as & when required. In case of any garden visit, the Conveyance charges at actuals will be borne by the Company. Food & Lodging during the stay at garden will be arranged by the respective garden. Conveyance & other charges while on tour to be borne at actuals subject to tour & travel policy of AYCL commensurate with E-7/E8 (depending on last appointment)*. 2. Advisor will be paid on monthly basis based on the rate as mentioned in the	<ol style="list-style-type: none">1. Strategic expert advisory supports the quality of the teas being made at least once a week to the Marketing team and suggest the corrective actions for better price realization based on quality check.2. Rendering advice to evaluate the performance of the brokers every month and suggest corrective actions through interactive sessions.3. Extend guidance in the pricing of all the AYCL marks and out lot percentage and suggest corrective action for improving the Sale price.4. Advisory support to generate enquiries for Private sale.5. Advisory support to generate enquiries for Export.6. Provide advisory support to find avenues for Retail Sale. Render advice to make Tea blends for various SKUs.7. Any other advisory task and responsibilities as may be assigned by the management from time to time.8. Provide guidance to prepare report to be submitted every week and thoroughly discussed for necessary action and implementation.

Functional role and Period of engagement	Eligibility criteria	Others	Responsibilities
		Work Order placed on him/her.	

*For Tour & Travel policy details please refer website www.andrewyule.com

Other Conditions:

1. The empanelment is purely on per diem basis.
2. Company can empanel more than one person if found suitable, however, obtaining services is an absolute prerogative of Company without being under any obligation to give any reason whatsoever.
3. Number of days of engagement is work dependent. However, under any circumstances, whether engaged continuously or intermittently, the number of days of engagement in a month shall not be more than 15 days.
4. Empanelment application to be submitted in the format enclosed as per Annexure – A along with self-attested scanned copy of all requisite documents and latest photo by email to pna@andrewyule.com/crop.plg@andrewyule.com on or before **29.09.24**.
5. Confidentiality agreement: Those who are empaneled will have to sign confidentiality agreement/non-disclosure agreement with AYCL.
6. Legal Status: the individual Advisor shall have the legal status of an independent Advisor vis a vis AYCL, and shall not be regarded, for any purpose, as being either a “staff member” of AYCL or an official of AYCL. Accordingly, nothing within or relating to the Advisor Contract shall establish the relationship of employer and employee or of principal and agent, between AYCL and the Individual Advisor.
7. Standards of Conduct: the Individual Advisor shall neither seek nor accept instructions from any authority external to AYCL in connection with the performance of their obligations under the Advisor Contract. The Individual Advisor shall perform their obligations under Advisor Contract with the fullest regard to the interest of AYCL.
8. Title Rights, Copy Rights, Patents: Title to any equipment and supplies that may be furnished by AYCL to the Individual Advisor for the performance of any obligations under Advisor Contract shall rest with AYC and any such equipment shall be returned to AYCL at the conclusion of the Advisor Contract or when no longer needed by such individual Advisor. AYCL shall be entitled to all intellectual property and other proprietary rights including but not limited to, patents, copyrights and trademarks with regard to products, process, inventions, ideas, knowhows, or documents and other materials which the Individual Advisor has developed for AYCL under the Advisor Contract and which bear a direct relation to or are produced or prepared or collected in consequence of or during the course of, the performance of the Advisor Contract.
9. Management reserves the right to cancel/restrict/enlarge/modify/alter the process if the need so arises, without assigning any reason whatsoever.
10. Force Majure: Force Majure as used herein means any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, or any other acts of a similar nature or force, provided that such arises from cause beyond the control and without the fault or negligence of any Individual Advisor.
11. Cutoff date for determining the age, experience etc. shall be opening date of application.
12. Applicants are advised to visit the website of the Company regularly for any corrigendum/addendum in respect of the same.
13. The competent authority shall evaluate the performance of the engaged Advisor on quarterly basis, based on the responsibility criteria mentioned elsewhere in the EOI.
14. Settlement of Disputes: AYCL and Individual Advisor shall use their best efforts to amicably settle any dispute, controversy or claim arising out of the Advisor Contract or the breach, termination or individual thereof.
15. Conflict of interest: The individual advisor shall be expected to follow all the rules and regulations of AYCL, which are in force. He/she will be expected to display utmost honesty,

secrecy of office and sincerity while discharging his/her duties. In case the services of the individual Advisor are not found satisfactory or found in conflict with the interests of AYCL, his/her services will be liable for discontinuation without assigning any reason thereof.

16. The individual Advisor acknowledges and agrees that from time to time, AYCL may conduct investigations relating to any aspect of the Contract or the award thereof, the obligation performed under the contract, and the operation of the individual Advisor generally relating to performance of the Contract. The right of AYCL to conduct an investigation & the Individual Advisor's obligation to comply with such an investigation shall not lapse upon expiration or prior termination of the Contract. The individual Advisor shall provide it's full & timely cooperation with any such investigations.
17. Tax Deduction at source: The income tax or any other tax liable to be deducted as per the prevailing rules will be deducted at source before effecting the payment for which AYCL will issue TDS certificate/s. Goods and Service Tax, as applicable shall be advisable to the individual Advisor. Except the above, AYCL undertake no liability for taxes or other contribution payable by the individual Advisor on payments made under this contract.
18. Relaxation: Where the competent authority is of the opinion that it is necessary or expedient so to do, it may by order for reason to be recorded in writing, relax any of the provisions of this EOI.
19. The engagement on per diem basis may be terminated by giving 15 days' notice from either side.
20. Legal jurisdiction: Kolkata
21. All correspondences shall be made through email only and no communications would be sent through courier/post or through any other mode. Any queries/issues to be addressed to AYCL only through email at corp.plg@andrewyule.com/pna@andrewyule.com.
22. While processing of actual employment of the Advisors the prevailing terms of AYCL purchase procedures shall be followed.
23. Since, AYCL is empaneling individual as expert, hence, empanelment fees shall not be collected.

Application for engagement as Advisor (Tea Mktg.) on *per diem* basis in Andrew Yule

Name	
Mother's/Father's/Husband's Name	
Date of Birth (Self-attested copy of proof of date of birth to be enclosed)	
Address for Correspondence	
Permanent Address	
AADHAR No.	
Contact No./Nos.	
Email ID	
Post applied for	
Educational/Technical Qualification (s) (Documents should be self-attested as true copy)	
Details of experience to be attached in proforma appended as "APPENDIX"	Duly filled proforma "APPENDIX" is attached.
Any other relevant information (use a separate sheet, if necessary)	
Last Post held at the time of retirement (Grade/Level)	

The information furnished above is true to the best of my knowledge and belief. I have carefully read the terms and conditions mentioned in the EOI advertisement published by Andrew Yule and they are acceptable by me. I certify that no disciplinary proceedings are pending against me, as on date. I also state that I have disclosed all material facts.

Date:

Signature of the Applicant

APPENDIX

DETAILS OF EXPERIENCE

Period (Starting from the last)		Name of Office/Organization	Post, Remuneration or Pay Band with Grade Pay, if applicable	Description of duties performed
From	To			

Name/ Signature_____

Academic and Professional Qualifications (Please attach Self-attested copy of pass certificate of all academic & professional qualification acquired.)

Exam Passed	Duration of the Course	Name of the Institution	Name of the University	Month & Year of Passing	Percentage of marks

I certify that the above information is correct and supporting documents are enclosed. If any part of the information is found incorrect then M/s. AYCL has all rights to initiate necessary action. I fully agree to work in AYCL on per diem basis as per this advertisement.

Place:

Name:

Date:

Signature: