

Ref. No.: Tender Notice No. AYCL/TED/Packet Tea/2009-10

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Dear Sir,

**Sub : Tender for Tea Blending & Packing Vendors (for bo)- Tender No; AYCL/TED/PT/Packing Vendor/09-10.**

We invite competitive "Quotation" in respect of our requirement for Tea Blending and Packing Vendor during the season 2009-10.

We enclose herewith a set of tender document, as follows, which may please be returned duly completed in all respect and signed as token of acceptance.

- Annexure – I - General information
- Annexure – II - General Terms and Conditions
- Annexure – III - Specification of Material
- Annexure – IV - Price Sheet

Quotation to be submitted in two parts separately as under:

**Part – I** : Annexure – I; Annexure – II; Annexure – III

**Part – II** Annexure – IV (Price only)

Part – I should be under a separate sealed cover super scribed with the word "Quotation for Blending and Packing Vendor, Part – I"

Part – II again should be under a separate sealed cover super scribed with the word "Quotation for Blending and Packing Vendor Part – II"

Both these separate envelops should be put in one envelop super scribed as "Quotation for Blending and Packing Vendor".

Your offer must reach our office on or before 14.4.2009 at 2 PM.

1st part of tender will be opened on 14.4.2009 is presence of intending tenderers at 3.00 PM..

Yours faithfully,

**Andrew Yule & Co. Ltd.**

General Manager (Packet Tea)

**Tea Division**

Enclo : as above

**TENDER FORM**

**(Tender No.: Tender No; AYCL/TED/PT/Packing Vendor/09-10.)**

**General Information**

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. :

Address

Telephone No.

Fax No.

3. Status of the organization :

4. Trade Licence No.  
(Please attach a photo  
copy of the licence) :

5. Banker's name

(a) Name of the Bank :

(b) Name of the Branch :

(c) Address of the Branch :

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

6. Sales tax Registration No.

(a) Central :

(b) State / VAT :

(Please attach photo copies of Registration Certificate)

7. Whether Registered :

as an SSI Unit, if yes,

Registration No.

8. Please indicate details of  
your experience particularly :

in respect of supplies of Packed teas after blending and machine packing to Tea Industry  
along with supporting documents. Also list machineries within the premises.

(only last two years orders to be mentioned)

Note : TENDER/QUOTATION will not be accepted without copy of order from reputed Tea  
Companies evidencing supply of minimum 10 Tons of Packing of any single customer  
in a particular year (last two years)

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 :

**TENDER FORM**

**(Tender No.: Tender No; AYCL/TED/PT/Laminates/09-10.)**

**GENERAL TERMS & CONDITION**

1. The materials are to be delivered to destinations in Kolkata on “Door Delivery” basis.
2. VAT/Sales tax will be paid extra at concessional rate.
3. The rate should remain firm during pendency of the contract.
4. 100% payment will be made within 60 days from the date of receipt of material.
- 5. Sample should be provided for approval before effecting packing and despatch.**
6. Delivery – As per delivery schedule of Company.
7. The tenderers are requested to ensure Earnest Money Deposit along with the Tender in the following manner, which will be converted into Security Deposit for the successful bidder/s and will be released on completion of delivery.  
**Earnest Money - Rs.20,000/- to be enclosed along with the Part I of the Tender documents.  
D/D or Account Payee Cheque favouring Andrew Yule & Co. Ltd.**
8. Decision for awarding contract/job is vested with the Management so as to reject, split / fragment.
9. Andrew Yule & Co. Ltd., Tea Division, reserve the right to fragment the job/order without assigning any reason thereof. However in that event, preference will be given to the lowest bidder towards allocation.
10. On the basis of the specification and the terms indicated, the tenderers should confirm rates in our prescribed format attached herewith (Annexure – Iv).

We confirm that we have gone through the above carefully and accept the same.

Signature :

Seal :

Date :

TENDER FORM

(Tender No.: Tender No; AYCL/TED/PT/Packing Vendor/09-10.)

Specification of Work

Collection of teas from different warehouses after collecting DO's from Company , blending, packing and dispatch as per instruction

1. Blending & Packing in pouches/laminates in machines and by hand: –  
1 kg/500g/250g/100g/50g/25g/Rs1/Rs2/- .
2. Blending and Packing by hand in Cartons of sizes: 250g/100g/50g.
2. Blending and Packing by hand in Metal Tin Caddies and Pine Chestlets with shrink wrapping of sizes: 250g/100g and 50g.

**Annexure – IV**

**PART – II OF TENDER**

**Price Sheet for Packing Vendor**

**(Tender No.: AYCL/TED/PT/Packing Vendor/09-10.)**

	Re.1/-	Rs.2/-	25gms	50gms	100 gms	250 gms	500 gms	1 kg
Pouch								
Carton	X	X	X					X
Tin Caddy	X	X	X				X	X
Chestlet	X	X	X	X			X	X

- Please indicate screen printing charges per 1000 pcs. Pouches: Rs.....
- Stamping (Price & Code) charges per 1000 pcs. Pouches: Rs.....

1. **VAT/Sales Tax/excise /others :**
2. **We confirm our capacity for Season as :**
3. **Place of dispatch will be from:**

**Signature :**

**Seal :**

**Date :**