

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

Dear Sir,

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

We invite competitive "Quotation" in respect of our requirement for Buying Agent 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 Buying Agent, Part – I"

Part – II again should be under a separate sealed cover super scribed with the word "Quotation for Buying Agent Part – II"

Both these separate envelops should be put in one envelop super scribed as "Quotation for Buying Agent".

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/ Buying Agent /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 buying teas for important companies in the Tea Industry along with supporting documents. (only last two years orders to be mentioned)

Note : TENDER/QUOTATION will not be accepted without copy of order from reputed Tea Companies evidencing appointment of your firm as a Tea Buying Agent (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/Buying Agent/09-10.)

GENERAL TERMS & CONDITION

1. VAT/Sales tax/Service tax will be paid extra at concessional rate.
2. The rate should remain firm during pendency of the contract.
3. 100% payment will be made within 60 days from the date of receipt of material.
4. **Sample should be provided for approval before buying.**
5. Decision for awarding contract/job is vested with the Management so as to reject, split / fragment.
6. 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.
7. 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/Buying Agent/09-10.)

Specification of Services

1. As per tea standards/specifications of Company, Agent requires to match samples.
2. Agent requires to Procure select samples for tasting and final selection by the Company.
3. Should have tea tasting infrastructure which may be used for selection and making standards by the Company.
4. On receipt of buying instructions by Company, Agents to operate in the Auctions on behalf of the Company as Buyer.
5. On completion of Auction buying Agents to list details of lots purchased, total quantities bought and averages – standard wise and submit to Company.
6. To collect purchase samples, contract bills, D.O.'s and submit hard copies of purchase list to Company.
7. To follow up with company on prompt payment with Brokers.

PART – II OF TENDER

Price Sheet for Buying Agent

(Tender No.: AYCL/TED/PT/Buying Agent /09-10.)

- A. Commission for purchase: In percentage of value per kg bought.
- B. Rebate (if any): on the percentage of value per kg bought.

- 1. VAT/Sales Tax/excise /Service tax and others :
- 2. We confirm our buying capacity for Season as :
- 3. Buying in the following Auction Centres (Buyer Registration of different Auction Committees Enclosed):

Signature :

Seal :

Date :