

Ref: Enquiry No. Pkt Tea/01/C&F/2010 Dated: 1.3.2010

Date...../...../2010

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Dear Sirs,

**Sub: Tender towards Clearing & Forwarding Agents 2010**

We invite competitive "Quotations" towards Clearing & Forwarding Agents for Season 2010-2011.

We enclose herewith a set of tender documents consisting of the following which may please be returned duly completed in all respects/signed and sealed as a token of acceptance.

1. Annexure – I - General Information - Part-1 of Tender
2. Annexure – II - Price Sheet - Part-2 of Tender

You are required to submit your quotation in two sealed covers separately for Part-I & Part-II super scribing "Quotation against Tender Enquiry No. Pkt Tea/01/C&F/2010 Dated: 1.3.2010 Part-I or Part-II". Both these sealed covers are to be put inside another sealed envelope super scribing "Tender Enquiry No. TED/C&F/2009-10 - Part-I and Part-II".

Your quotation must reach the office of the undersigned on or before 15.3.2010 till 2 PM.

Quotation for Part-I will be opened on 17.3.2010 at 3 p.m. in our office and you may be present in the tender opening in the scheduled date and time

Yours faithfully  
ANDREW YULE & CO. LTD.

General Manager (PT)  
Tea Division

## ANNEXURE – I

### PART – 1

General information to be furnished by the tenderer:-

1. Name of the Firm :
2. Address & Telephone No.of the Regd. Office :
3. Nature of the Firm (Pvt. Ltd. / Limited / Sole Proprietary / Partnership / Registered / Non-Registered) and date of Inception :
4. Income Tax P/A No. and Assessed upto (Latest Clearance Certificate to be attached) :
3. Sales Tax Regd. No.
  - a) Central :
  - b) State / VAT :  
(Please attach photo copies of Registration No.)
6. Trade Licence No. :  
(Please attach photo copies of Licence)
7. Name of Banker, Branch & Address :
8. List of present clients:
9. Volume of business transacted in last three Years (year-wise indication should be given) :

I/We hereby certify that the particulars furnished by me/us above are true to the best of my/our knowledge and belief and misrepresentations 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.

Place:

Signature with seal & Date

## **ANNEXURE – II**

### **Part – 2 (Price Bid)**

#### **Clearance and Forwarding charges on Ocean & Air Freight for Export – Ex- Kolkata – Season 2010-11**

##### **Ocean Clearance Charges:-**

- 1) Rates on turnkey basis including: Lift-on/Transportation/Lift-off. Stuffing of Containers at warehouse (with forklift charge) and making container ready for shipment for Kolkata: TEU and FEU rates to be given.
- 2) Detention Charges for Direct shipment: TEU and FEU rates.
- 3) Preparation & Clearing of Shipping Bill under EDI system including making ready cargo, endorsement of DEPBB, EP copies of Shipping Bill and Licenses from customs: Rates per Shipping Bill to be given.
- 4) **LCL cargo (all inclusive)** for Shed Delivery or direct Shipment with and without transport: Give rates per shipping bill with and without transport.

##### **Air Clearance Charges:-**

- 1) AWB Fee (Rs):
- 2) PCA(Rs):
- 3) Shipping Bill Processing(Rs):
- 4) Appraisement Charges(Rs):
- 5) Agency Service Charges(Rs):
- 6) Transportation Charges(Rs)
- 7) DEPBB(Rs/Challan):
- 8) THC(Rs/kg):
- 9) X-Ray(AAI) Charges (Rs/kg):
- 10) X-Ray(Airlines) Charges (Rs/kg):
- 11) Any other misc items:

(Signature of Authorized signatory and stamp)

Ref. No.: Enquiry No. PKT TEA/01/ Bags & Sacks/2010, Date : 1.3.2010

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Dear Sir,

**Sub : Tender for Bags & Sacks**

We invite competitive "Quotation" in respect of our requirement of Bags & Sacks for packing of Loose & packet teas in poly pouches of 24 kgs & 5 kgs during season 2010.

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

- **Annexure – I - General information**
- **Annexure – II - Specification of Material**
- **Annexure – III - General Terms and Conditions**
- **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 Bags & Sacks, Part – I**"

**Part – II** again should be under a separate sealed cover super scribed with the word "**Quotation for Bags & Sacks, Part – II**"

Both these separate envelops should be put in one master envelop super scribed as "**Quotation for Bags & Sacks**".

Your offer must reach our office on or before 15.03.2010.

1<sup>st</sup> part of tender will be open on 17.3.2010 in presence of intending tenderers.

Yours faithfully,  
**Andrew Yule & Co. Ltd.**

General Manager (Packet Tea)  
**Tea Division**

Encl : as above

**TENDER FORM**

**(Enquiry No.: PKT TEA/01/Bags & Sacks/2010 dated: 1.3.2010)**

**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 P.P.  
Woven Sacks/Bags to 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 supply of minimum 5000 pcs.Bags & Sacks to 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 :

Annexure – II

## **TENDER FORM**

(Enquiry No.: PKT TEA/01/Bags & Sacks/2010 dated: 1.3.2010)

### **Specification of Material**

#### **A.PP WOVEN Bags with Handle, Zipper and Flap (for 24 kgs Packet Tea)**

- Dimension : Length: 22 inches X Gusset: 14 inches X Height: 16 inches
- Material : Polypropylene, UV stabilized, Raffia Grade
- Weave : 10 x 10 mesh
- Denier : 1000g / 9000 meters
- External Lamination : 150 gauge polypropylene extrusion coating grade
- Finish : Matt (non-slippery, printable)
- Handle : Each sack will have two handles at the top (each 17 inches length)
- Thread : Garlon PPMF (Polypropylene Multi Filament)  
Twin – NW II
- Stitching : 12 stitches per decimeter
- Weight of Sack : 150g + 5%
- General : All material should be order free, food grade and virgin.
- Printing : As per our design, single colour with non-toxic/ scuff proof ink (as per instruction)
- **Estimated requirement for half the season – Yule Red Brand: 4000 pcs  
Yule Gold Brand: 4000 pcs**

#### **B. Non Woven Viscose Bag with Handle, Zipper, and Flap Zipper (for 24 kgs Packet Tea)**

- Dimension : Length: 22 inches X Gusset: 14 inches X Height: 16 inches
- General : All material should be order free, food grade and virgin.
- Printing : As per our design, single colour with non-toxic/ scuff proof ink (as per instruction)
- **Estimated requirement for half the season – Yule Red Brand: 4000 pcs  
Yule Gold Brand: 4000 pcs**

#### **C. Laminated Jute Bags with handle and flap (for 5 kgs Packet Tea)**

- Dimension : Length: 13 inches X Gusset: 6 inches X Height: 16 inches
- **Specification: As per sample.**
- General : All material should be order free, food grade and virgin.
- Printing : As per our design, single colour with non-toxic/ scuff proof ink (as per instruction)
- **Estimated requirement for half the season – Yule Special Brand: 1000 pcs**

**D. Non-Wove Viscose Bags with handle and flap (for 5 kgs Packet Tea)**

- Dimension : Length: 13 inches X Gusset: 6 inches X Height: 16 inches
- **Specification: As per sample.**
- General : All material should be order free, food grade and virgin.
- Printing : As per our design, single colour with non-toxic/ scuff proof ink (as per instruction)
- **Estimated requirement for half the season – Yule Special Brand: 1000 pcs**

**E. 2/3Layered Paper Sacks with/without foil, handle.(for 5 kgs Tea)**

- Dimension : Length: 13 inches X Gusset: 10.5 inches X Height: 13 inches
- **Specification: As per sample.**
- General : All material should be order free, food grade and virgin.
- Printing : As per our design, single colour with non-toxic/ scuff proof ink (as per instruction)
- **Estimated requirement for half the season – Yule Special Brand: 1000 pcs**

**TENDER FORM**

**(Enquiry No.: PKT TEA/01/Bags & Sacks/2010 dated: 1.3.2010)**

**GENERAL TERMS & CONDITION**

1. The materials are to be delivered to warehouse 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 despatch.**
6. Delivery – The delivery schedule are as under:-
  - a. 100% of our requirement within one week to ten days from date of order.
- 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.6000/-  
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).

Signature :

Seal :

Date :

**PART – II OF TENDER**

**(Enquiry No.: TEA PKT/01/Bags & Sacks/2010 dated: 1.3.2010)**

**Price Sheet for Bags & Sacks**

<b>Description</b>	<b>Unit Basic Price of Bags &amp; Sacks FOR at Kolkata Warehouse</b>
<b>A. PP Woven Bags – 24kgs</b>	
<b>B. Non Woven Viscose Bag – 24 kgs</b>	
<b>C. Laminated Jute Bags – 5 kgs</b>	
<b>D. Non-Wove Viscose Bags – 5 kgs</b>	
<b>E. 2/3Layered Paper Sacks – 5 kgs</b>	

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

Signature :

Seal :

Date :

Ref. No.: Enquiry No. PKT TEA/01/Laminates/2010, Date : 1.3.2010

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Dear Sir,

**Sub : Tender for Laminates**

We invite competitive "Quotation" in respect of our requirement of Laminates for packing of teas during season 2010. There are two brands and the quantity required for the season is – **Yule Red –3 Tons & Yule Gold - 3 Tons**

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

- **Annexure – I - General information**
- **Annexure – II - Specification of Material**
- **Annexure – III - General Terms and Conditions**
- **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 Laminates, Part – I**"

**Part – II** again should be under a separate sealed cover super scribed with the word "**Quotation for Laminates, Part – II**"

Both these separate envelops should be put in one master envelop super scribed as "**Quotation for Laminates**".

Your offer must reach our office on or before 15.03.2010.

1<sup>st</sup> part of tender will be open on 17.3.2010 in presence of intending tenderers.

Yours faithfully,  
**Andrew Yule & Co. Ltd.**

General Manager (Packet Tea)

**Tea Division**

Encl : as above

**Annexure – 1**

**TENDER FORM**

**(Enquiry No.: PKT TEA/01/Laminates/2010 dated: 1.3.2010)**

**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 Laminates to 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 supply of minimum 10 tons Laminates to 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 :

Annexure – II

## **TENDER FORM**

(Enquiry No.: PKT TEA/01/Laminates/2010 dated: 1.3.2010)

### **Specification of Material**

**Laminates specification for both in Pouch form and in Roll form: 12 micron polyester + 12 micron metallised + 37 micron poly.**

**Sizes: 500g; 250g; 100g; 50g; and Rupee 5/- pouch (as per sample)**

**TENDER FORM**

**(Enquiry No.: PKT TEA/01/Laminates/2010 dated: 1.3.2010)**

**GENERAL TERMS & CONDITION**

1. The materials are to be delivered to warehouse 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 despatch.**

6. Delivery – The delivery schedule are as under:-

- a. 100% of our requirement within one week to ten days from date of order.

**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.18,000/-**

**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).

Signature :

Seal :

Date :

**PART – II OF TENDER****(Enquiry No.: TEA PKT/01/Laminates/2010 dated: 1.3.2010)****Price Sheet for Laminates**

Description	Rs per Kg					Rs 5 pouch	
	500g	250g	100g	50g			
Laminates							
A. In Roll Form							
B. In Pouch Form							

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

Signature :

Seal :

Date :

**Ref. No.: Enquiry No. PKT TEA/01/2010 Date : 01.03.2010**

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\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

**Sub : Tender for Poly Liners (Secondary bags for 2 kgs Packet tea pouches)**

We invite a competitive quotation in respect of our requirement of Poly Liners (2 Kg secondary bags for packet tea pouches).

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 - Specification of Material
- Annexure – III - General Terms and Conditions
- 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 Poly Liners (2 kg Secondary Bags)”.

Part – II again should be under a separate sealed cover super scribed with the word “Quotation for Poly Liners (2 kg Secondary Bags)”.

Both these separate envelops should be put in one envelop super scribed as “Quotation for Poly Liners (2 kg Secondary Bags)”.

Your offer must reach our office on or before 15.03.2010.

1<sup>st</sup> part of tender will be open on 17.03.2010 is presence of intending tenderers at 3.00 PM

Yours faithfully,

**Andrew Yule & Co. Ltd.**

General Manager (Packet Tea)  
**Tea Division**

Encl : as above

**TENDER FORM**  
**(Tender No.: PKT TEA/01/2010 dated: 01.03.2010)**

**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 :

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(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 Secondary Bags to 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 supply of minimum 20000 pcs. Poly Liners to 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 :

Annexure – II

## **TENDER FORM**

(Tender No.: Packet Tea/01/2010)

### **Specification of Material**

#### **Liner**

Plain polythene liner specification broadly outlined below –

#### **• Material**

The polythene should be HMHDPE minimum 150 gauge or 37.5 micron, corresponds to its mass of 34.5 g/sqm  $\pm$  10%, made from odour free, food grade virgin material.

#### **• Flat dimension for packing maximum 2 kgs of Packet Tea pouches.**

Flat length - 46 cm  $\pm$  2 cm.

Flat width - 23 cm  $\pm$  2 cm.

Gussets: 18 cms  $\pm$  2 cms **on EACH SIDE**

The above dimensions are inclusive of gusset which will be as per sample.

#### **• Sealing**

Excepting mouth portion, all sides must be evenly heat sealed.

#### **• Sample**

Samples may be verified at our office during working hours.

• Estimated requirement for half Season – 1 Lac pcs.

**TENDER FORM**

**(Tender No.: PKT TEA/01/2010 )**

**GENERAL TERMS & CONDITION**

1. The materials are to be delivered to warehouse 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 despatch.**
6. Delivery – The delivery schedule are as under:-
  - a. 100% of our requirement within one week to ten days from date of order.
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.12,000/-  
**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).

Signature :

Seal :

Date :

PART – II OF TENDER

(Tender No.: PKT TEA/01/2010)

Price Sheet for Poly Liner (secondary bags for 2kgs Packet Tea Poly Pouches)

Description	Unit Basic Price Poly Liners (Secondary bags for 2 kgs poly pouches) at Kolkata warehouse
Poly Liners (Secondary bags for 2 kgs poly pouches) Size: L: 46 cms +/- 2 cms; B: 23 cms +/- 2 cms; Gusset: 18 cms +/- 2 cms.	

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

Signature :

Seal :

Date :