

ANDREW YULE & COMPANY LIMITED

Tea Division

Scope of Work

CORRIGENDUM

Ref.E-Tender No.: AYCL/Tea Division/21/19-20/ET/222

Ref. Tender No.: AYCL/TED/CONF/01/2019-20

1. **SCOPE OF WORK:**

No.of Guest: approx. 85 (+/- 5), Final figs. will be mentioned in the work order.

Date: 23rd to 26th of January, 2020

The **Hotel** shall be responsible for the **entire %EVENT MANAGEMENT+** with approximately 85 pnx (*final figs. with Work Order*) right from pick-up at Visakhapatnam Airport on 23.01.20 (15.00 Hrs.) to drop at Visakhapatnam Airport on 26.01.20 (07.30 Hrs.) which shall include Hotel Transfers, Food & Lodging, Cocktail Parties, Conference arrangements, Study Tours (inclusive of ride / entry fees) etc. as per the enclosed **DAY-WISE SCHEDULE**.

Four dedicated Tour Operators (2 Male + 2 Female) should be deputed by the Hotel handling all logistics effectively & efficiently during the entire tour:

BASIC CRITERIA:

- The Hotel at Visakhapatnam should be on the beach road in close proximity to Visakhapatnam city.
- It should provide rooms which are sea facing
- It should have a private beach for use of boarders
- It should have minimum 45 rooms available on those days
- **It should have minimum 3 nos. Deluxe Suite, 1 no. Luxury Premium Suite, and mix of 40 Luxury Premium & Luxury Rooms available**
- It should have a Conference Hall accommodating minimum 51 persons with all facilities
- It should have a multi-cuisine restaurant (both Indian & Continental)
- It should have outdoor recreational facilities and indoor facilities available for boarders
- Transport arrangements during the entire tour (6 nos. Innova Cars & 2 nos. 40 seater (2x2) Air-conditioned buses, unless otherwise specified).

BASIC FLOW OF MENU FOR BUFFET LUNCH / DINNER (MINUS STARTERS) TO BE INCLUDED IN THE MEAL PLANS

- ✓ Soup (Veg & Non Veg)
- ✓ 03 Salads
- ✓ 02 Non Veg (choice between fish | chicken)
- ✓ 03 Veg
- ✓ 01 Dal
- ✓ Rasam
- ✓ Steamed Rice
- ✓ Flavoured Rice
- ✓ Assorted Indian Breads
- ✓ Plain Curd
- ✓ Papad
- ✓ Pickle
- ✓ Vadiyams
- ✓ 02 Desserts

Alternate arrangements for Continental / North Indian Cuisine / Mughlai Cuisine

– *will be specified with Work Order*

BASIC EVENING COCKTAIL REQUIREMENT

SEATING ARRANGEMENT . Round tables with chairs.

ENTERTAINMENT .

DJ + Sound + Lights / Live Karaoke singer

PPL, IPRS and Novex licence

Police permission for any musical programme

STARTERS. 02 veg starters | 02 non veg starters (choice between fish | chicken) |

Wafers | Peanuts(to be served continuously for a period of two hours during the cocktail)

BASIC ACCOMMODATION REQUIREMENT

Deluxe Suite - 3 nos. (Double Occupancy)

Luxury Premium Suite . 1 no. (Double Occupancy)

Luxury Premium / Luxury Rooms . 40 nos. (Double Occupancy . 37 nos.& Single Occupancy . 3 nos.)

DAY-WISE SCHEDULE

DAY 1: 23.01.2020 (Thursday)

Arrival by Flight 6E-512 from Kolkata (ETA: 1445 Hrs.) - 85 pnx – *Final figs. with Work Order*

- Receive Group at the Visakhapatnam Airport.
- Transfer to the Hotel (2 nos. 40 seater Air-conditioned Buses + 06 Innova Cars)
- Hi Tea for all (preferably ~ poolside) at 1600 hrs.
- Sightseeing to Submarine Museum and Aircraft Museum at 1730 hrs Vehicles if required (6 nos. Innova Cars & 2 nos. 40 seater (2x2) Air-conditioned buses).
- Cocktail Dinner accompanied with DJ music (preferably at Beach Lawns) from 1900 hrs onwards

DAY 2: 24.01.2020 (Friday)

MORNING:

Gents . Conference 51 pnx

Ladies . Study Tour 34 pnx– *Final figs. with Work Order*

- Buffet breakfast at the Hotel's restaurant for all from 0700 hrs till 0900 hrs

Gents

- Conference starts at the Conference Hall from 0900 Hrs **till 1800 Hrs.**
 - Proper Air Conditioned Comfortable Sitting arrangement for 50+ Guests (Cluster style - round tables with chairs & Head Table for 5 Participants). Stage of 8 ft x 12 ft with LED screen of 8 ft x 12 ft.
 - One Projector, 1 Laptop, 1 Podium. PA System with 1 Collar Mike, 1 Podium Mike & 2 Cordless mike.
 - One Writing Pad with a Pen for each guest.
 - Sufficient Drinking water & 02 rounds of tea | coffee | cookies (1030 hrs and 1530 hrs)
 - Ceremonial Lamp with Candle & Lighter.
 - Printing of Backdrop & fixing the same in the Conference Hall with proper focus light.
 - Same Stage to be used for Prize Distribution in the evening
- Buffet lunch for participants from 1300 . 1400 hrs at The Lawns with Pagoda covering

Ladies

- Proceed at 0900 Hrs for local sightseeing by 7 Innova Cars with 4 Tour Operators (2 Male & 2 Female)
- Places covered in order ~ Kali Temple on Ramakrishna Beach Road + Kailashagiri Hills (train ride + ropeway ride) + Rishikonda Beach
- Buffet Lunch at Rishikonda Beach for 34 heads at %Shore Front Resort+. Menu to be specified with Work Oder
- Post lunch ~ proceed to Jagadamba Market for shopping (via hotel in case ladies need to freshen up) . Lucky Shopping Mall / Lepakshi Stores / Chandan Basthalaya
- Return to Hotel by 1700 Hrs & join the Gents at Conference Hall at 18.00 Hrs for prize distribution.

Gents & Ladies

- Cocktail dinner (preferably at Beach Lawns) from 1900 hrs onwards

- Singer on Karaoke with sound for entertainment
- ** PHOTOGRAPHER SHOULD BE ARRANGED FOR CONFERENCE AND EVENING COCKTAIL DINNERS**

DAY 3: 25.01.2020 (Saturday)

- Buffet breakfast at Hotel Restaurant from 0630 hrs till 0800 hrs
- Proceed to Borra Caves and Araku Valley by two 40 seater air-conditioned bus and 06 Innova Cars at 0830 hrs.
- Explore Borra Caves at 1100 hrs to 1230 hrs.
- Proceed to Ananthagiri Resorts (owned by AP Tourism) for lunch at 1300 hrs.
- Post lunch, at 1400 hrs proceed to Araku Valley. Explore places of interest like Tribal Museum + Coffee Museum + Chaparai (mountain river).
- Start back for Visakhapatnam at 1600 hrs latest.
- Stop for tea break at Tyada Jungle Resorts at 1730 hrs to 1815 hrs.
- Proceed to the Hotel and reach by 2000 hrs.
- Cocktail dinner (preferably at Beach Lawns) 2030 hrs onwards
- Games for couples accompanied by soft background music

DAY 4: 26.01.2020 (Sunday)

- Buffet Breakfast at Hotel at 0600 hrs
- Check-out of Hotel at 0630 hrs
- Airport drop to arrival Flight 6E-557 for Kolkata (ETD: 0855 Hrs.) by two 40 seater air-conditioned bus and 06 Innova Cars.

2.

GENERAL TERMS & CONDITIONS:

1. Applicants directly in Hotel Industry / Business are only eligible to participate.
2. The rate should remain firm during pendency of the contract.
3. On acceptance of Work Order, 30% of the contract value will be paid by AYCL on receipt of confirmation from the Hotel on booking of all specified rooms for the participants as mentioned in Annexure-III and balance 70% will be paid within 30 days from the date of post execution of the contract.
4. 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 the contract.
Earnest Money Deposit - Rs.20000.00
D/D or Account Payee Cheque favouring %Andrew Yule & Co. Ltd.+
5. Andrew Yule & Co. Ltd., Tea Division, reserve the right to reject/ split / fragment the job/order without assigning any reason thereof. However, in that event, preference will be given to the lowest bidder towards allocation.
6. On the basis of the specification and the terms indicated, the tenderers should confirm rates in our prescribed format only.
7. Terms & Conditions for Cancellations of Hotel Bookings to be Specified Clearly.
8. Terms & Conditions for deviation of dates to be specified clearly.
9. Quotations not fulfilling the terms & conditions & deviating from the given format will not be entertained.
10. Management reserved the right to change the destination, in which case fresh quotation will be asked for with terms & conditions as applicable.
11. Management reserves the right to accept or reject any proposals without assigning any reason.