

**ANDREW YULE & CO. LTD.  
( A GOVT. OF INDIA ENTERPRISE)  
TEA DIVISION**

**APPLICATION FOR ENLISTMENT**

Applications are invited from Manufacturers, Suppliers, Contractors & Bought leaf Suppliers located in and around Jalpaiguri, Mainaguri & Siliguri area for empanelment in different categories required for our four Dooars Estates situated in & around Banarhat.

Application form containing details may be obtained from the web site [www.andrewyule.com](http://www.andrewyule.com) & also from the following address on any working day.

Application for enlistment should reach the undersigned latest **within 21 days** from the date of publication of the advertisement.

THE MANAGER  
KARBALLA TEA ESTATE  
P.O. - BANARHAT  
DIST : JALPAIGURI  
PIN : 735202

**ANDREW YULE & CO. LTD.  
TEA DIVISION**

**Application for Enlistment Form**

The application form should be submitted along with the registration fee of **Rs500/=** (Rupees Five hundred) only by Postal Order/Bank Draft No\_\_\_\_\_ dated \_\_\_\_\_ in favour of Andrew Yule & Co. Ltd, Karballa Division.

1) Date for advertisement for registration :

2) Name of the Firm in Full :

3) Address of the Firm :

- a) Registered Office
- b) Head Office
- c) Branches
- d) Workshop/Godown
- e) Depot

4) Telephone/ Telegram/Fax No./E-mail :

- a) Registered Office
- b) Head Office
- c) Branches
- d) Workshop/Godown
- e) Depot

5) Status of the Organisation :

6) Whether Manufacturer/Contractor/  
Fabricator/Sub-Contractor/Stockist/  
Agent/Dealer :

7) Item for which enlistment is sought :

8) Banker's Name :

- a) Name of the Branch
- b) Address of the Branch
- c) Account Number

Note: Confidential Report of the financial position will be requested for by AY & Co. Ltd. from the Bankers.

- 9) Trade License Number :  
(Please attach a photocopy)
- 10) Factory License Number :  
(Please attach a photocopy)
- 11) Whether Registered as a MSMED/SSI Unit. :  
If yes, Registration Number.  
(Please attach a photocopy)
- 12) Sales Tax Registration Number :  
a) Central  
b) State  
(Please attach a photocopy of Registration certificate)
- 13) Permanent Account Number (PAN) :  
(Please attach a photocopy)
- 14) Photocopies of current I.T. & Tax clearance  
Certificates are to be attached :
- 15) Whether the applicant is already enlisted in this  
Enterprise. If so, the details are to be furnished  
stating the types of jobs executed etc., i.e. :  
  
a) Description of the job  
b) Year  
c) Amount  
d) Authorised by
- 16) Whether the applicant is enlisted with any other Public  
Sector Undertaking/other reputed Manufacturers  
if so, the details are to be furnished. :
- 17) Financial Capacity (Year) :  
  
a) Fixed Capital  
b) Working Capital  
(Copies of Balance Sheet & Profit & Loss Account for last  
Three years to be attached)

- 18) Technical capacity :  
i) Tools & Equipment list  
(to be attached)  
ii) Manufacturing Capacity :  
(to be quantified)
- 19) Manpower on rolls - Total manpower in Roll :  
a) Skilled workers  
b) Unskilled workers  
c) Others  
d) Supervisors  
e) Engineers
- 20) Name & Residential address of Partners/Directors/ :  
Proprietors, as the case may be.
- 21) Whether any Government Servant(s) or dismissed employee(s)  
of Andrew Yule & Co. Ltd/ any other Govt. Undertaking is  
in employment under the applicant. :
- 22) Whether the applicant or any of its Partners/Directors  
has been banned or removed from the approved list of  
Suppliers by the enterprise or Undertaking/ any other  
Enterprise or Undertaking in the past. :

I/We hereby certify that the particulars furnished by me/ us above are true to the best of my/our knowledge and belief and misrepresentation of facts will render me /us liable to any action as may be deemed fit by Andrew Yule & Co. Ltd, Tea Division has the sole discretion to reject or accept my/our candidature for enlistment.

**Applications need to be submitted in a sealed envelope super scribing the word "Application for Enlistment".**

Place: (Signature of the Applicant)  
Office stamp/Seal

Date:

**ANDREW YULE & COMPANY LTD.**  
**GROUP LIST FOR EMPANELMENT**

Group A	- Civil Constructions
Group B1	- Vehicle Machining jobs
Group B2	- Overhauling & servicing of vehicles
Group B3	- Vehicle Fuel Pump servicing
Group B4	- Vehicle Electrical Repairs
Group C1	- Fabrication (Min. Job Value 2lakh & above)
Group C2	- Fabrication (Min. Job Value Below 2lakh)
Group D	- Vulcanising
Group E	- Electrical spares
Group F	- Machinery Spares
Group G	- Spraying Machine & Spraying Machine Spares
Group H1	- Automobile Spares
Group H2	- Automobile Repair
Group H3	- Tyre, Tube & Battery
Group I	- Irrigation Equipment Spare & Repair
Group J	- Misc. Hardware items
Group K	- Paints
Group L	- Protective Clothing
Group M	- Furniture & Fixture – Supply & Repair
Group N	- Firewood
Group O	- Nursery preparation.
Group P	- Garden cultivation jobs like Ploughing/Harrowing etc.
Group Q	- Machinery Repairs
Group R	- Roller sharpening
Group S	- Stationery/Printing/Supply of Computer accessories
Group T	- Submersible Pump repairs
Group U	- General Electrical Repairs
Group V	- Insecticide/Weedicide
Group W	- Manure
Group X	- Local Transport
Group Y	- Bought Leaf

**Note :**

1. Please mark clearly the group of job(s) for which you are applying for the Enlistment.
2. Do not apply for jobs where you do not have any experience.
3. Please provide photocopies of PAN card, CST, VAT, Panchayat Certificate, Credentials of working in other Companies, Dealership Certificates along with other requirements as mentioned in the Form.