

ANDREW YULE & CO. LTD.

(A Govt. of India Enterprise)

8, Dr. Rajendra Prasad Sarani, Kolkata - 700001

Phone No. (033) 2242-8210/8550 Fax No. (033) 2242-9770

Website: www.andrewyule.com

NOTICE INVITING TENDER No.: AYCL/HO/GD/ARC/04/2020 dated 28.09.2020

M/s. Andrew Yule & Company Limited – a Central Public Sector Enterprise (CPSE) under the Ministry of Heavy Industries, invites sealed tenders in two parts - i) Technical Bid and ii) Price Bid from different Vendors / Suppliers for Annual Rate Contract of different kinds of materials listed below for a period of one year: -

- i. Supply of Disinfectant items,**
- ii. Electrical Items,**
- iii. Office Stationary,**
- iv. Computer Stationary,**
- v. Printed Stationary,**
- vi. Photocopy Service,**
- vii. Courier Service**

SCHEDULE OF TENDER (SOT)

a. NIT Number	AYCL/HO/GD/ARC/04/2020
b. NIT Date	28.09.2020
c. Mode of Tender	Offline submission of Part I - Techno-Commercial Bid and Part II - Price Bid
d. Date of publication of Tender through AYCL websites and Central Public Procurement Portal	28.09.2020
e. Date of availability of NIT to the Vendors for downloading	28.09.2020
f. Earnest Money Deposit	<ul style="list-style-type: none"> • Bid Securing Declaration is to be submitted in the format given in Annexure XI • Relevant documents (List of Documents given in Sl. No. 2 of Page No. 4,) to be submitted in a sealed envelope marked as Technical Bid. • Annexure III to X to be submitted in a separate sealed envelope marked as Financial Bid.
g. Last date of submission of Tender Document	12.10.2020 upto 18:00 Hrs.
h. Date of opening of Part-I Technical Bid	13.10.2020
i. Date of opening of Part- II Financial Bid	To be intimated to the technically eligible vendors only by e mail
j. Validity of Contract	1 Year from the date of finalising the Rate Contract

List of Annexure

Important Instructions for Bidders	: - Annexure – I
Eligibility Criteria, Rules & Regulation for the Bidder	: - Annexure – II
Financial Bid	:-
for Stationary Items	:- Annexure – III
for Computer Stationary	:- Annexure – IV & V
for Electrical Items	:- Annexure – VI
for Disinfected Items	:- Annexure – VII
for Photocopy	:- Annexure – VIII
for Printing Stationary	:- Annexure – IX
for Courier Services	:- Annexure – X
Bid Securing Declaration	: - Annexure – XI
Declaration for Non- Ineligibility	: - Annexure – XII
Detailed Profile of the Intended Bidders	: - Annexure – XIII

Annexure-I

Important instructions for Bidders

You are requested to read the Terms & Conditions (Annexure- II) of this tender before submitting your tender. Bidders who do not comply with the conditions with documentary proof (wherever required) will not qualify in the Tender for opening of price bid.

01. In case of any bidding related clarification, please contact:

Contact Person (Andrew Yule & Co. Ltd.)

- | | |
|---|---|
| 1. Mr. Souvik Guha
Dy.Manager(Co-ordination & Purchase)
Email: pna@andrewyule.com
Phone No.: (033) 2242-8210/8550 ; | 2. Mr.Subham Mazumdar
NUS (Technical)
Fax No.: (033) 2242-9770 |
|---|---|

02. (A) Part I Techno-Commercial bid will be opened on specified date and time as given in the NIT. Bidder(s) can witness the opening of bid.

(B) Part II Price bid will be opened for only those bidder(s) whose Part I Techno-Commercial Bid is found to be Techno-Commercially acceptable by AYCL. Such bidder(s) will be intimated date of opening of Part II Price Bid, through valid email confirmed by them.

Note:

The Bidders are advised to offer their best possible rates. There would generally be no negotiation, hence most competitive prices to be quoted while submitting the Price Bid. However, in case the lowest rate appears to be reasonable taking into account the prevailing market conditions, the Order may be awarded to the lowest Bidder and if the rate is still considered high, action as per prevailing instruction/guideline shall be taken.

03. All entries in the Tender should be entered in Technical & Commercial Formats without any ambiguity.

- 04.** No tender will be accepted after the due date and time mentioned in NIT.
- 05.** No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the tender floor by any bidder confirms his acceptance of terms & conditions for the tender.
- 06.** Unit of Measure (UOM) is indicated in the NIT. Rate to be quoted should be in Indian Rupee as per UOM indicated in the NIT.
- 07.** AYCL has the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.
- 08.** No deviation to the technical and commercial terms & conditions are allowed.
- 09.** The bidders must submit all the documents required as per terms of NIT. Any other document submitted which is not required as per the terms of the NIT shall not be considered.
- 10.** The documents submitted by bidder(s) will be scrutinized. In case any of the information furnished by the bidder is found to be false during scrutiny, punitive action including suspension and banning of business can also be taken against defaulting bidders.
- 11.** The successful bidder will be required to submit Performance Security/Security Deposit of Rs 2500/- in the form of NEFT/RTGS, within 10 days of email notification sent from Corporate office regarding selection of the Vendor/ Supplier and refund of which (without any interest thereon) will be made only on successful completion of all jobs and the contractual period, unless forfeited for breach of any contract term, any lack of performance as may be decided by AYCL Management or damage to AYCL as may be relevant to the contract.
- 12.** The Bidder must submit their Bid in two separate sealed envelopes marked as Technical Bid and Financial Bid. Further these two sealed envelopes must be sealed in a final envelope marked as the category in which the Bidder is intended to participate.

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NOTICE INVITING TENDER No.: AYCL/HO/GD/ARC/04/2020 dated 28.09.2020

M/s. Andrew Yule & Company Limited – a Central Public Sector Enterprise (CPSE) invites sealed tenders from different Vendors / Suppliers for Annual Rate Contract of Supply of Disinfectant items, Electrical Items, Office Stationary, Computer Stationary, Printed Stationary, Photocopy service & Courier Service. Offers should be submitted in two parts i.e. i) Technical Bid and ii) Price Bid.

1. Eligibility Criteria:

i) Bidders must have prior working experience of atleast 2 years preferably with any Government Department. (Documentary proof to be uploaded with the techno-commercial Bids).

ii) Bidders' registered office should be in and around Kolkata, West Bengal. (Documentary proof to be uploaded with the techno-commercial Bids.)

2. Documents to be submitted in the Technical Bid:

- a) Proof of Address
- b) Client List
- c) Particulars in respect of Permanent Account Number
- d) Trade Licence in respective categories
- e) Details of Bank Account
- f) Statement of Accounts and copy of Income Tax Return for last Three Years
- g) GST Registration Certificate
- h) Acceptance of Payment Terms
- i) Detailed Profile of the Intended Bidders
- j) Bid Securing Declaration
- k) Declaration for Non- Ineligibility
- l) MSME Certificate (if applicable)

3. Terms & Conditions:

a) Bidders will be allocated jobs on the basis of their equipments, manpower, working & storage space.

b) Bidders should have all statutory registration such as Trade Licence, VAT Registration, GST Registration.

c) The vendor (if applicable) shall ensure compliance with all labour laws relating to Workmen Compensation Act, Payment of Wages Act, Minimum Wages Act, Employees' Provident Fund Act, Employees' State Insurance Act, and Factories Act etc. The Company will not be responsible for any obligation, financial or otherwise which may arise due to non compliance of the aforesaid labour laws by the sub-contractor.

4. **Rate:** Rates quoted should be exclusive of all taxes and duties. Taxes if any to be stated separately.
5. **Validity:** The rates quoted should remain valid till 31.03.2021. The period of the validity may be extended on mutual consent for further periods of Six months.
6. **Payment Terms:** 30 (Thirty) days credit. Credit period to commence from the date of submission of invoice along with receipted challan. Income Tax and/or GST shall be deducted at source as per existing rules.
7. **Submission of Offers:** Last date for Submission of Offers is 12.10.2020 by 18.00 Hrs.
8. **Confidentiality Agreement:** The Vendors/Suppliers shall maintain strict confidentiality of the jobs awarded. A Confidentiality Agreement will have to be signed by the sub-contractor.
9. **Dispute Resolution:** Any dispute arising out of these transactions shall be subject to the jurisdiction of competent Court at Kolkata. The Management reserves the right to cancel the tender and/or to accept or reject any or all the offers and/or to divide the quantity ordered between one or more bidders without assigning any reason whatsoever.

Date: 28.09.2020

For Andrew Yule & Co. Ltd.

Place: Kolkata

Sr.Manager (Admin & IR)

ANNEXURE III

Page 1 of 3

Rates for Office Stationary

Sl. No.	Name of Items	UOM	Price / UOM
1	Alpin Bell	Per Box.	
2	Araldite Adishive	Per Pc.	
3	Arch File Ambassador	Per Pc.	
4	Arch File Cosmos	Per Pc.	
5	Battery Exide 12V	Per Pc.	
6	Binder Clip 19 mm	Per Box.	
7	Binder Clip 25 mm	Per Box.	
8	Binder Clip 32 mm	Per Box.	
9	Binder Clip 51 mm	Per Box.	
10	Both side pen	Per Pc.	
11	Butterfly Pen	Per Pc.	
12	Calculator Casio	Per Pc.	
13	CD Pouch	Per Pc.	
14	CDR Moserbear 10 pcs in a pack	Per Pkt.	
15	CDR Moserbear single packing	Per Pkt.	
16	Cello Gel Pen	Per Pc.	
17	Cello Tape 1"	Per Pc.	
18	Cello Tape 2"	Per Pc.	
19	Channel File	Per Pc.	
20	Channel File A4	Per Pc.	
21	Cobra File	Per Pc.	
22	Computer Paper 10x12x1 (80 GSM)	Per Pkt.	
23	Computer Paper 15x12x1 (60 GSM)	Per Pkt.	
24	Computer Paper 15x12x1 (80 GSM)	Per Pkt.	
25	Computer Paper 15x12x2 (60 GSM)	Per Pkt.	
26	Correction Pen (Camel)	Per Pc.	
27	Cotton Duster 2' x 2'	Per Pc.	
28	Cotton Duster 3' x 3'	Per Pc.	
29	Cotton Duster 3' x 3'	Per Pc.	
30	Cotton Tag 1000 pcs in a pkt	Per Pkt.	
31	Cover File (Cosmos)	Per Pc.	
32	CT-512 Calculator	Per Pc.	
33	Date Stamp	Per Pc.	
34	Demy Paper 90 Gsm (per rim)	Per Ream.	
35	Dot Matrix Ribbon filling (B-300)	Per Pc.	
36	Dot Pen Cello (Gripex)	Per Pc.	
37	Dot Pen Linc (Agni Gel)	Per Pc.	
38	DVDR SONY/Moserbear	Per Pc.	
39	Envelop Brown 10" x 4.5"	Per Pc.	
40	Envelop White 10" x 4.5"	Per Pc.	
41	Envelop Brown 11" x 5"	Per Pc.	
42	Envelop White 11" x 5"	Per Pc.	
43	Exercise Book (Big)	Per Pc.	
44	Exercise Book (Small)	Per Pc.	

Sl. No.	Name of Items	UOM	Price / UOM
45	F/S Ruled Pad	Per Pc.	
46	Fax Roll 30 mtr	Per Pc.	
47	File Separator	Per Pc.	
48	Folder File Board	Per Pc.	
49	Gel Pen (Ocean)	Per Pc.	
50	Glue Stick 15mg	Per Pc.	
51	Gripex Pad Small	Per Pc.	
52	Gumpaste 700ml	Per Pc.	
53	Hi-Lighter pen (Faber Castel)	Per Pc.	
54	Gems Clips 30 mm bell	Per Pc.	
55	Gems Clips 35 mm bell	Per Pc.	
56	Lace File (Cosmos)	Per Pc.	
57	Lead Pencil (Apsara Platinum)	Per Pc.	
58	Lead Pencil (Nataraj)	Per Pc.	
59	Marker Pen	Per Pack.	
60	Mouse Optical (I ball)	Per Pack.	
61	Mouse Pad	Per Pack.	
62	Notesheet Pad	Per Pc.	
63	Paper Cutter Knife	Per Pc.	
64	Pen Drive 64 GB (Branded)	Per Pc.	
65	Pen Drive 32 GB (Branded)	Per Pc.	
66	Pen Drive 16 GB (Branded)	Per Pc.	
67	Pen Drive 8 GB (Branded)	Per Pc.	
68	Pen Stand (Four Holder)	Per Pc.	
69	Pen Stand (Pen)	Per Pc.	
70	Pen Stand (Two Holder)	Per Pc.	
71	Pencil Box	Per Pc.	
72	Pencil Carbon (Kores)	Per Pc.	
73	Pencil Cutter	Per Pc.	
74	Pencil Eraser (Apsora)	Per Pc.	
75	Peon Book	Per Pc.	
76	Plastic Auto Arch File	Per Pc.	
77	Plastic Auto Clip File	Per Pack	
78	Plastic File 7230	Per Pc.	
79	Plastic Folder A4	Per Pc.	
80	Plastic L File	Per Pc.	
81	Plastic Ring File	Per Pc.	
82	Plastic Ring File FS	Per Pc.	
83	Plastic Scale 12"	Per Pc.	
84	Plastic Scale 6"	Per Pc.	
85	Post-it (2 x 2) Yellow	Per Pack	
86	Post-it (3 colour)	Per Pack	
87	Post-it (3 x 3) Yellow	Per Pack	
88	Punching k-280	Per Pc.	
89	Punching K-600	Per Pc.	
90	Punching K-800	Per Pc.	
91	Punching FP-20 (Single Punch)	Per Pc.	
92	Refill (Trimax)	Per Pc.	
93	Register no.10	Per Pc.	
94	Register no.12	Per Pc.	

Sl. No.	Name of Items	UOM	Price / UOM
95	Register no.16	Per Pc.	
96	Register no.20	Per Pc.	
97	Register no.24	Per Pc.	
98	Register no.4	Per Pc.	
99	Register no.6	Per Pc.	
100	Register no.8	Per Pc.	
101	Report File	Per Pc.	
102	Rubber band (100 grm pack)	Per Pkt.	
103	Ruled / Plane paper FS	Per Pc.	
104	Ruled Pad (big) JK bond	Per Pc.	
105	Ruled Pad (small) JK bond	Per Pc.	
106	Ruled pad FS JK	Per Pc.	
107	Scissor	Per Pc.	
108	Short Hand Note Book	Per Pc.	
109	Signature Pen	Per Pc.	
110	Spiral Note Book 300 (Gripex)	Per Pc.	
111	Spring File	Per Pc.	
112	Stamp Pad (Faber Castell)	Per Pc.	
113	Stamp Pad INK (60ML)	Per Pc.	
114	Stapler Machine HD-10D	Per Pc.	
115	Stapler Machine Jumbo	Per Pc.	
116	Stapler Machine Medium 24/6	Per Pc.	
117	Stapler Machine Small No.10	Per Pc.	
118	Stapler Pin 24/6	Per Pc.	
119	Stapler Pin Small no.10	Per Pc.	
120	TVS Ribbon 136	Per Pc.	
121	Type Ribbon	Per Pc.	
122	Visiting Album	Per Pc.	
123	Waste Paper Basket	Per Pc.	
124	White Board Marker (Camel)	Per Pc.	
125	Xerox Paper Copy Power A-3	Per Ream	
126	Xerox Paper Copy Power A-4	Per Ream	
127	Xerox Paper Copy Power FS	Per Ream	

ANNEXURE IV**Rates for Computer Stationary (Refilling of Cartridges)**

Sl. No.	Description of Items	UOM	Price
1	Refilling charge for Cartridge No.20 (Black)	Per Pc.	
2	Refilling charge for Cartridge No.27	Per Pc.	
3	Refilling charge for Cartridge No.28	Per Pc.	
4	Refilling charge for Cartridge No.56	Per Pc.	
5	Refilling charge for Cartridge No.860	Per Pc.	
6	Refilling charge for Cartridge No.901	Per Pc.	
7	Refilling charge for Cartridge No.901	Per Pc.	
8	Refilling charge for Cartridge No.98 (Black)	Per Pc.	
9	Refilling HP 680 Black	Per Pc.	
10	Refilling HP 803 Black	Per Pc.	
11	Refilling HP 803 Colour	Per Pc.	
12	Refilling HP Ink Jet Cartridge No. 703	Per Pc.	
13	Refilling HP Ink Jet Cartridge No. 704	Per Pc.	
14	Refilling HP Ink Jet Cartridge No.126A	Per Pc.	
15	Refilling HP Ink Jet Cartridge No.21	Per Pc.	
16	Refilling HP Ink Jet Cartridge No.22 (colour)	Per Pc.	
17	Refilling HP Ink Jet Cartridge No.27 (each)	Per Pc.	
18	Refilling HP Ink Jet Cartridge No.28 (colour)	Per Pc.	
19	Refilling HP Ink Jet Cartridge No.45	Per Pc.	
20	Refilling HP Ink Jet Cartridge No.47 (Black)	Per Pc.	
21	Refilling HP Ink Jet Cartridge No.51 (Ink)	Per Pc.	
22	Refilling HP Ink Jet Cartridge No.56	Per Pc.	
23	Refilling HP Ink Jet Cartridge No.57 (Color)	Per Pc.	
24	Refilling HP Ink Jet Cartridge No.678 (Black & Colour)	Per Pc.	
25	Refilling HP Ink Jet Cartridge No.702	Per Pc.	
26	Refilling HP Ink Jet Cartridge No.802 (Black)	Per Pc.	
27	Refilling HP Ink Jet Cartridge No.802 (Colour)	Per Pc.	
28	Refilling HP Ink Jet Cartridge No.811	Per Pc.	
29	Refilling HP Ink Jet Cartridge No.818 (Black)	Per Pc.	
30	Refilling HP Ink Jet Cartridge No.818 (Colour)	Per Pc.	
31	Refilling HP Ink Jet Cartridge No.860 (Black)	Per Pc.	
32	Refilling HP Ink Jet Cartridge No.901 (Black)	Per Pc.	
33	Refilling HP Ink Jet Cartridge No.901 (Colour)	Per Pc.	
34	Refilling Ink Jet Cartridge No.73 N (Epson)	Per Pc.	
35	Refilling Laser Jet Tonner HP 36A	Per Pc.	
36	Refilling Laser tonner D.C. blate change	Per Pc.	
37	Refilling Laser tonner refilling (Drum changing)	Per Pc.	
38	Refilling Laser tonner refilling 12A	Per Pc.	
39	Refilling Laser tonner refilling 78A	Per Pc.	
40	Refilling Laser tonner refilling 88A	Per Pc.	
41	Refilling Laser tonner refilling 88ACC 388 (Black)	Per Pc.	

ANNEXURE V**Rates for Computer Stationary (New Cartridges)**

Sl. No.	Description of Items	UOM	Price
1	Canon (741 Colour)	Per Pc.	
2	Canon 740 (Black)	Per Pc.	
3	Cartridge No.20 (Black)	Per Pc.	
4	Cartridge No.27	Per Pc.	
5	Cartridge No.28	Per Pc.	
6	Cartridge No.56	Per Pc.	
7	Cartridge No.860	Per Pc.	
8	Cartridge No.901	Per Pc.	
9	Cartridge No.901	Per Pc.	
10	Cartridge No.98 (Black)	Per Pc.	
11	HP 680 Black	Per Pc.	
12	HP 803 Black	Per Pc.	
13	HP 803 Colour	Per Pc.	
14	HP Ink Jet Cartridge No. 703	Per Pc.	
15	HP Ink Jet Cartridge No. 704	Per Pc.	
16	HP Ink Jet Cartridge No.126A	Per Pc.	
17	HP Ink Jet Cartridge No.21	Per Pc.	
18	HP Ink Jet Cartridge No.22 (colour)	Per Pc.	
19	HP Ink Jet Cartridge No.27 (each)	Per Pc.	
20	HP Ink Jet Cartridge No.28 (colour)	Per Pc.	
21	HP Ink Jet Cartridge No.45	Per Pc.	
22	HP Ink Jet Cartridge No.47 (Black)	Per Pc.	
23	HP Ink Jet Cartridge No.51 (Ink)	Per Pc.	
24	HP Ink Jet Cartridge No.56	Per Pc.	
25	HP Ink Jet Cartridge No.57 (Color)	Per Pc.	
26	HP Ink Jet Cartridge No.678 (Black & Colour)	Per Pc.	
27	HP Ink Jet Cartridge No.702	Per Pc.	
28	HP Ink Jet Cartridge No.802 (Black)	Per Pc.	
29	HP Ink Jet Cartridge No.802 (Colour)	Per Pc.	
30	HP Ink Jet Cartridge No.811	Per Pc.	
31	HP Ink Jet Cartridge No.818 (Black)	Per Pc.	
32	HP Ink Jet Cartridge No.818 (Colour)	Per Pc.	
33	HP Ink Jet Cartridge No.860 (Black)	Per Pc.	
34	HP Ink Jet Cartridge No.901 (Black)	Per Pc.	
35	HP Ink Jet Cartridge No.901 (Colour)	Per Pc.	
36	Ink Jet Cartridge No.73 N (Epson)	Per Pc.	
37	Laser Jet Tonner HP 36A	Per Pc.	
38	Laser Tonner (Drum changing)	Per Pc.	
39	Laser Tonner 12A	Per Pc.	
40	Laser Tonner 78A	Per Pc.	
41	Laser Tonner 88A	Per Pc.	
41	Laser Tonner 88ACC 388 (Black)	Per Pc.	
41	Laser Tonner D.C. blate change	Per Pc.	

ANNEXURE VI
Rates for Electrical Items

Sl. No.	Description of Items	UOM	Price
1	1 mm Wire	Per Coil	
2	1.5 mm Wire	Per Coil	
3	10 A Fuse Set	Per Pc.	
4	100 A 4 Poll M.C.B.	Per Pc.	
5	100 A Block - Havels	Per Pc.	
6	100 A Main Switch	Per Pc.	
7	100 Watt Bulb	Per Pc.	
8	15 A Plug Top (white)	Per Pc.	
9	16 A Main Switch	Per Coil	
10	2 Core Wire	Per Coil	
11	2.5 Capacitor	Per Pc.	
12	2.5 mm wire	Per Coil	
13	20 A MCB	Per Pc.	
14	25 A MCB	Per Pc.	
15	250 W/300 W/Screw Type	Per Pc.	
16	3 Core Wire	Per Coil	
17	32 A MCB	Per Pc.	
18	4"x 8" B/L cover & cutting	Per Pc.	
19	4"x 8" Wooden Board	Per Pc.	
20	5 A Socket	Per Pc.	
21	5 A Switch	Per Pc.	
22	6"x 8" P/L Cover cutting	Per Pc.	
23	63 A TPN Main Switch	Per Pc.	
24	8"x 10" B/L covered & cutting	Per Pc.	
25	Box Type Switch	Per Pc.	
26	Bracket Holder (PVC)	Per Pc.	
27	Choke 14 Watt	Per Pc.	
28	Coil Telephone Wire	Per Coil	
29	Holder Bulb	Per Pc.	
30	MCB 100 A 4 Poll	Per Pc.	
31	Pendent Holder (PVC)	Per Pc.	
32	Philips LED Bulb (9W)	Per Pc.	
33	Philips Bulb 200 W	Per Pc.	
34	Philips Essential PL-1-4P (36W/ 865)	Per Pc.	
35	Porceline Kitkat 32 Amp	Per Pc.	
36	Porceline Kitkat 63 Amp	Per Pc.	
37	PVC Box (4"x10")	Per Pkt.	
38	PVC Casing	Per Pc.	
39	PVC Gutka	Per Pkt.	
40	PVC Pipe	Per Pc.	
41	Rider (Big size)	Per Pc.	
42	SA CFL Bulb (1 box)	Per Box	
43	Socket 5 Amp 5 Pin	Per Pc.	
44	Spike Buster (4 point)	Per Pc.	
45	Submeter 220 Volt	Per Pc.	
46	TL5 Single Tube Light Set	Per Pc.	
47	TL5 Tube Light	Per Pc.	
48	TL5 TWIN Tube Light Set	Per Pc.	
49	TL5 only Tube Light	Per Pc.	

ANNEXURE VII**Rates for Disinfectant Items**

Sl. No.	Description of Items	UOM	Price
1	Battery 1035	Per Pc.	
2	Battery 1050	Per Pc.	
3	Bengal Phenyl (Black) (5 Ltrs.)	Per Jar	
4	Bleaching Powder (25 Kgs. Bag)	Per Bag	
5	Branded Sanitizer (100 ml)	Per Pc.	
6	Branded Sanitizer (250 ml)	Per Pc.	
7	Branded Sanitizer (5 Lt)	Per Pc.	
8	Branded Sanitizer (500 ml)	Per Pc.	
9	Brasso Polish	Per Pc.	
10	Broom Stick	Per Pc.	
11	Destolin White Scented	Per Pc.	
12	Drum (80 Ltr.)	Per Pc.	
13	Duster (36' X 36')	Per Pc.	
14	Face Tissue	Per Pc.	
15	Feather Duster	Per Pc.	
16	Feather Duster	Per Pc.	
17	G.I. Bucket (17 Ltr.)	Per Pc.	
18	Gala Stick (Synthetic)	Per Pc.	
19	Hand Gloves	Per Pc.	
20	Heat Spray for Mosquito	Per Pc.	
21	Lifebuoy Soap	Per Pc.	
22	Liquid Soap for Floor Cleaner (5 Ltrs.)	Per Pc.	
23	Liquid Soap for Hand Wash (5 Ltrs.)	Per Pc.	
24	Mask	Per Pc.	
25	Mosquito Coil	Per Pc.	
26	Muratic Acid	Per Pc.	
27	Napthaline Ball (Bengal)	Per Pc.	
28	Odonil Stick	Per Pc.	
29	P.V.C. Bucket	Per Pc.	
30	Paper Roll	Per Pc.	
31	Pencil Battery (Ever Ready)	Per Pc.	
32	Plastic Belcha for Dust collecting	Per Pc.	
33	PVC Mug	Per Pc.	
34	Red Heat Spray for Cockroach	Per Pc.	
35	Red Kherua	Per Pc.	
36	Red/ Yellow Duster (48' X 48')	Per Pc.	
37	Room Spray	Per Pc.	
38	Rough Duster	Per Pc.	
39	Scotch Bite	Per Pc.	
40	Silvo Polish	Per Pc.	
41	Vim Bar	Per Pc.	
42	Wheel Detergent Powder	Per Pc.	
43	White Cloth Duster - Big	Per Pc.	
44	White Cloth Duster - Small	Per Pc.	
45	Wiper complete set (Unique)	Per Pc.	
46	Wiper Refill 18"	Per Pc.	
47	Yellow Duster (24' X 24')	Per Pc.	

ANNEXURE VIII
Rates for Photocopy

Sl. No.	Description of Items	UOM	Price
1	Photocopy A3 B/W (both side)	Per Pc.	
2	Photocopy A3 B/W (1 side)	Per Pc.	
3	Photocopy A4 B/W (both side)	Per Pc.	
4	Photocopy A4 B/W (1 side)	Per Pc.	
5	Photocopy FS B/W (both side)	Per Pc.	
6	Photocopy FS B/W (1 side)	Per Pc.	
7	Printout A3 B/W (both side)	Per Pc.	
8	Printout A3 B/W (1 side)	Per Pc.	
9	Printout A4 B/W (both side)	Per Pc.	
10	Printout A4 B/W (1 side)	Per Pc.	
11	Printout A3 Color (both side)	Per Pc.	
12	Printout A3 Color (1 side)	Per Pc.	
13	Printout A4 Color (both side)	Per Pc.	
14	Printout A4 Color (1 side)	Per Pc.	

ANNEXURE IX
Rates for Printing Stationary

Sl.no.	Product description	Size	Minimum Quantity	Paper Quality	Price
1	Brown Envelop A4	13" x 15" (As per sample)	1000	90 GSM Brown Paper	
2	Brown Envelop Big	10" x 12.50" (A.P. S.)	1000	90 GSM Brown Paper	
3	Brown Envelop Small	7" x 9.50" (As per sample)	1000	90 GSM Brown Paper	
4	Clothlined Envelop (big)	16" x 12" as per Sample	500	100 GSM Green Maplitho	
5	Clothlined Envelop without printed Ballow	12" x 17" as per sample	500	100 GSM Green Litho	
6	Leave Application from (Personnel Dept)	8.50" x 5.50" (2 in a set)	100p/ 10 book	60 GSM Maplitho & Pink Litho	
7	Leave / Casual Leave From	5.50" x 8.75" as per sampl	100p/10 pcs	60 GSM Maplitho	
8	LTA / Leave Encashment (Personnel Dept)	8" x 5.5" as per sample	100p/10pcs	60 GSM Maplitho	
9	Medical Reimbursement from printed in 1 color	8.50" x 5.50" as per sampl	100p/10 pcs	60 GSM Maplitho	
10	Over time Slip	4.25" x 7.50" (100 sheet)	100p/25 pcs	60 GSM Maplitho	
11	Peety Cash Voucher Printed in 1 colour	5.50" x 4.25" (100 Sheet)	100p/ 20 pcs	60 GSM Yellow Litho	
12	Reimbursement Slip Printed in 1 colour (Personnel Dept)	5.75" x 8.75"	100p/5 pcs	60 GSM Maplitho	
13	Sick Leave from printed in 1 colour & Bound	9" x 5.50" as per sample	100p/10 pcs	60 GSM Maplitho	
14	White Envelope Big plain	12" x 10" (As per sample)	1000	80 GSM Maplitho	
15	White Envelope Big plain	11" x 4.75" as per sample	1000	80 GSM Maplitho	
16	White Envelope Medium plain	9" x 4" as per sample	3000	80 GSM Maplitho	
17	White Envelope Medium plain	8.50" x 4.50" as per sampl	3000	80 GSM Maplitho	
18	White Envelope Small plain	6" x 3.50" as per sample	5000	80 GSM Maplitho	
19	White Envelope Small (with window)	6" x 3.50" as per sample	5000	80 GSM Maplitho	
20	Window Envelope Big (do)	10" x 4.50" as per sample	5000	80 GSM Maplitho	
21	Window Envelope Medium (do)	8.50" x 4.50" as per sample	5000	80 GSM Maplitho	
22	Visitor Slip	3.50" x 4.50"	100p/ 50 Books	60 GSM Maplitho	
23	Visiting Card	3.52" x 2.12"	100	White Board	
24	Visiting Card special	3.52" x 2.12"	100	Special Board	
25	Letter Head	8.26" x 11.69"	100	90 GSM Exel Bond	

ANNEXURE X
Rates for Courier Service

Sl. No.	Rates for Courier Service Charges	Price
1	Upto 100 gms	
2	Every Addl. 100 gms	
	Local Pin Code: 01 to 99	
3	Upto 250 gms	
4	251 gms to 500 gms	
5	501 gms to 1000 gms	
	Booking for Blue Dart	
6	Upto 250 gms	
7	251 gms to 500 gms	
8	501 gms to 1000 gms	
	Booking for other Couriers: - DTDC, First Flight, Fedex & etc	
9	Upto 100 gms	
10	Every Addl. 100 gms	
	Local Pin Code: 01 to 99	
11	Upto 250 gms	
12	251 gms to 500 gms	
13	501 gms to 1000 gms	

ANDREW YULE & CO. LTD.

(A Govt. of India Enterprise)

8, Dr. Rajendra Prasad Sarani, Kolkata - 700001

Phone No. (033) 2242-8210/8550 Fax No. (033) 2242-9770

Website: www.andrewyule.com

NOTICE INVITING TENDER No.: AYCL/HO/GD/ARC/04/2020 dated 28.09.2020

Bid Securing Declaration

We, M/s
(Name of bidder) hereby declare that if we withdraw or modify our bids during the period of validity i.e. 31.03.2021 in case of selection, if we fail to either sign the contract or submit the performance security i.e. Rs 2500/- (Rupees Twenty-Five Hundred) before the deadline defined in Sl. No 11 of Annexure-I, of the NIT, the tender inviting Authority i.e. Andrew Yule & Company Limited may suspend us from being eligible to submit bids for contracts with the Company till the completion of the contract.

(Seal & Signature of the Bidder)

ANDREW YULE & CO. LTD.

(A Govt. of India Enterprise)

8, Dr. Rajendra Prasad Sarani, Kolkata - 700001

Phone No. (033) 2242-8210/8550 Fax No. (033) 2242-9770

Website: www.andrewyule.com

NOTICE INVITING TENDER No.: AYCL/HO/GD/ARC/04/2020 dated 28.09.2020

Declaration of Non-Ineligibility (By the Bidder)

I/ We, M/s (Name of bidder) hereby certify that I/we have not been banned/de-listed/de-barred from business by any PSU/Govt. Department during last 03 (three) years.

(Seal & Signature of the Bidder)

ANDREW YULE & CO. LTD.

(A Govt. of India Enterprise)

8, Dr. Rajendra Prasad Sarani, Kolkata - 700001

Phone No. (033) 2242-8210/8550 Fax No. (033) 2242-9770

Website: www.andrewyule.com

NOTICE INVITING TENDER No.: AYCL/HO/GD/ARC/04/2020 dated 28.09.2020

Detailed Profile of the Intended Bidders

(This document should be dully filled up and attached along with Bid Securing Declaration)

Sl. No.	Particulars	Details
1.	Name of the Firm	
2.	Address Head Office	
3.	Phone. No.	
4.	Email ID	
5.	Name of the Authorized Signatory of the Bid	
6.	Contact No. of the Authorized Signatory	
7.	Firm Registration No.	
8.	Date of Incorporation	
9.	PAN of the Firm	
10.	GSTN of the Firm	

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. (General Division) & have the sole discretion to reject or accept my/our candidature.

(Signature of the Authorized Signatory)
Office Stamp/Seal.

Place :

Date ;
