

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/GD/CON_KRA&KPI/14/2022 dated 22.11.2022

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 Bidders for Consultant to identify Key Result Areas (KRAs) and Key Performance Indicators (KPIs) for the three (03) Business Verticals of AYCL for 3 / 4 layers of Management.

SCHEDULE OF TENDER (SOT)

a. NIT Number	AYCL/GD/CON_KRA&KPI/14/2022
b. NIT Date & Time	22.11.2022 at 16.00 pm
c. Mode of Tender	Offline submission of Part I - Technical Bid and Part II - Price Bid
d. Date of publication of Tender through AYCL websites and Central Public Procurement Portal	22.11.2022 at 16.00 pm
e. Date of availability of NIT to the Vendors for downloading	22.11.2022 at 16.00 pm
f. Earnest Money Deposit	<ul style="list-style-type: none">• An “Earnest Money Deposit” of Rs.1500.00 (Rupees One Thousand Five Hundred) only to be paid by D.D. (Demand Draft) in favour of Andrew Yule & Co Ltd., payable at Kolkata.• Price Bid to be submitted in a separate sealed envelope marked as Price Bid.
g. Last date of submission of Tender Document	25.11.2022 upto 16:00 Hrs.
h. Date of opening of Part-I Technical Bid	25.11.2022 at 17.00 Hrs.
i. Date of opening of Part- II Financial Bid	To be intimated to the technically eligible vendors only by email
j. Validity of Rate	30 Days

ANDREW YULE & COMPANY LIMITED
(A Government of India Enterprise)
Tender No: AYCL/GD/CON_KRA&KPI/14/2022
8, Dr. Rajendra Prasad Sarani
Kolkata - 700 001

ANDREW YULE & CO. LTD. (AYCL) wishes to appoint a Consultant to identify Key Result Areas (KRAs) and Key Performance Indicators (KPIs) for the three (03) Business Verticals of AYCL for 3 / 4 layers of Management.

The scope of work for the Consultant will be as below:

- The Consultant should do an overall system study to get an understanding of different unique roles of various Units/Division/Gardens and its inter connectedness in the achievement of overall goals and objectives of the business as well as of the Organization as a whole. The Consultant should submit a proper report capturing above modalities along with KRAs, KPIs sheets in workable formats.
- To identify Key Result Areas (KRAs) and Key Performance Indicators (KPIs) for the three (03) Business Verticals of AYCL for 3 / 4 layers of Management as applicable including Board Level, Divisional Head, Unit Head and Departmental Head.
- The Consultant after identifying the KRAs / KPIs different levels mentioned above has to design and submit properly formatted Report Sheets for such KRAs and KPIs to capture daily / weekly / monthly / quarterly positions of identified KRAs and KPIs with corresponding data being filled by the identified functionaries of the Business Verticals.

Eligibility Criteria:

1. The Consultant should have experience of 3 to 5 years in the field of consultancy for HR / Business Management / allied areas in manufacturing sector.
2. The Person(s) should have effective communication and interpersonal skills.

Completion Period: Within 1 week from the date of placement of LOI/PO.

Validity of Offer: The offer should be valid for 30 days from the last date of submission.

Earnest Money Deposit”- Rs. 1,500/- (Rupees One Thousand Five Hundred only) to be paid by D.D. favouring Andrew Yule & Co Ltd, payable at Kolkata.

OTHER TERMS & CONDITIONS:

CONFIDENTIALITY OF DATA AND DOCUMENTS:

- i) The Consultant engaged, shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of his assignment or during the course of assignment for AYCL, without the express written consent of the Competent Authority.
- ii) The consultant shall be bound to return/hand-over all the records of assignment to authorized officer/ authority before the expiry of the contract and before the final

payment is released by AYCL.

CONFLICT OF INTEREST:

- a) The shortlisted consultant engaged by AYCL shall in no case represent or give opinion or advise others in any matter which is averse to the interest of AYCL nor he will indulge in any activity outside the terms of contractual assignments.
- b) In case the services of consultant are found in conflict with the interest of the Company, his/her services will be discontinued by terminating the contract without assigning any reason.

TERMINATION OF ENGAGEMENT:

- (a) AYCL may terminate the contract of engagement of the consultant in following conditions:
 - i) Consultant is unable to address the assigned work;
 - ii) Quality of the work is not satisfaction of the concerned Trade/service divisions;
 - iii) The consultant fails in timely achievement of the milestones as finally decided by
 - iv) Consultant is found lacking in honesty and integrity.
- (b) AYCL reserves the right to terminate the engagement by serving 15 days written notice on the consultant. Termination shall be affected on the day right after the completion of 15 days of delivery of such notice.

Payment Terms: On approval of the final report by AYCL.

Submission of Offer: The offer should be submitted in TWO part bid i.e. Techno-commercial offer along with acceptance of NIT terms including supporting documents fulfilling the eligibility condition and Price Bid in the given format. Interested bidders fulfilling the above eligibility criteria prescribed hereinabove, may apply with these terms of reference on or before closure of business hours (16:00 hrs), 25th Nov' 2022 along with all supporting documents, in a sealed envelope super scribing as "Offer for identification of Key Result Areas (KRAs) and Key Performance Indicators (KPIs)" to reach the following address:

**Manager (Office Administration & Purchase),
ANDREW YULE & COMPANY LIMITED
(A Government of India Enterprise)
General Division,
8, Dr. Rajendra Prasad Sarani
Kolkata – 700 001**

FORMAT FOR PRICE BID
(To be printed in the letter head)

To,
**Manager (Office Administration & Purchase),
ANDREW YULE & COMPANY LIMITED
(A Government of India Enterprise)
General Division,
8, Dr. Rajendra Prasad Sarani
Kolkata – 700 001**

Dear Sir,

This has reference to tender no. AYCL/GD/CON_KRA&KPI/14/2022 dated 22.11.2022, we are pleased to submit the Price Bid in the below format:

Description	Basic Price in (Rs.) (a)	GST in (Rs.) (b)	Total in (Rs.), (a+b)
Consolidated charges for Consultancy towards identification of Key Result Areas (KRAs) and Key Performance Indicators (KPIs)			

Signature of the Bidder along with their Organization Seal: _____