

**ANDREW YULE & COMPANY LIMITED**  
**(A Government of India Enterprise)**  
**Tea Division**  
**8, Dr. Rajendra Prasad Sarani, Kolkata–700001**

Andrew Yule & Co. Ltd (AYCL) is inviting competitive quotes for engagement of CONSULTANT for assisting the twelve Gardens of AYCL located in Assam & West Bengal during ISO 9001:2015 and ISO22000:2018 audit and obtaining the Certificate. Interested Applicants are requested to go through our Eligibility Criteria and furnish their credentials in the given formats of RFQ Document latest by 21.06.2023.

RFQ document may be downloaded from [www.andrewyule.com](http://www.andrewyule.com). Corrigenda or clarifications, if any, shall be posted on the above-mentioned websites only.

AYCL reserves the right to accept or reject any application.

Within specified Date, interested applicants must submit the following documents to The Dy. General Manager (Operations & Marketing), Tea Division, Andrew Yule & Co. Ltd., 8 Dr. Rajendra Prasad Sarani, Kolkata –700001.

- Duly filled General information, complete in all respect along with Self declaration.

In case of failure to submit any documents within the stipulated date & time, the offer may be rejected.

### **CRITICAL INFORMATION**

Availability of RFQ document	RFQ/CONSULTANT for ISO/5/2023
Last date for acceptance of queries	07.06.2023
Date for pre-bid meeting	14.06.2023 at AYCL office Note: Pre bid meeting will be held online and link for the meeting will be provide at AYCL's website.
Last date for receipt of RFQ document	21.06.2023 at 15:00 hrs
Place, time and date of opening of technical proposals	22.06.202 at 16:00 hrs AYCL office Note: Pre-bid meeting will be held online and link for the meeting will be provide at AYCL's website.
Place, time and date of opening of financial proposals	To be informed later (only to technically qualified bidders)
Validity of RFQ document	90 days from the date of opening
Timeline to complete job	Days from date of award of work order (before expiry of the existing certificate)
Contact Person for queries	Dy.General Manager (Operations & Marketing) Tea Division, Yule House, Andrew Yule & Co. Ltd. Kolkata-700001 Tel:(+91).9051844469. Email Id – debajit.nag@andrewyule.com
Submission of RFQ addressing to	Dy.General Manager (Operations & Marketing) Tea Division, Yule House, Andrew Yule & Co. Ltd. Kolkata-700001 Tel:(+91)9051844469 Email Id - debajit.nag@andrewyule.com

Note: AYCL will use website as a primary mode of communication and will upload all relevant information on AYCL website ([www.andrewyule.com](http://www.andrewyule.com)).

**RFQ for Engagement of CONSULTANT for ISO Certification in the 12 Tea**

## **Gardens of AYCL IN ASSAM & WEST BENGAL**

### **I. BACKGROUND:**

Andrew Yule & Company Ltd (AYCL) is a Schedule 'B' CPSE under Ministry of Heavy Industries, Govt. of India. The Tea Division of AYCL has 12 Tea Gardens distributed across Assam & West Bengal.

The Company now wishes to engage a CONSULTANT for assisting AYCL to achieve ISO 9001:2015 & ISO 22000:2018 certificate in the seven tea estates of Assam viz. Khowang, Rajgarh, Tinkong, Desam, Basmatia, Hoolungooree and Murphulani T.E and 5 tea estates of West Bengal Banarhat, Karballa, New Dooars, Choonabhutti and Mim T.E, as per the Scope of Work.

Interested Applicants, who can comply with the eligibility criteria mentioned hereinafter, may submit hard copies of their Request for Quote (RFQ) in a sealed envelope, in the manner as detailed hereinafter.

### **II. Process of Short-listing:**

1. The quotes are to be submitted in two-bid system - Technical & Financial.
2. Only those Applicants, who will meet the Technical criteria specified here in after, will be accepted for consideration of financial quote.
3. The Applicants shall submit their RFQ strictly in accordance with the Terms & Conditions of this Notice. Any RFQ submitted in a manner and/or with conditions contrary to the notice conditions or not in conformity with the notice conditions shall summarily be rejected. Any RFQ received by AYCL after the deadline for submission of RFQ prescribed herein, will not be considered for the empanelment process. The Applicants shall be overall costs associated with the preparation and submission of the RFQ and AYCL will in no case be held responsible or liable for these costs.
4. AYCL also reserves the sole right for carrying out amendments/modification/changes/extension of due date etc., including any addendum to this Notice, before the Due Date/Extended Due Date. Such amendments/modification/changes including any addendum shall be notified on the AYCL website-[www.andrewyule.com](http://www.andrewyule.com).

### **III. Scope of Work:**

- A. To arrange Inception meeting with AYCL after award of contract, briefing the approach, methodology and synopsis to finish the awarded work within the timelines.
- B. To arrange for Virtual/remote audit if any sort of natural calamities occurs so that there is no lapse for certification.
- C. To visit and conduct Gap Audit as per the latest standards of ISO 9001:2015 & ISO 22000:2018 audit in the 12 Tea Gardens of Assam & West Bengal namely -
  - Rajgarh Tea Estate, Assam – 786612
  - Tinkong Tea Estate, Assam - 786611
  - Desam Tea Estate, Assam - 786610
  - Basmatia Tea Estate, Assam - 786010
  - Khowang Tea Estate, Assam - 785670
  - Murphulani Tea Estate, Assam - 785621
  - Hoolungooree Tea Estate, Assam - 785634
  - Mim Tea Estate , West Bengal – 734221
  - Karballa T.E, West Bengal- 735202,
  - Banarhat T.E, West Bengal - 735202,
  - New Dooars T.E, West Bengal - 735202
  - Choonabhutti T.E, West Bengal – 735202 and train, update and provide necessary documents & formats to the garden Management, Staff and Workers about implementation and meet all the requisite standards for obtaining the ISO certificate through the auditing process by the authorized CONSULTANT.

### **IV. Technical Criteria for selection of the CONSULTANT:**

**Technical Criteria** - A list of Technical Criterion and the supportive documents that need to be submitted with Technical Bid is furnished below:

The Applicants in this regard need to submit all documents as mentioned in the Table below, as well as, all pages of this RFQ Notice (as token of acceptance of terms and conditions) duly signed with Applicant's office seal. These documents should be submitted in a separate envelop super-scribing "Technical Quote" for "RFQ for Engagement of CONSULTANT for assisting in ISO 9001:2015 & ISO 22000:2018 Audit in twelve Tea Gardens viz. Khowang ,Rajgarh, Tinkong ,Desam, Basmatia, Hoolungooree and Murphulani T.E. in Assam and Banarhat, Karballa, New Dooars, Choonabhutti and Mim T.E in West Bengal for obtaining the above mentioned ISO Certificates.

<b>Sl. No.</b>	<b>Technical Criteria</b>	<b>Supporting Document Required</b>	<b>Yes / No</b>
1	The Applicant shall be a single entity, registered as a Company, Firm or Society under respective acts in India and should have been in existence in India for the last three years	<ul style="list-style-type: none"> <li>• Company Incorporation</li> </ul>	
2	The Applicant must be registered in India with appropriate tax and other administrative authorities.	<ul style="list-style-type: none"> <li>• PAN Card</li> <li>• GST registration</li> </ul>	
3	The Applicant shall have a minimum average business turnover of Rs. 5.00 lakhs over the last three financial years (Years of 2019-20, 2020-21 and 2021-22).	<ul style="list-style-type: none"> <li>• Certificate from the Chartered Accountant of the Organization.</li> </ul>	
4	The Applicant shall have experience in executing similar type of consultancy in any PSU / Government Department / reputed Private Sector	<ul style="list-style-type: none"> <li>• Certificate of satisfactory Completion in client's letterhead.</li> </ul>	
5.	The Applicant should furnish an undertaking to the effect that the firm has not been blacklisted in India by any Govt. Organization /Dept. / Entity. Also, it should keep AYCL informed in writing, in case such situation arises after the Applicant is included in panel.	<ul style="list-style-type: none"> <li>• Self-declaration to this effect duly signed with office seal.</li> </ul>	

**Other terms & conditions :**

- (i) The CONSULTANT must have a Registered Office in India and well versed with the latest standards of ISO9001:2015 & ISO 22000:2018.
- (ii) Must have minimum Five (5) years of experiences in the similar type of audit and well versed with both Assam and West Bengal Tea gardens of India.
- (iii) Copies of the previous (post 2020) work order along with the completion certificate preferably from The Govt. Agencies must be enclosed with the Quotation.
- (iv) No Quotations will be entertained, in case the Consultancy Firm has been suspended by any of the Govt. Agencies and in case suspended during the contract period, it would be the liability of the Consultant to engage another authorised body without any additional cost, so that the ISO 9001;2015& ISO 22000:2018 certificates does not get withheld.

- (v) Quotation must be submitted as per the format, otherwise will be rejected.
- (vi) The bidder shall submit PAN & GST Registration Certificate in support of claim of GST.
- (vii) If there is a discrepancy between words and figures, the amount written in words will prevail.
- (viii) The said work shall be awarded to a single agency for all the twelve tea gardens.

#### **V. Evaluation of Bids:**

1. Evaluation Committee (EC) constituted by AYCL will carry out an evaluation of the Technical Bids received in order to determine the same are substantially responsive to the requirements set forth in the RFQ.
2. The EC shall evaluate the Technical Bids only of the Applicants which fulfill the Technical Criteria.
3. Financial Bids shall be opened on the date & time specified by AYCL.
4. Contract will be awarded to the successful bidders on L1 rate basis.

#### **VI. Timelines & Key Deliverables**

The assignment shall be before the expiry of the existing certificate. Deliverables under the contract will include detail report touching upon every aspect as mentioned under "Scope of Work"

#### **VII. General Terms & Conditions:**

The special Terms and Conditions (if any) will be case specific and following general conditions will be applicable to the CONSULTANT appointed.

##### **1. Taxes, Payment Terms etc.:**

Parties shall pay all relevant Taxes to appropriate Govt. agencies and AYCL shall not be responsible for any failure to do so.

##### **2. Confidentiality:**

Information provided under this Notice and subsequent RFQ for Engagement is confidential and neither Party shall at any time either during the association or at any time thereafter divulge either directly or indirectly to any person and or entity in any manner (except if such information is asked for vide a written order issued by a Court of Law or a jurisdictional Govt. Authority), disclose any Information that the Other Party may acquire during the course of such association concerning the Other Party's business, property, contract, trade secrets, employees/office bearers, clients or affairs.

### **3. Indemnification and Arbitration:**

The selected Agency shall indemnify AYCL (including AYCL's employees/office bearers) for any damage, which may occur due to breach or non-compliance by such agency of any condition of this notice and/or a particular engagement.

In case of any dispute arising between the parties, effort will be first made to settle the dispute by amicable settlement through discussion/negotiation, failing which the dispute may be referred to Arbitration. The Chairman & Managing Director of AYCL will be the sole authority to appoint Sole Arbitrator and the Arbitration process will be followed according to the Arbitration and Conciliation law then in force in India. Decision of such Arbitrator will primarily be binding on both the parties, however without prejudice to their any other legal right. The venue of the Arbitration will be in Kolkata.

### **4. Cancellation of Engagement:**

AYCL shall cancel the engagement at any time, if it is found that, the party has violated or failed to comply with any condition of this Notice and/or of any subsequent RFQ /Engagement Order for engagement or has fallen short of any Technical Criteria as mentioned in this Notice. For similar reasons, AYCL may also declare pre-mature termination of any engagement as well as for applicability of any other termination clauses may be mentioned in an RFQ/Engagement Order.

### **5. Survival and Severability:**

In the event of the Cancellation/or Termination of engagement, as the case may be, of, the Terms and Conditions related to "General terms and conditions" shall survive and continue in effect and shall ensure to the benefit of and be binding upon both the Parties, their successors and assigns. Also each of the conditions mentioned in this Notice is separate and severable from the others. That is, any provision, which is invalid or unenforceable for any reason, shall be in effective to the extent of such invalidity or unenforceability, without affecting in any way the remaining provisions hereof.

### **Conflict of interest:**

The CONSULTANT, if engaged for any particular assignment, shall strictly avoid conflicts with other assignments/jobs or their own corporate interest and shall disclose to AYCL all actual and potential conflicts that exist, arise or may arise in the course of performing the assignment, after it becomes aware of that

conflict.

**6. Other Conditions:**

- a. This Notice does not constitute any commitment of engagement for any assignment, on the part of the AYCL.
  
- b. AYCL shall have the right to reject all or any of the bids received against this RFQ and/or any Offer/Quotation received against any subsequent RFQs, without assigning any reason for the same.

**Self-Declaration**

**Request for Quotation (RFQ) for ISO Consultant in the seven tea estates of Assam viz. Khowang ,Rajgarh, Tinkong ,Desam, Basmatia, Hoolungooree and Murphulani T.E and five tea estates in West Bengal viz. Banarhat, Karballa, New Dooars, Choonabhutti and Mim T.E.**

We, M/s \_\_\_\_\_, being interested in submission of subject RFQ, hereby submit all information and express our interest and consent for subject empanelment:

**NB: Applicants should ensure submission of all pages of this Notice duly signed (with office stamp/seal) along with self-attested copies of all supporting documents.**

We have understood all the scope and conditions of this RFQ and agree to abide ourselves by the same. We also wish to declare, that all information and documents submitted herein/herewith are true and genuine to the best of our knowledge and belief.

We also hereby declare that we have not been blacklisted by any State/Central Government Body/ Public Sector Undertaking at any point of time in India.

Signature :  
Name :  
Designation:  
Date:  
Office Seal: