



ANDREW YULE & COMPANY LIMITED (AYCL)
Yule House, 8 Dr. Rajendra Prasad Sarani
Kolkata-700001

Ref. No. AYCL/EOI/EMP/001

November 17, 2023

EOI DOCUMENT

Expression of Interest (EOI) for Empanelment of retired persons as Advisors on Per Diem Basis

Applications are invited from Retired Govt./PSU/Private Organisation professionals for empanelment with AYCL as advisors on per diem basis for the following positions:

SN	Functional role	Eligibility criteria	Others
1	Advisor (Strategy, New Businesses)	<p>Retired from the Government of India at the level of Secretary or CMD of Central PSU.</p> <p>More than 20 years of experience in the field of management / Board level functions/ infrastructure / governance / finance etc.</p>	<p>Remuneration Per day rate : 4000 Conveyance charges (additional): 1000 (only incase local transport is not provided by AYCL)</p> <p>In case of non-Kolkata persons, to and fro economy class air fare from her / his place of stay to Kolkata, local transport, and accommodation at company guest house in Kolkata shall be provided by Andrew Yule for the duration of advisory support in Kolkata. However, in this case conveyance charges will not be provided.</p> <p>In case advisory support is required at any area of operation of Andrew Yule (other than Kolkata), TA & DA as per Gol / Company rules applicable for equivalent grade shall be provided.</p>
2	Advisor (Tea)	<p>Retired from the Government of India / Tea Board of India at the level of Additional Secretary or CMD/ Director of Central PSU/ or MD / CEO of Private Tea Company having turnover of more than Rs. 300 Cr.</p> <p>More than 20 years of experience in the Tea Business in the field of management/Board level functions etc.</p>	<p>Remuneration: Per day rate : 4000 Conveyance charges (additional): 1000 (only incase local transport is not provided by AYCL)</p> <p>In case of non-Kolkata persons, to and fro economy class air fare from her / his place of stay to Kolkata, local transport, and accommodation at company guest house in Kolkata shall be provided by Andrew Yule for the duration of advisory support in Kolkata. However, in this case conveyance charges will not be provided.</p>

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			<p>In case advisory support is required at any area of operation of Andrew Yule (other than Kolkata), TA & DA as per Gol / Company rules applicable for equivalent grade shall be provided.</p>
3.	Advisor (Retail Tea Business)	<p>Graduate qualification minimum. Should have worked at a senior position in development, operations, and management of Retail business in FMCG sector preferable in Retail / Packet Tea segment for a private company with turnover of more than Rs. 200 Cr. or E8/E-7 level in CPSU.</p> <p>More than 15 years of experience in the FMCG/ Retail market development of packet Tea</p>	<p>Remuneration Proposed per day rate : 3000 Conveyance charges (additional): 1000 (only incase local transport is not provided by AYCL)</p> <p>In case of non-Kolkata persons, to and fro economy class air fare from her / his place of stay to Kolkata, local transport, and accommodation at company guest house in Kolkata shall be provided by Andrew Yule for the duration of advisory support in Kolkata. However, in this case conveyance charges will not be provided.</p> <p>In case advisory support is required at any area of operation of Andrew Yule (other than Kolkata), TA & DA as per Gol / Company rules for equivalent grade shall be provided.</p>
4.	Advisor (Procurement and Contracts)	<p>Retired from the Government of India / CPSU/ Autonomous Body/ as Head of Procurement and Contracts not below the level of Director or equivalent/ E8 or E-7 level in CPSU.</p> <p>More than 20 years of experience in Government Procurement & Contracts, should be well versed with latest GOI policies on Procurement / Works / Consultancy, GFR etc</p>	<p>Remuneration Per day rate : 3000 Conveyance charges (additional) : 1000 (only incase local transport is not provided by AYCL)</p> <p>In case of non-Kolkata persons, to and fro economy class air fare from her / his place of stay to Kolkata, local transport, and accommodation at company guest house in Kolkata shall be provided by Andrew Yule for the duration of advisory support in Kolkata. However, in this case conveyance charges will not be provided.</p> <p>In case advisory support is required at any area of operation of Andrew Yule (other than Kolkata), TA & DA as per Gol / Company rules for equivalent grade shall be provided.</p>
5.	Advisor (Joint venture / SPVs/ Consortia/ PPP mode projects etc.)	<p>Graduate qualification minimum. The applicant should have experience in setting up and operation of JV / SPV / Consortium partner / PPP mode projects and related area at a senior level in a company with turnover of more than Rs. 100 Cr. E8 or E-7 level in CPSU.</p>	<p>Remuneration Per day rate : 3000 Conveyance charges (additional): 1000 (only incase local transport is not provided by AYCL)</p> <p>In case of non-Kolkata persons, to and fro</p>

SN	Functional role	Eligibility criteria	Others
		More than 15 years of experience in the relevant area	<p>economy class air fare from her / his place of stay to Kolkata, local transport, and accommodation at company guest house in Kolkata shall be provided by Andrew Yule for the duration of advisory support in Kolkata. However, in this case conveyance charges will not be provided.</p> <p>In case advisory support is required at any area of operation of Andrew Yule (other than Kolkata), TA & DA as per Gol / Company rules for equivalent grade shall be provided.</p>
6.	Advisor (a) Water pollution control projects, (b) Air pollution control projects (c) Tea machinery	<p>Graduate qualification minimum. The applicant should have experience in technical aspects and business potential / business development aspects in related area at a senior position in a private company with turnover of more than Rs. 100 Cr. E8 or E-7 level in CPSU.</p> <p>More than 15 years of experience in the relevant area</p>	<p>Remuneration Per day rate : 3000 Conveyance charges (additional): 1000 (only incase local transport is not provided by AYCL)</p> <p>In case of non-Kolkata persons, to and fro economy class air fare from her / his place of stay to Kolkata, local transport, and accommodation at company guest house in Kolkata shall be provided by Andrew Yule for the duration of advisory support in Kolkata. However, in this case conveyance charges will not be provided.</p> <p>In case advisory support is required at any area of operation of Andrew Yule (other than Kolkata), TA & DA as per Gol / Company rules for equivalent grade shall be provided.</p>
7.	Advisor (Tea Garden Operation 1. Darjeeling 2. Assam 3. Dooars)	<p>Graduate qualification minimum. Should have worked at a senior position in development, operations, and management Tea Garden in respective areas preferably as Garden Manager for a private company with turnover of more than Rs. 100 Cr. or worked in a CPSU in E5 or E-4 level.</p> <p>More than 15 years of experience in the Tea Garden Management.</p>	<p>Remuneration Per day rate : 2000 Conveyance charges (additional): 1000 (only incase local transport is not provided by AYCL)</p> <p>In case of non-Kolkata persons, to and fro economy class air fare from her / his place of stay to Kolkata, local transport, and accommodation at company guest house in Kolkata shall be provided by Andrew Yule for the duration of advisory support in Kolkata. However, in this case conveyance charges will not be provided.</p> <p>In case advisory support is required at any area of operation of Andrew Yule (other than Kolkata), TA & DA as per Gol / Company rules for equivalent grade shall be provided.</p>

Other Conditions:

1. The empanelment is purely on per diem basis.
2. Company can empanel more than one person if found suitable, however, obtaining services is an absolute prerogative of Company without being under any obligation to give any reason whatsoever.
3. Number of days of engagement is work dependent. However, under any circumstances, whether engaged continuously or intermittently, the number of days of engagement in a month shall not be more than 15 days.
4. For serial no. 6 above empanelment applications has to be given for respective category i.e. for 4 a or 4 b or 4 c.
5. Empanelment application to be submitted in the format enclosed as per Annexure – A along with self attested scanned copy of all requisite documents and latest photo by email to corp.plg@andrewyule.com on or before 07.12.2023.
6. Confidentiality agreement: Those who are chosen for empanelment/ obtaining services will have to sign confidentiality agreement/non-disclosure agreement with AYCL.
7. Management reserves the right to cancel/restrict/enlarge/modify/alter the process if the need so arises, without issuing any further notice or assigning any reason whatsoever.
8. Cut off date for determining the age, experience etc. shall be opening date of application.
9. Applicants are advised to visit the website of the Company regularly for any corrigendum/addendum in respect of the same.
10. Conflict of interest: The individual Consultant shall be expected to follow all the rules and regulations of AYCL, which are in force. He/she will be expected to display utmost honesty, secrecy of office and sincerity while discharging his/her duties. In case the services of the individual Consultant are not found satisfactory or found in conflict with the interests of AYCL, his/her services will be liable for discontinuation without assigning any reason thereof.
11. Legal jurisdiction: Kolkata
12. All correspondences shall be made through email only and no communications would be sent through courier/post or through any other mode. Any queries/issues to be addressed to AYCL only through email at corp.plg@andrewyule.com.
13. While actual employment of the advisors the prevailing terms of AYCL purchase procedures will have to be followed.
14. Empanelment Fees (non-refundable): Rs.. 100/- + 18% GST in favor of "ANDREW YULE AND CO. LTD (AYCL)" through NEFT/ RTGS payable at KOLKATA. ACCOUNT NUMBER 0101050013341, Punjab National Bank, N.S.Road Branch, Kolkata – 700001, IFSC CODE: PUNB0010120

Application for engagement as Advisor on per diem basis in Andrew Yule

Name	
Mother's/Father's/Husband's Name	
Date of Birth (Self-attested copy of proof of date of birth to be enclosed)	
Address for Correspondence	
Permanent Address	
AADHAR No. (Self-attested copy to be enclosed)	
Contact No./Nos.	
Email ID	
Post applied for	
Educational/Technical Qualification (s) (Documents should be self-attested as true copy)	
Details of experience to be attached in proforma appended as "APPENDIX"	Duly filled proforma "APPENDIX" is attached.
Date of retirement and name of the office where the officer was last working. Enclose the copy of PPO. (In case of retired person)	
Any other relevant information (use a separate sheet, if necessary)	
Last Post held at the time of retirement (Grade/Level)	
Whether any penalty was imposed during the service period	

The information furnished above is true to the best of my knowledge and belief. I have carefully read the terms and conditions mentioned in the advertisement done by Andrew Yule and they are acceptable by me. I certify that no disciplinary proceedings are pending against me, as on date. I also state that I have disclosed all material facts.

Date:

Signature of the Applicant

APPENDIX

DETAILS OF EXPERIENCE

Period (Starting from the last)		Name of Office/Organization	Post, Remuneration or Pay Band with Grade Pay, if applicable	Description of duties performed
From	To			

Name/ Signature__

Academic and Professional Qualifications (Please attach Self-attested copy of pass certificate of all academic & professional qualification acquired.)

Exam Passed	Duration of the Course	Name of the Institution	Name of the University	Month & Year of Passing	Percentage of marks

I certify that the above information is correct and supporting documents are enclosed. If any part of the information is found incorrect then M/s. AYCL has all rights to initiate necessary action. I fully agree to work in AYCL on per diem basis as per this advertisement.

Place:

Name:

Date:

Signature: