

Dear Sir,

Sub : Tender for Tour Operator to Organise Annual Tea Conference at Varanasi for the year 2015-16

We invite competitive "Quotation" in respect of our requirement of Tour Operator for Organising Tea Conference for the year 2015-16.

We enclose herewith a set of tender document, as follows, which may please be returned duly completed in all respect and signed as a token of acceptance.

Check List:

Annexure – I - General information

Annexure – II - Itinerary

Annexure – III –Price Sheet with T & C.

Quotation to be submitted in two parts separately as under:

Part – I : Annexure – I; Annexure – II with EMD.

Part – II Annexure – III (Price only)

Part – I should be under a separate sealed cover super scribed with the word "**Quotation for Organising Tea Conference -2015-16, Part – I**".

Part – II again should be under a separate sealed cover super scribed with the word "**Quotation for Organising Tea Conference -2015-16, Part – II**".

Both these separate envelops should be put in one master envelop super scribed as "Quotation for organising Tea Conference -2015-16".

Your offer must be addressed to :-

**The General Manager-Tea Division,
Andrew Yule & Co.Limited,
8, Dr.R.P.Sarani, Kolkata-700001**

Last Date of Receiving the completed application : On or before 9th Dec' 2015 by 12 Noon.

1st part of tender will be opened on 9th Dec'2015 at 4 p.m. in our office and you may be present in the tender opening in the scheduled date and time.

Note: Quotations in any other Format other than the prescribed format in Annexure No.III will be rejected

Yours faithfully,
Andrew Yule & Co. Ltd.

Manager (Coord. & Marketing)
Tea Division

Encl : as above

TENDER FORM

Tender No: AYCL/TED/ CONF/ 02/2015-16

General Information

The applicants are required to furnish full information to the queries included in this form. In giving the particulars, the supporting documents/certificates as called for per queries at places, must be tagged with the application for evidencing the information furnished in the application.

1. Name of the firm in full :

2. Address, Telephone No.
& Fax No. :

Address

Telephone No.

Mail ID

3. Status of the organization :

4. Licence No.

(Please attach a photo
copy of the licence) :

5. PAN No. :

6. Banker's name

(a) Name of the Bank :

(b) Name of the Branch :

(c) Address of the Branch :

(d) IFSC Code:

7. Service Tax Registration No.:

8. List of Clients :

I/we hereby certify that the particulars furnished by me/us above are true to the best of my /our knowledge and belief and misrepresentations of facts will render me/us liable to my/our action as may be deemed fit by Andrew Yule & Co. Ltd. (Tea Division) and have the sole discretion to reject or accept my/our candidature.

(Signature of the Applicant)

Office Stamp/Seal.

Place :

Date :

List of Enclosures :

TENDER FORM
Tender No: AYCL/TED/ CONF/ 02/2015-16

DETAILED ITINERARY

Day 01	23rd Jan 16 Sat	65 Guest Arrive at Varanasi (28 from IXB & 37 from GAU)
		Upon arrival meet and greet at airport. Transfer to The hotel. Dinner at Hotel.
Day 02	24th Jan 16 Sun	30 Guest arrive Varanasi from CCU
		Breakfast for 95 Pax Conference from 11 am Ladies will go for half day local sightseeing to Sankat Mochan, Vishwanath Mandir & BHU. Lunch at 02.00 pm Post Lunch Ladies optional tour to local market. Dinner at Hotel.
Day 03	25th Jan 16 Monday	Varanasi
		Breakfast Concluding session of conference Trip to Sarnath Lunch at Hotel Bazra Boating from 3.00PM onwards Dinner at Hotel.

Day 04	26 th Jan 16 Tuesday	Varanasi- Return
		<p>Breakfast. Check out for 37 Pax (GAU). Transfer to airport to catch the flight for onward journey.</p> <p>30PAX for CCU & 28 PAX for IXB would check-out late, post lunch to board evening Flight to CCU.</p>

Minimum:95Guests, Estimated: 30 From Head Office, 37 from Assam & 28 from Doors & Darjeeling.

Date :

Signature :

Seal :

ANNEXURE III**TENDER FORM****Tender No: AYCL/TED/ CONF/ 02/2015-16****Price Sheet Format:**

S.No.	LAND COMPONENT COST AT VARANASI	QUOTED RATE PER GUEST
1.	<ul style="list-style-type: none"> • Hotel would at The Clarks, Varanasi • Accommodation on twin share basis. • Breakfast on 24th, 25th & 26th Jan 16; Dinner on 23rd, 24th & 25th Jan 16, Lunch on 24th, 25th Jan 16 as per itinerary, Menu for Lunch & Dinner to be specified separately.No. of Pax for Dinner on 23rd will be about 65, while on 26th Jan 16 Lunch Pax would be about 58. • All transport and sightseeing by AC vehicles- 2 AC Cars & 2 AC Buses. • Bazra River trip on 25th Jan 16 with on Board Hi-Tea. • Cocktail snacks of 2 veg + 2 non veg with free flow of cold drinks & Soda. • One bottle of mineral water per person every day. • 2 Tour leader 	<p>Hotel : The Clarks, Varanasi</p> <p>Package Amount: _____</p>
S.No.	LAND COMPONENT COST AT VARANASI	QUOTED RATE PER GUEST
2.	<p>Supplement cost require:</p> <ul style="list-style-type: none"> • Charges for Extra Car Per Hour • 5 Upgraded Rooms would be complementary • Single Room Rate • Corkage Charges • Musical Programme on 25th Jan 16 • DJ Nite on 24th Jan 16 • Other Cost not Covered above:- <ul style="list-style-type: none"> I. _____ II. _____ III. _____ IV. _____ 	<p>Rs.</p> <p>Rs.</p> <p>Rs.</p> <p>Rs.</p> <p>Rs.</p> <p>Rs.</p> <p>Rs.</p> <p>Rs.</p>

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I)Flight Component should include rate & Flight No.

S.No.	Air Component Cost from Kolkata to Varanasi & Back	Flight No. With ETD & ETA	QUOTED RATE PER GUEST
1.	<ul style="list-style-type: none"> FLIGHT FOR ~30 GUEST FROM CCU TO VNS ON 24th JANØ16 FLIGHT FOR ~30GUEST FROM BNS TO CCU ON 26TH JANØ16 		

II)

S.No.	Air Component Cost from Gauhati to Varanasi & back	Flight No. With ETD & ETA	QUOTED RATE PER GUEST
2.	<ul style="list-style-type: none"> FLIGHT FOR ~37GUEST FROM GAU TO VNS ON 23rd JANØ16 FLIGHT FOR ~37GUEST FROM BNS TO GAU ON 26th JANØ16 		

III)

S.No.	Air Component Cost from Bagdogra to Varanadi & Back	Flight No. With ETD & ETA	QUOTED RATE PER GUEST
3.	<ul style="list-style-type: none"> FLIGHT FOR ~28GUEST FROM IXB TO VNS ON 23rd JANØ16 FLIGHT FOR ~28GUEST FROM VNS TO CCU ON 26TH JANØ16 FLIGHT FOR ~28GUEST FROM CCU TO IXB ON 27TH JANØ16 		

Terms & Conditions:-

- 1.The quotation should be accompanied by an EMD in the form of Demand Draft amounting to Rs.20000.00 payable to Andrew Yule & Company Limited.
- 2.Payment terms to be specified.
- 3.Terms & Conditions for cancellation of heads for Hotel Stay beyond 95 Heads to be specified.
- 4.Booking & Cancellation terms of Air Ticket to be spelt specifically.
- 5.Terms & Conditions for deviation of dates to be specified.

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6.Tax & Duties should be specified in the quoted rate.

7.Quotation not fulfilling the above terms & conditions, and quotation received in different format other than the above specification will not be entertained.

8.The Management reserves the right to change the destination, in which case fresh quotation will be asked for with terms and conditions as applicable thereon.

9.Management reserves the right to accept or reject any proposals without assigning any reason.

10.The quotation as per the above format must reach this office by 1200hrs on or before 9TH Dec '2015, which will be opened the same day at 1600Hrs.

Date :

Signature :

Seal :