

Ref: Tender No. AYCL/TEA/C&F/01/2017-18

Dear Sirs,

Sub: Tender towards Clearing & Forwarding Agents/01/ 2017-18

Tender No: AYCL/TEA/C&F/01/2017-18

We invite competitive "Quotations" towards Clearing & Forwarding Agents for Season 2017-2018.

We enclose herewith a set of tender documents consisting of the following which may please be returned duly completed in all respects/signed and sealed as a token of acceptance.

1. Annexure – I - General Information - Part-1 of Tender
2. Annexure – II - Price Sheet - Part-2 of Tender

You are required to submit your quotation in two sealed covers separately for Part-I & Part-II superscribing "Quotation against Tender Enquiry No. AYCL/TEA/C&F/01/2017-18 Part-I or Part-II". Both these sealed covers are to be put inside another sealed envelope superscribing "**Tender No: AYCL/TEA/C&F/2017-18 - Part-I and Part-II**".

Your quotation must reach the office of the undersigned on or before 30.03.2017 by 3 p.m.

Quotation for Part-I will be opened on 31.03.2017 at 4 p.m. in our office and you may be present in the tender opening in the scheduled date and time

Yours faithfully
ANDREW YULE & CO. LTD.

General Manager (QC & Mktg.)
Tea Division

PART – 1

General information to be furnished by the tenderer:-

1. Name of the Firm :
2. Address & Telephone No. of the Regd. Office :
3. Nature of the Firm (Pvt. Ltd. / Limited / Sole Proprietary / Partnership / Registered / Non-Registered) and date of Inception :
4. Income Tax P/A No. and Assessed upto (Latest Clearance Certificate to be attached) :
3. Sales Tax Regd. No.
 - a) Central :
 - b) State / VAT :
(Please attach photo copies of Registration No.)
6. Trade Licence No. :
(Please attach photo copies of Licence)
7. Name of Banker, Branch & Address :
8. List of present clients :
9. Volume of business transacted in last three Years (year-wise indication should be given) :

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) have the sole discretion to reject or accept my/our candidature.

Place:

Signature with seal & Date

Tender No: AYCL/TEA/C&F/01/2017-18

Part – 2 (Price Bid)

Clearance and Forwarding charges on Ocean & Air Freight for Export – Ex- Kolkata – Season 2017-18

Ocean Clearance Charges:-

- 1) Rates on turnkey basis including: Lift-on/Transportation/Lift-off. Stuffing of Containers at warehouse (with forklift charge) and making container ready for shipment for Kolkata: TEU and FEU rates to be given.
- 2) Detention Charges for Direct shipment: TEU and FEU rates.
- 3) Preparation & Clearing of Shipping Bill under EDI system including making ready cargo, endorsement of DEPB, EP copies of Shipping Bill and Licenses from customs: Rates per Shipping Bill to be given.
- 4) **LCL cargo (all inclusive)** for Shed Delivery or direct Shipment with and without transport: Give rates per shipping bill with and without transport.

Air Clearance Charges:-

- 1) AWB Fee (Rs):
- 2) PCA(Rs):
- 3) Shipping Bill Processing(Rs):
- 4) Appraisement Charges(Rs):
- 5) Agency Service Charges(Rs):
- 6) Transportation Charges(Rs)
- 7) DEPB(Rs/Challan):
- 8) THC(Rs/kg):
- 9) X-Ray(AAI) Charges (Rs/kg):
- 10) X-Ray(Airlines) Charges (Rs/kg):
- 11) Any other misc items:

(Signature of Authorized signatory and stamp)

Dear Sir,

Sub : Tender for Poly Liners (Secondary bags for 2 Kgs)

We invite a competitive quotation in respect of our requirement of Poly Liners (2 Kgs. secondary bags for packet tea pouches).

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

- Annexure . I - General information
- Annexure . II - Specification of Material
- Annexure . III - General Terms and Conditions
- Annexure . IV - Price Sheet

Quotation to be submitted in two parts separately as under:

Part – I: Annexure . I; Annexure . II; Annexure . III

Part – II: Annexure . IV (Price only)

Part . I should be under a separate sealed cover super scribed with the word **%Quotation for AYCL/TED/Packet Tea/Secondary Bag/2017-18”**.

Part . II again should be under a separate sealed cover super scribed with the word **%Quotation for AYCL/TED/Packet Tea/Secondary Bag/2017-18”**.

Both these separate envelops should be put in one envelop super scribed as **%Quotation for Poly Liners (2 Kgs. / 35Kgs. Secondary Bags)+**.

Your offer must reach our office on or before 30.03.2017 by 3 p.m.

1st part of tender will be opened on 31.03.2017 at 4 p.m.in our office and you may be present in the tender opening in the scheduled date and time.

Yours faithfully,
Andrew Yule & Co. Ltd.

General Manager (QC & Mktg.)
Tea Division

Encl : As above

TENDER FORM**Tender No: AYCL/TED/Packet Tea/Secondary Bags/02/2017-18****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.

Fax No.

3. Status of the organization :

4. Trade Licence No.

(Please attach a photo
copy of the licence) :

5. Banker's name

(a) Name of the Bank :

(b) Name of the Branch :

(c) Address of the Branch :

Note : A copy of Banker's Certificate to be attached.

6. Sales tax Registration No.

(a) Central :

(b) State / VAT :

(Please attach photo copies of Registration Certificate)

7. Whether Registered :

as an SSI Unit, if yes,

Registration No.

8. Please indicate details of

your experience particularly :

in respect of supplies Secondary Bags to Tea Industry
along with supporting documents

(only last two years orders to be mentioned)

Note : TENDER/QUOTATION will not be accepted without copy of order from reputed Tea Companies evidencing supply of minimum 50,000pcs. Poly Liners to any single customer in a particular year (last two years).

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

Office Stamp/Seal.

Place :

(Signature of the Applicant)

TENDER FORM

Tender No: AYCL/TED/Packet Tea/Secondary Bags/02/2017-18

Specification of Materials

Liner :

Plain polythene liner specification broadly outlined below .

“ Material:

The polythene should be HMHDPE minimum 150 gauge or 37.5 micron, corresponds to its mass of 34.5 g/sqm \pm 10%, made from odour free, food grade virgin material.

“ Flat dimension for packing maximum 2 kgs of Packet Tea pouches:

Flat length - 46 cm \pm 2 cm.

Flat width - 23 cm \pm 2 cm.

Gussets - 18 cm \pm 2 cm **on EACH SIDE**

The above dimensions are inclusive of gusset which will be as per sample.

“ Sealing:

Excepting mouth portion, all sides must be evenly heat sealed.

“ Sample:

Samples may be verified at our office during working hours.

“ Estimated requirement for the Season . 50000 pcs.

TENDER FORM**Tender No: AYCL/TED/Packet Tea/Secondary Bags/02/2017-18****GENERAL TERMS & CONDITION:**

1. The materials are to be delivered to warehouse in Kolkata on %Door Delivery+basis.
2. VAT/Sales tax will be paid extra at concessional rate.
3. The rate should remain firm during pendency of the contract.
4. 100% payment will be made within 60 days from the date of receipt of material.
5. **Sample should be provided for approval before effecting despatch.**
6. Delivery . The delivery schedule are as under:-
[a] 100% of our requirement within one week to ten days from date of order.
7. The tenderers are requested to ensure Earnest Money Deposit along with the Tender in the following manner, which will be converted into Security Deposit for the successful bidder/s and will be released on completion of delivery.

Earnest Money - Rs. 2,000/-

D/D or Account Payee Cheque favouring Andrew Yule & Co. Ltd.
8. Decision for awarding contract/job is vested with the Management so as to reject, split / fragment.
9. Andrew Yule & Co. Ltd., Tea Division, reserve the right to fragment the job/order without assigning any reason thereof. However in that event, preference will be given to the lowest bidder towards allocation.
10. On the basis of the specification and the terms indicated, the tenderers should confirm rates in our prescribed format attached herewith (Annexure . Iv).

Signature :**Seal :****Date :**

PART – II OF TENDER

Tender No: AYCL/TED/Packet Tea/Secondary Bags/02/2017-18

Price Sheet for Poly Liner (Secondary bags for 2kgs)

Description	Unit Basic Price Poly Liners (Secondary bags for 2 kgs poly pouches) delivered at Kolkata warehouse
Poly Liners (Secondary bags for 2 kgs poly pouches) Size: L: 46 cms +/- 2 cms; B: 23 cms +/- 2 cms; Gusset: 18 cms +/- 2 cms.	

1. VAT/Sales Tax:

2. We confirm our capacity for Season as :

Signature :

Seal :

Date :

Tender No: AYCL/TED/Packet Tea/Bags/03/2017-18

Dear Sir,

Sub : Tender for Bags & Sacks – for Packet Tea.

We invite competitive %Quotation+in respect of our requirement of Bags & Sacks for packing of Loose & packet teas in poly pouches of 24kgs & 5kgs during season 2017-18.

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.

- **Annexure – I - General information**
- **Annexure – II - Specification of Material**
- **Annexure – III - General Terms and Conditions**
- **Annexure – IV - Price Sheet**

Quotation to be submitted in two parts separately as under:

Part – I Annexure . I; Annexure . II; Annexure . III.

Part – II Annexure . IV (Price only)

Part – I should be under a separate sealed cover super scribed with the word “**Quotation for AYCL/TED/Packet Tea/BAGS/03/2017-18, Part – I**”.

Part – II again should be under a separate sealed cover super scribed with the word “**Quotation for AYCL/TED/Packet Tea/BAGS/03/2017-18, Part – II**”.

Both these separate envelops should be put in one master envelop super scribed as “**Quotation for AYCL/TED/Packet Tea/BAGS/03/2017-18**”.

Your offer must reach our office on or before **30.03.2017 by 3.00 pm**

1st part of tender will be opened on **31.03.2017 at 4.00 pm**.

Yours faithfully,
Andrew Yule & Co. Ltd.

General Manager (QC & Mktg.)
Tea Division

Encl : as above

TENDER FORM**(Tender No: AYCL/TED/Packet Tea/Bags/03/2017-18)****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.

Fax No.

3. Status of the organization :

4. Trade Licence No.

(Please attach a photo
copy of the licence) :

5. Banker's name

(a) Name of the Bank :

(b) Name of the Branch :

(c) Address of the Branch :

Note : A copy of Banker's Certificate to be attached.

6. Sales tax Registration No.

(a) Central :

(b) State / VAT :

(Please attach photo copies of Registration Certificate)

7. Whether Registered :

as an SSI Unit, if yes,

Registration No.

8. Please indicate details of

your experience particularly :

in respect of supplies of P.P.

Woven Sacks/Bags to Tea Industry

along with supporting documents

(only last two years orders to be mentioned)

Note : TENDER/QUOTATION will not be accepted without copy of order from reputed Tea Companies evidencing supply of minimum 5000 pcs. Bags & Sacks to any single customer in a particular year (last two years).

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 :

- **Dimension :** 5 kg. - Length 12 inches x Height 16 inches x Gusset 5 inches
10 kg. - Length 14.5 inches x Height 18 inches x Gusset 8 inches
20 kg. - Length 21 inches x Height 25 inches x Gusset 7 inches
- **Soecufucatuib : As per Sample.**
- **General :** All material should be ordure free, food grade and virgin.
- **Printing :** As per our design, single colour with non-toxic/scuff proof ink (as per instruction)
- **Estimated requirement for the season** - **500 pcs. each.**

TENDER FORM

Tender No: AYCL/TED/Packet Tea/Bags/03/2017-18

GENERAL TERMS & CONDITIONS:

1. The materials are to be delivered to warehouse in Kolkata on %Door Delivery+basis.
2. VAT/Sales tax will be paid extra at concessional rate.
3. The rate should remain firm during pendency of the contract.
4. 100% payment will be made within 60 days from the date of receipt of material.
5. **Sample should be provided for approval before effecting despatch.**
6. Delivery . The delivery schedule are as under:-
[a] 100% of our requirement within one week to ten days from date of order.
7. **The tenderers are requested to ensure Earnest Money Deposit along with the Tender in the following manner, which will be converted into Security Deposit for the successful bidder/s and will be released on completion of delivery.**
Earnest Money - Rs. 3,000/-
D/D or Account Payee Cheque favouring Andrew Yule & Co. Ltd.
8. Decision for awarding contract/job is vested with the Management so as to reject, split / fragment.
9. Andrew Yule & Co. Ltd., Tea Division, reserve the right to fragment the job/order without assigning any reason thereof. However in that event, preference will be given to the lowest bidder towards allocation.
10. On the basis of the specification and the terms indicated, the tenderers should confirm rates in our prescribed format attached herewith (Annexure . Iv).

Signature :

Seal :

Date :

PART – II OF TENDER

(Tender No.: AYCL/TED/Packet Tea/Bag/03/2017-18)

Price Sheet for Bags & Sacks

Description	Unit Basic Price of Bags & Sacks FOR at Kolkata Warehouse
A. P. P Woven Bags – 24 Kgs.	
B. P. P. Woven Bag – 5 Kgs.	
– 10 Kgs.	
– 20 Kgs.	

3. VAT/Sales Tax:

4. We confirm our capacity for Season as :

Signature :

Seal :

Date :

Dear Sir,

Sub : Tender for Buying Agent

We invite competitive %Quotation+ in respect of our requirement of Buying Agent for our Packet Tea Division during season 2016-17.

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.

- **Annexure – I - General information**
- **Annexure – II - Specification of Work**
- **Annexure – III - General Terms and Conditions**
- **Annexure – IV - Price Sheet**

Quotation to be submitted in two parts separately as under:

Part – I : Annexure . I; Annexure . II; Annexure . III

Part – II Annexure . IV (Price only)

Part – I should be under a separate sealed cover super scribed with the word “**Quotation for AYCL/TED/TEA/BUYING AGENT/04/2017-18, Part – I**”.

Part – II again should be under a separate sealed cover super scribed with the word “**Quotation AYCL/TED/TEA/BUYING AGENT/04/2017-18, Part – II**”.

Both these separate envelops should be put in one master envelop super scribed as “**Quotation for AYCL/TED/TEA/BUYING AGENT/04/2017-18**”.

Your offer must reach our office on or before 30.03.2017 by 3 p.m.

1st part of tender will be opened on 31.03.2017 at 4 p.m. in our office and you may be present in the tender opening in the scheduled date and time

Yours faithfully,
Andrew Yule & Co. Ltd.

General Manager (QC & Mktg.)
Tea Division

Encl : as above

TENDER FORM**Tender No: AYCL/TED/TEA/BUYING AGENT/04/2017-18****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.

Fax No.

3. Status of the organization :

4. Trade Licence No.

(Please attach a photo
copy of the licence) :

5. Banker's name

(a) Name of the Bank :

(b) Name of the Branch :

(c) Address of the Branch :

Note : A copy of Banker's Certificate to be attached.

6. Sales tax Registration No.

(a) Central :

(b) State / VAT :

(Please attach photo copies of Registration Certificate)

7. Whether Registered :

as an SSI Unit, if yes,

Registration No.

8. Please indicate details of
your experience particularly :

in respect of buying for other companies / Brands
along with supporting documents

(only last two years orders to be mentioned)

Note : TENDER/QUOTATION will not be accepted without copy of order from reputed Tea Companies evidencing appointing of your firm as a Tea Buyer Agent (last two years).

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

Office Stamp/Seal.

Place :

Date ;

(Signature of the Applicant)

List of Enclosures :

TENDER FORM

Tender No: AYCL/TED/TEA/BUYING AGENT/04/2017-18

GENERAL TERMS & CONDITION:

1. VAT/Sales tax will be paid extra at concessional rate.
2. The rate should remain firm during pendency of the contract.
3. 100% payment will be made within 60 days from the date of receipt of material.
4. **Sample should be provided for approval before buying.**
5. Decision for awarding contract / job is vested with the Management.
6. Andrew Yule & Co. Ltd., Tea Division, reserve the right to reject, fragment the job / order without assigning any reason thereof. However, in that event, preference will be given to the lowest Bidder towards allocation.
7. On the basis of the specification and the terms indicated, the tenderers should confirm rates in our prescribed format attached herewith (Annexure . Iv).

We confirm that we have gone through the above carefully and accept the same.

Signature :

Seal :

Date :

TENDER FORM

(Tender No.: AYCL/TED/TEA/BUYING AGENT/04/2017-18)

Specification of Work

1. As per teas standards / specifications of Company. Agency requires to match samples.
2. Agent requires to procure select samples from Auction Brokers for tasting and final selection by the Company.
3. Should have tea tasting infrastructure which may be used for selection and making standards by the Company.
4. On receipt of buying instructions by Company, Agents to operate in the Auctions on behalf of the Company as Buyer.
5. On completion of Auction buying, Agents to list details of lots purchased, total quantities bought and averages . standardwise and submit to Company.
6. To collect purchase samples, contract bills, D.O~~s~~ and submit hard copies of Purchase List to Company.
7. To follow-up with Company on prompt payment of Brokers.

PART – II OF TENDER

Price Sheet for Buying Agent

(Tender No.: AYCL/TED/TEA/BUYING AGENT/04/2017-18)

Kolkata
(%)

1. Commission for purchase of Teas :
(in percentage of value per Kg. bought)
2. Vat/Sales Tax/Excise/Service Tax and
Others :
3. We confirm our buying capacity for
Season as :
4. Registration Certificate details with
various Auction Committees :

(Enclo: Photocopy of Registration Certificate)

Signature :

Seal :

Date :

**Sub: Tender Towards Warehouses at Kolkata/Siliguri/Guwahati :
Tender No. TED/WAREHOUSE/O5/2017-2019 (Two years)**

We invite your participation in the above Tender. We are attaching a Form (Annexure – I) which may please be returned duly completed in all respects and signed and sealed.

You are required to submit the offer in a sealed cover super scribing “Tender No. TED/WAREHOUSE/O5/2017-2019” and address to

**General Manager (QC & Mktg.)
Tea Division
Andrew Yule & Co. Ltd.
8, Dr. Rajendra Prasad Sarani
Kolkata – 700 001.**

The bidders are requested to ensure Earnest Money Deposit along with the tender, in the following manner and will be released on signing the contract and submission of Bank Guarantee towards Security Deposit of the same value of EMD. No tenders will be accepted without Earnest Money Deposit.

	Estimated Value of Business Rs. / lakhs	Earnest Money Deposit (Rs.)
Kolkata warehouse	50.00	Rs. 50000/-
Siliguri Warehouse	13.00	1% of the Estd. Value i.e Rs. 13000/-
Guwahati Warehouse	14.00	1% of the Estd.Value i.e. Rs. 14000/-

(Demand Draft/Pay Order in the name of “Andrew Yule & Co Ltd – Tea Division”, payable at Calcutta.)

Your offer must reach the office of the undersigned on or before 30.03.2017 by 3 pm. The Quotation shall be opened on 31.03.2017 at 4 pm in our office and you may be present at the Tender opening at the scheduled date and time.

Yours faithfully,
ANDREW YULE & CO. LTD.
Tea Division

General Manager (Quality Control & Marketing)

Tender Form For Warehousing of Teas – Season 2017-19

1. Name & Address of Warehouse:
2. Office Address:
3. Bankers details, address and certificate (to enclose):
4. Licence No. of warehouse with details of location (attach self-attested photocopy of Licence):
5. Space of Licensed Warehouse:
6. No. of Loading and Unloading points:
7. Labour Strength (attach self-attested proof of employment):
8. Security Arrangements:
9. Rate with terms & conditions: Attach current Auction Committee's tariff card.
10. Specify rebates, if any:
11. List of current clients with proof of appointment:
12. Whether GMP/HACCP compliant, if so attach self-attested photocopy of certificate:
13. Whether there is facility for Export shipment and blending, if so, quote rates of palletisation/house stuffing in containers with all relevant rates in a separate sheet including rates for collection, blending to repacking, marking, palletisation, stretch wrapping and loading in containers for exports(including charges for fork lift, etc).
14. The following Earnest Money Deposits will have to be submitted along with the tenders.
15. The Company reserves the right to accept or reject the offers and also to split/fragment the job amongst more than one bidder.
16. Please enclose current tariff for warehousing as released by respective Auction Committees.