

**KHOWANG TEA ESTATE**  
**Andrew Yule & Co. Ltd**  
**(A Government of India Enterprise)**  
**P.O. Khowang, Dist. Dibrugarh, Assam – 785675**

**REF : AYCL/GO/ASSAM/2018-19/01**

**Two Part Expression of Interest** is invited from reputed, registered Tax Consulting Firms/Individual Tax Consultants for Andrew Yule and Company Ltd. **Upper Assam Gardens** consisting of Khowang Tea Estate, Desam Tea Estate, Tinkong Tea Estate, Rajgarh Tea Estate and Basmatia Tea Estate. The EOI should be submitted in two separate parts in two separate envelop which should be put in one cover.

**Part I** – Techno Commercial Bid in separate sealed cover super scribing “Expression of Interest for appointment of Tax Consultant (Techno Commercial Bid) – Upper Assam”. Following documents are to be submitted in Techno Commercial Bid otherwise your tender document will be rejected.

**1] Duly filled/signed Annexure I.**

**2] Duly signed Annexure II** as acceptance of Scope of Work and General Terms and conditions.

**Part II** – Price Bid in separate sealed cover super scribing “Expression of Interest for appointment of Tax Consultant (Price Bid) – Upper Assam”. Following documents are to be submitted in Price Bid otherwise your tender document will be rejected.

**1] Duly filled/signed Annexure III.**

Both the Techno Commercial and Price Bid should be put in one sealed cover super scribing “**Expression of Interest for appointment of Tax Consultant – Upper Assam**”

EOI should be send to the office of The Superintending Manager, Khowang Tea Estate on or before **21.03.2018**. Quotations will be opened on **22.03.2018**.

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**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. Particulars of Company**

- 1.1 Name of the Company :
- 1.2 Nature of business :
- 1.3 Full address :
- 1.4 Phone No. :
- 1.5 Fax No. :
- 1.6 E-mail ID :

**2. Details of Certificate**

Sl No.	Particulars	Registration No.	Remarks
1.	Income Tax		Copy of Registration Certificate / PAN Card to be attached

**3. List of Local Office**

Sl. No	Location	Type of Local Office		Bidders to Provide full address & Telephone No
		Company Operated	Franchised	
1				
2				

**4. Details of Banker**

1	Name of the Bank	
2	Name of the Branch	
3	Branch Code	
4	Address	
5	IFSC Code No.	
6	Account No.	

5. List of Job contract of identical nature made in last 2 years.  
With customer reference

6. Documents supporting  
Experience : for identical type  
of Job/contract (minimum 2)

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

Signature of the Applicant)  
Office Stamp/Seal.

Place :

Date ;

List of Enclosures :

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**General Terms & Conditions & Scope of Work**

**1. Scope of Work**

• **Category 1** :-

- a. Preparation and filing of green leaf cess return (Monthly, Quarterly & Annual) and other allied job.
- b. Preparation and submission of requisite papers and documents as prescribed under the VAT acts, duly audited by the Chartered Accountant for the purpose of VAT audit. To attend the audit hearing and collect the audit order.
- c. Any other sales tax and green leaf cess jobs other than SI Nos. a and b.

• **Category 2** :-

- a. Preparation, filing and to attend/ appear the condo nation matter and to collect the order.
- b. Preparation, filing and to attend/ appear the stay case and collect the order.
- c. Preparation, filing and to attend/ appear the appeal/ revision case and to collect the order.
- d. Preparation, filing any other application/petition if required, in connection with the appeal/ revision related cases.
- e. To attend/appear reassessment case/ set aside case and collect the order.

**For appeal & reassessment cases (if any)** transport charges for visiting Gardens /Sales Tax Office and incidental charges (if any) will be reimbursed on actual basis up to a reasonable extent.

**2. Location of Site**

Khowang Tea Estate, Desam Tea Estate, Tinkong Tea Estate, Rajgarh Tea Estate and Basmatia Tea Estate.

**3. Force Majeure**

Any delay or failure in the performance of either party hereto will not constitute default there under or give rise to any claim for damages, if any, to the extent such delays or failure of performance is caused by the occurrence such as acts of god or the public enemy, appropriation or confiscation of facilities by Govt. Authorities, acts of war, rebellion or sabotage, fires, explosions, riots and illegal strike.

**4. Risk Purchase**

In case the Farm/Consultant fails to execute the contract fully or partly, AYCL shall have the right to execute the work through other agencies, as decided by AYCL at the Farm/Consultant's cost and risk after giving two week's notice in writing.

**5. Terms of payment**

- No advance will be given.
- Payment will be made Quarterly.
- Statutory deductions will be made as per rules.

**6. Price Variation**

The quoted price should remain firm during pendency of the contract.

7. Decision for awarding contract/job is vested with the Management so as to reject.
8. Incomplete "Quotation/Offer" is liable to be rejected.
9. The offer must be valid for a minimum of 6 months from the date of opening of Quotation.
10. All disputes are subject to Dibrugarh Jurisdiction only.

Signature of the Applicant)  
Office Stamp/Seal.

Place :

Date ;

### ANNEXURE III – UPPER ASSAM.

#### **Sub: EOI for dealing with Tax Matters for a period of two years – Upper Assam**

1. Khowang Tea Estate
2. Desam Tea Estate
3. Rajgarh Tea Estate
4. Tinkong Tea Estate
5. Basmatia Tea Estate

**Category 1 - Consolidated fees per annum** for the following jobs

**Per Garden Rs** \_\_\_\_\_ **Total – Rs** \_\_\_\_\_

- d. Preparation and filing of green leaf cess return (Monthly, Quarterly & Annual) and other allied job.
- e. Preparation and submission of requisite papers and documents as prescribed under the VAT acts, duly audited by the Chartered Accountant for the purpose of VAT audit. To attend the audit hearing and collect the audit order.
- f. Any other sales tax and green leaf cess jobs other than SI Nos. a and b.

**Category 2 - Consolidated fee for appeal & reassessment cases (if any)** which includes the following:

- f. Preparation, filing and to attend/ appear the condo nation matter and to collect the order.
- g. Preparation, filing and to attend/ appear the stay case and collect the order.
- h. Preparation, filing and to attend/ appear the appeal/ revision case and to collect the order.
- i. Preparation, filing any other application/petition if required, in connection with the appeal/ revision related cases.
- j. To attend/appear reassessment case/ set aside case and collect the order.

**Per Garden Rs** \_\_\_\_\_ **; Total Rs**

\_\_\_\_\_

Name of the applicant - \_\_\_\_\_

Signature and Seal of the Applicant - \_\_\_\_\_