

**ANDREW YULE & COMPANY LIMITED**  
**(A Government of India Enterprise)**  
**ELECTRICAL DIVISION, SWITCHGEAR UNIT**  
**14, MAYURBHANJ ROAD, KOLKATA - 700023**

**TENDER DOCUMENTS FOR CRGO LAMINATIONS**

**ANDREW YULE & CO. LTD.** invites e-Tender under single stage two part system **(Part I: Techno-Commercial Bid and Part II: Price Bid)** from bona fide and reputed **Company/Firm** for supply, the details of which are available in Annexure-III **“Scope of Work / Technical Specification”** as specified in this tender document.

Tender document may be downloaded from MSTC website [www.mstcecommerce.com/eprochome/aycl](http://www.mstcecommerce.com/eprochome/aycl). Corrigenda or clarifications, if any, shall be hosted on the above mentioned websites only.

AYCL reserves the right to accept or reject any tender.

Sl. No.	Item Description	Qty
1	CORE MITRED CUT GRADE CRGO, HI-B THICKNESS 0.23MM, FOR 100KVA TRANSFORMER. DRG. NO.: C-100-DT-TSECL-750 00 (03893315) DETAIL GRADE OF CORE IS MENTIONED IN THE DRAWING.	55954 KG

Andrew Yule reserves the right to increase the tender quantity by 30 %.

Price quoted should be FOR destination.

### **Schedule of Tender**

1.	<b>TENDER NO.</b>	<b>AYCL/Electrical Division KO/87/17-18/ET/434</b>
2.	<b>MODE OF TENDER</b>	e-Procurement System Online submission of <b>Part I - Techno-Commercial Bid</b> and <b>Part II - Price Bid</b> through www.mstcecommerce.com/eprochome/aycl The intending bidders are required to submit their offer electronically through this e-tendering portal. <b>No physical tender is acceptable by AYCL/MSTC</b>
3.	<b>E-Tender No. / Event No.</b>	<b>AYCL/Electrical Division KO/87/17-18/ET/434</b>
4.	<b>Date of publication of e-Tender through publication MSTC/AYCL websites and Central Public Procurement Portal</b>	<b>27.03.2018</b>
5.	<b>Date of availability of NIT to the Vendors for downloading</b>	<b>10.03.2018</b>
6.	<b>Earnest Money Deposit</b>	<ul style="list-style-type: none"> <li>• <b>“Earnest Money Deposit” of Rs. 50,000 (Rupees Fifty Thousands only)</b> may be paid by Cash Receipt/D.D. favouring <b>Andrew Yule &amp; Co Ltd</b>, payable at <b>Kolkata</b>.</li> <li>• <b>Other document as described in Annexure I, Sl. No.2</b></li> </ul>
7.	<b>Last date of submission of EMD &amp; other documents to AYCL Ltd.</b>	<b>10.03.2018 – 2:00 PM</b>
11.	<b>Date &amp; time of opening of Part-II (Price Bid )</b>	<b>To be intimated to the eligible vendor separately by email.</b>

### **List of Annexure**

<b>Important Instructions for E-procurement -</b>	<b>Annexure-I</b>
<b>General Information -</b>	<b>Annexure-II</b>
<b>Online Techno commercial terms</b>	<b>Annexure-III</b>
<b>General Terms&amp; Conditions</b>	<b>Annexure-IV</b>
<b>Price Sheet</b>	<b>Annexure-V</b>

**Important Instructions for E-procurement**

This is an e-procurement event of ANDREW YULE & COMPANY LTD Ltd.

You are requested to read the Terms & Conditions (Annexure- II, III, and IV) of this tender before submitting your online tender. Tenderers who do not comply with the Conditions with documentary proof (wherever required) will not qualify in the Tender for opening of Price Bid.

**1. Process of E-tender:**

A) **Registration:** The process involves vendor's registration with MSTC e-procurement portal which is free of cost. Only after registration, the vendor(s) can submit his/their bids electronically. Electronic Bidding for submission of Techno-Commercial Bid as well as Price Bid over the internet will be done. The Vendor should possess Class III signing type Digital Signature Certificate. Vendors are to make their own arrangement for bidding from a PC connected with Internet. MSTC is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).

**SPECIAL NOTE:** THE PRICE BID AND THE COMMERCIAL BID HAS TO BE SUBMITTED ON-LINE AT [www.mstcecommerce.com/eprochome/aycl](http://www.mstcecommerce.com/eprochome/aycl)

- 1) Vendors are required to register themselves online with [www.mstcecommerce.com](http://www.mstcecommerce.com) → e-Procurement → PSU / Govt. depts. → Register as Vendor under AYCL- Filling up details and creating own user id and password → Submit.
- 2) Vendors will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form.

In case of any clarification, please contact MSTC/AYCL (before the scheduled time of the e-Tender).

**Contact person (ANDREW YULE & COMPANY LTD):**

- |   |  |
|---|--|
| 1. Mr. Bhaskar Bandopadhyay<br>Sr. Manager (Materials)<br>Ph. No: (033) 2449-1601                   | 2) Mr. Pallab Naskar<br>Asst. Manager (Materials)<br>Ph. No.: (033) 2449-1770<br>Email: <a href="mailto:pallab.naskar@andrewyule.com">pallab.naskar@andrewyule.com</a> |
| Email: <a href="mailto:bhaskar.bandopadhyay@andrewyule.com">bhaskar.bandopadhyay@andrewyule.com</a> |  |

**Contact person (E-Commerce, MSTC Ltd):**

- |  |   |
|--|---|
| 1. Mr. Arindam Bhattacharjee<br>Deputy. Manager (E-commerce)<br>MobileNo: 09330102643<br>Email: <a href="mailto:arindam@mstcindia.co.in">arindam@mstcindia.co.in</a> | 2) Mr. Sabyasachi Mukherjee<br>Assistant Manager (E-commerce)<br>Mobile- 07278030407<br>Email: <a href="mailto:smukherjee@mstcindia.co.in">smukherjee@mstcindia.co.in</a> |
| Landline: (033) 22901004   |   |

3. **Ms Sumona Maity**  
**Management Trainee (E-Commerce)**  
**Mobile-09831155225**  
**Email: smaity@mstcindia.co.in**

**System Requirement:**

- i) **Windows XP-SP3 or above / Windows 7 Operating System**
- ii) **IE-7 or above Internet browser.**
- iii) **Signing & Encryption type digital signature**
- iv) **JRE 7 updates 79 software to be downloaded and installed in the system. Security level should be medium**
- v) **To enable ALL active X controls and disable 'use pop up blocker' under Tools → Internet Options → custom level (Please run IE settings from the page [www.mstcecommerce.com](http://www.mstcecommerce.com) once)**

2. **Part-I: Submission of EMD & other Documents:**

**Within specified Date & time the vendor must submit the following documents to Sr. Manager (Materials) Electrical Division, Andrew Yule & Co. Ltd., 14, Mayurbhanj Road Kolkata-23. Off-line.**

- **Earnest Money of Rs. 50000.00 (Rupees Fifty thousand only) by Cheque/DD favouring Andrew Yule & Co. Ltd. Payable at Kolkata.**
- **General information, under Annexure-II complete in all respect alongwith desired document.**
- **In case of failure to submit the EMD within the stipulated time, the Tender may be rejected.**
- **Part-II: Online Bid submission: On the basis of submission of EMD and other Documents at Andrew Yule & co, the list of vendors who will participate in online Techno commercial and price bid submission will be finalized. Only those qualified bidders will be eligible to submit Online Techno-commercial and price bid.**

**Bidding in e-Tender:**

- a. **No interest will be paid on EMD. EMD of the unsuccessful bidder(s) will be refunded by ANDREW YULE & COMPANY LTD. EMD to be paid along with the Document within the last date as mentioned in Schedule of Tender.**
- b. **The process involves Electronic Bidding for submission of Techno Commercial Bid as well as Price Bid.**
- c. **The bidder(s) who have submitted the above fees and submitted documents to Andrew Yule will be short listed by Andrew Yule and those qualified bidders can only submit their Techno Commercial Bids and Price Bid through internet in MSTC website [www.mstcecommerce.com](http://www.mstcecommerce.com) →**

e-procurement → PSU / Govt depts. → Login under AYCL→ My Menu → Auction Floor Manager → live event → Selection of the live event.

- d. The bidder should allow to run an application namely en Apple by accepting the risk and clicking on run. This exercise has to be done twice immediately after opening of Bid floor. Then they have to fill up Common terms /Commercial specification and save the same. After that clicking on the Techno-Commercial bid, if this application is not run then the bidder will not be able to save / submit his Techno-Commercial bid.
- e. After filling the Techno-Commercial Bid, bidder should click 'save' for recording their Techno-Commercial bid. Once the same is done, the Price Bid link becomes active and the same has to be filled up and then bidder should click on **"Save"** to record their Price Bid. Then once both the Techno-Commercial bid & Price Bid has been saved, the bidder can click on the **"Submit"** button to register their bid.
- f. Vendors are instructed to use link in **My Menu** to **Upload Documents** in document library. Multiple documents can be uploaded. Maximum size of single document for upload is 5 MB.
- g. Once documents are uploaded in the library, vendors can attach documents through *Attach Document* link against the particular tender. For further assistance please follow instructions of vendor guide.
- h. In all cases, bidder should use their own ID and Password along with Digital Signature at the time of submission of their bid.
- g. During the entire e-tender process, the bidders will remain completely anonymous to one another and also to everybody else.
- h. The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.
- i. Techno-Commercial bid will be opened electronically on specified date and time as given in the NIT. Bidder(s) can download Technical Comparative statement.
- j. Price bid will be opened electronically on specified date and time given in the NIT. Bidder(s) can download Price Comparative statement.
- k. All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.
- l. All electronic bids submitted during the e-tender process shall be legally binding on the bidder. Any bid will be considered as the valid bid offered by that bidder and acceptance of the same by the Buyer will form a binding contract between Buyer and the Bidder for execution of supply. Such successful tenderer shall be called hereafter **SUPPLIER**.
- m. It is mandatory that all the bids are submitted with Digital Signature Certificate otherwise the same will not be accepted by the system.

- n. Buyer reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.
- o. No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any bidder confirms his acceptance of terms & conditions for the tender.
- p. Unit of Measure (UOM) is indicated in the e-tender Floor. Rate to be quoted should be in Indian Rupee as per UOM indicated in the e-tender floor/tender document.

E-tender cannot be accessed after the due date and time mentioned in NIT.

All notices / corrigendum and correspondence to the bidder(s) shall be sent by email only during the process till finalization of tender by ANDREW YULE & COMPANY LTD/MSTC LTD. Hence the bidders are required to ensure that their corporate email I.D. provided is valid and updated at the stage of registration of vendor with MSTC. Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate).

Any order resulting from this open e-tender shall be governed by the terms and conditions mentioned therein.

No deviation to the technical and commercial terms & conditions are allowed.

ANDREW YULE & COMPANY LTD has the right to cancel this e-Tender without assigning any reason thereof.

The online tender should be submitted strictly as per the terms and conditions and procedures laid down in the website [www.mstcecommerce.com/eprochome/aycl](http://www.mstcecommerce.com/eprochome/aycl) of MSTC Ltd.

The bidders must upload all the documents required as per terms of NIT. Any other document uploaded which is not required as per the terms of the NIT shall not be considered.

The bid will be evaluated based on the filled-in technical & commercial formats.

Bidders are requested to read the vendor guide and see the video in the page [www.mstcecommerce.com/eprochome/mstc](http://www.mstcecommerce.com/eprochome/mstc) of MSTC Ltd. to familiarize them with the system before bidding.

**ANDREW YULE & COMPANY LIMITED  
Electrical Division, Kolkata Operation  
14, MAYURBHANJ ROAD, KOLKATA - 700023**

**General Information**

**(This document should be dully filled up and attached along with EMD)**

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. & E-mail :

a) Address :

b) Telephone No. :

c) Fax No. :

d) E-mail ID :

3. Status of the organization:

4. Trade License No.

**(Please attach a photo  
copy of the license) :**

5. Banker's name

(a) Name of the Bank :

(b) Name of the Branch :

(c) Account No. :



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

**6. Sales tax Registration No.**

(a) Central :

(b) State / VAT :

**7. I. T. Permanent Account No.:**

**8. Financial Capacity : Year (2016-2017)**

(a) Fixed capital :

(b) Working capital :

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

(Signature of the Applicant)  
Office Stamp/Seal.

Place :

Date ;

List of Enclosures :

**Annexure II (A)**

**The following are to be submitted to Sr. Manager (Materials), Andrew Yule, Electrical Division, Kolkata Operation, Switchgear Unit, in a sealed envelope.**

1. EMD Rs: 50000/= \*

\*Bidder may request for exemption from submitting EMD (Refer details given in Sl No 1 of Annexure-IV, General terms & condition).

2. DD /RTGS detail for Rs: 200 /= in favour of ANDREW YULE & CO.LTD,

Payable at Kolkata towards cost of tender document.

3. Customer List

4. Balance sheets and P&L Account. (2014-2015, 2015-2016 & 2016-2017).

Our Bank details for making RTGS payment.

<b>Bank Name and Address</b>	<b>IDBI BANK, GROUND FLOOR 101, PARK STREET, KOLKATA, WEST BENGAL-700016</b>
<b>IFSC Code</b>	<b>IBKL0000012</b>
<b>Account No</b>	<b>012103000000718</b>
<b>Account Name</b>	<b>ANDREW YULE &amp; COMPANY LIMITED</b>

### Annexure-III

TECHNO-COMMERCIAL TERMS FOR CRGO LAMINATION FOR DT  
( *To be filled online in mstc portal*).

SL NO	TERMS & CONDITIONS	VENDOR RESPONSE
1	The price quoted above should be for free delivery at our 14, Mayurbhanj Road works Andrew Yule, Kolkata-700023 (Inclusive of P&F, Freight and Insurance).	AGREE
2	Taxes & Duties along with tax rates to be indicated by the bidder.	REMARKS
3	Inspection: Inspection will be made at our works as per relevant IS. AYCL reserves the right to inspect at supplier's premises also.	AGREE
4	Liquidated damage - If the delivery is delayed beyond the date of scheduled date of despatch in the purchase order, penalty will be levied @ 1/2% per week subject to a maximum of 5%. Please confirm acceptance.	AGREE
5	Guarantee: Material supplied should be guaranteed against all manufacturing defects, poor workmanship, and defective raw material for a minimum period of 24 months from the date of supply. During the period if the product is found defective due to any of the above reason you shall undertake to repair the same at FREE OF COST.	AGREE
6	Payment Terms: 90 days direct credit from the date of receipt of material at our Switchgear unit. However acceptance of any deviation of the payment terms will be at the sole discretion of AYCL & if the deviation is accepted price of bidders who quote other payment terms will be loaded as per AYCL norms. Any advance payment terms will not be accepted.	REMARKS
7	Risk purchase clause: The company reserve the right to impose risk purchase clause as " For delay in execution / supply we shall have every right to do the same through some other agency/s which shall deemed fit and the additional cost of the same (Incidental/Consequential) shall be to your account which with respect to our intimation or observation whatsoever. Please confirm acceptance.	AGREE
8	Legal Clause-Any contract entered against this tender will be as per the following legal condition. It is recorded that this purchase order/contract/ agreement is executed and concluded by and between the parties hereto at premises NO. 14 Mayurbhanj Road, Kolkata 700 023 and in the event of any dispute arising out of this agreement between the parties only the appropriate civil Court in the City of Kolkata shall have the exclusive jurisdiction to entertain, try and determine the said proceedings in exclusion of all other courts. Please confirm acceptance.	AGREE
9	Security Deposit - The EMD amount of the successful Bidder will be retained as security deposit towards the execution of the order and the same will be released after completion of supply. Please confirm acceptance.	AGREE
10	Validity of offer: Offer should be valid for a minimum period 3 months.	AGREE
11	Validity of price: Your quoted rate should be valid for a minimum period of 6 months from the date of tender opening (Rate Contract).	AGREE
12	The order quantity will be placed on all the vendors, who have agreed to negotiated L1 rate & terms, provided preference will be given to original	AGREE

	L1 which will be more than 50% considering his technical and commercial ability and the remaining quantity will be procured from L2, L3 etc. where preference will be given to L2. The quantity for L2 will depend upon his technical & commercial ability and should not be more than 30% of the total quantity. Balance will go to L3 and other vendors following same principle. However AYCL also reserves the right to place full quantity of tender to only L1 bidder if necessary. Detailed manufacturing drawings will be handed over to the vendor in the event of P.O. only.	
13	Note: Proper loading in the price shall be made by us for important terms e.g. "payment terms" cost of deliver to the destination, GST, having financial implication.	AGREE
14	Delivery: Delivery should start within 15 days from order.	AGREE WITH REMARKS.
15	EMD of Rs 50000/- to be paid by DD/RTGS within scheduled date. Please mention DD no. or RTGS details in the remarks.	REMARKS
16	EMD of Rs 50000/- to be adjusted against the outstanding dues between the vendor & AYCL. Please write accepted in the remarks field if agreed.	REMARKS
17	EMD of Rs 50000/-to be waived as vendor's turnover more than Rs50crore. Please mention the turnover of last year in the remarks. Also upload supporting document.	REMARKS
18	EMD of Rs 50000/- to be waived as per vendor's attached MSME certificate. Copy of certificate to be attached.	REMARKS
19	AYCL reserves the right to start with the trial qty for new entrant before supply of bulk qty.	AGREE
20	Bidders should submit a DD for Rs: 200 /= in favour of ANDREW YULE & CO.LTD, Payable at Kolkata towards cost of tender document or may submit in the form of cash. In case DD, please mention the DD no. otherwise write CASH.	REMARKS
21	Minimum Delivery Quantity: Andrew Yule prefers minimum delivery of 2.5 MT per consignment.	AGREE
22	Packing : Packing should be done properly at avoid any transit damage and the maximum weight per pallet shall be limited to 1 ton.	AGREE WITH REMARKS
23	AYCL reserves the right to terminate the contract at any time if the supplier fails to deliver the goods within schedule delivery period or major contract terms & conditions are violated by the supplier.	AGREE
24	Certificates: A copy of Mill certificate and country of origin should be provided along with each consignment.	AGREE WITH REMARKS
25	Vendor opting LC payment, all cost related to LC shall be borne by the vendor.	AGREE WITH REMARKS
26	In case of new vendor, they should send filled up vendor registration form as per attached format.	AGREE
27	Each lamination must be insulated with carlite-oxide and SF=0.97, thickness will be 0.23, NLL will be 185 watt for 277 kg at 1.42 tesla. If the loss exceeds the guaranteed figure & core cutting angle not proper, then the total lot will be rejected.	AGREE
28	Achieving the NLL 185 watt is the essence of contract, hence the supply of the lamination should have Back up support from the MILL. Back up letter from MILL should be accompanied with your offer indicating you as the authorized processor/channel partner/distributor of the said MILL.	AGREE

**GENERAL TERMS AND CONDITIONS**

EMD : Rs.50,000/- (Rupees Fifty Thousand only) by way of Cash Receipt/ Demand Draft drawn in favour of M/S ANDREW YULE & CO.LTD Payable at KOLKATA. Bank Guarantee from any nationalised / Scheduled / Multinational Bank for the EMD amount can also be accepted.

For bidders already enlisted with AYCL- Electrical Division, having outstanding amount more than the EMD amount or who have already submitted the EMD against our earlier tenders or those who have security deposit with Andrew Yule may apply for adjustment of the same. The total EMD should be Rs: 50,000/=

Bidders who are MSMED units may apply for exemption from furnishing EMD by making a specific request in writing and enclosing the necessary document in support of the same.

Bidders whose turnover is more than Rs: 50 crores may apply for exemption from furnishing EMD by making a specific request in writing and enclosing the necessary document in support of the same

If reason for non-submission of EMD or adjustment against the outstanding balance for EMD is not mentioned in Techno-commercial bid of tender, the tender will be rejected.

Bidders should enclose a DD for Rs: 200 /= in favour of ANDREW YULE & CO.LTD, Payable at Kolkata towards cost of tender document.

**THE RIGHTS OF THE COMPANY**

The company reserves the right to reject any tenderer based on their past performance.

**PRICE FORMAT FOR CRGO LAMINATION:**

Sl. No.	DESCRIPTION	UOM	Basic Price (RS./KG)	CGST (%)	SGST (%)	IGST (%)	Total per unit cost (T) (In Rs)
1	CORE MITRED CUT GRADE CRGO, HI-B THICKNESS 0.23MM, FOR 100KVA TRANSFORMER. DRG. NO.: C-100-DT-TSECL-750 00 (03893315)	KG	(a)	(b)	(c)	(d)	$T = \frac{a + a*b/100 + a*c/100 + a*d/100}{100}$

L-1 DETERMINED BASED ON ABOVE FORMULA IS PROVITIONAL.

ACTUAL L-1 WILL BE DETERMINED CONSIDERING OTHER CHARGES DUE TO CHANGE IN PAYMENT TERMS, TAX ETC.

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[illegible]

**ANDREW YULE & COMPANY LIMITED**  
**NAME OF THE UNIT.....**

**Application for Enlistment Form**

The application form should be submitted along with the registration fee of Rs.100/- (Rupees Hundred) only by Bank Draft No..... dated..... in favour of Andrew Yule & Company Ltd.

- 1) Date of Advertisement for Registration :
- 2) Name of the Firm in Full :
- 3) Address of the Firm :
  - a)
  - b)
  - c)
  - d)
  - e)
- 4) Telephone/Telegram/Fax No./E-mail :
  - a)
  - b)
  - c)
  - d)
  - e)
- 5) Status of the Organization :
- 6) Whether Manufacturer/Contractor/Fabricator/Sub-Contractor/Stockist/Agent/Dealer :
- 7) Item for which enlistment is sought :
- 8) Banker's Name :
  - a)
  - b)
  - c)

**Note:** *Confidential Report of financial position will be requested for by AY & Co. Ltd from the Bankers*



- 9) Trade License No. :  
(Please attach a Xerox copy)
- 10) Factory License No. :  
(Please attach a Xerox copy)
- 11) Whether registered as an SSI Unit. :  
If yes, Registration No.  
(Please attach a Xerox copy)
- 12) Sales Tax Registration No. :  
a)  
b)  
(Please attach a Xerox copy of Registration :  
Certificate)
- 13) I.T. Permanent Account No. :
- 14) Photo copies of current I.T. & Tax clearance :  
Certificates are to be attached
- 15) Whether the applicant is already enlisted in this :  
enterprise. If so, the details are to be furnished  
stating the types of jobs executed, etc. i.e.  
  
(a) Description of the job (b) Year (c) Amount & :  
(d) Authorized by
- 16) Whether the applicant is enlisted with any other :  
Public Sector Undertaking/other reputed  
manufacturers.  
If so, the details are to be furnished
- 17) Financial Capacity (Year) :  
a)  
b)  
(Copies of Balance Sheet & Profit & Loss A/c for :  
last 3 years should be attached)
- 18) Technical capacity :  
(i)  
(ii)

- 19) Manpower on Rolls :  
Total Manpower in Roll:  
a)  
b)  
c)  
d)  
e)
- 20) Name & Residential address of :  
Partners/Directors/Proprietors, as the case may  
be
- 21) Whether any Govt. Servant(s) or dismissed :  
Employee(s) of Andrew Yule & Co. Ltd/any other  
Govt. Undertaking is in employment under the  
applicant
- 22) Whether the applicant or any of its :  
Partners/Directors has been banned or removed  
from the approved list of suppliers by the  
Enterprise or Undertaking/any other Enterprise  
or Undertaking in the past

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 any action as may be deemed fit by Andrew Yule & Co. Ltd.....Unit/Division have the sole discretion to reject or accept my/our candidature for enlistment.

Place:

(Signature of the Applicant)  
Office Stamp/Seal

Date:

FOR OFFICE USE ONLY

- (a) Technical assessment of capabilities to perform as per Units's /Divisions's requirements.  
( To be done and signed by Technical Dept.)
- (b) Financial Strength analysis to be made and signed by Finance.
- (c) Comments to Banker's Confidential Report to be made and signed by Finance ( to be attached)
- (d) Purchase Dept's Recommendation ( to be made by Purchase Dept.)
- (e) Tender Committee's comments for approval.

Sd/-

( Signature of the members of  
Tender Committee)

TO BE ALLOTTED BY PURCHASE DEPT.

Reg.....

Folio Ref. No.....

Enlistment Register .....