

**Ref: Empanelment No. AYCL/TENDER/CFC/07/2018-19**

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Dear Sirs,

**Sub: Empanelment towards CFC/07/2018-19**

**Empanelment No: AYCL/TENDER/CFC/07/2018-19**

We invite sealed application towards CFC for Season 2018-2019.

We enclose herewith a set of 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 enlistment

You are required to submit your quotation in sealed cover superscribing Enquiry No. **AYCL/TENDER/CFC/07/2018-19**. This sealed cover is to be put inside another sealed envelope superscribing **“Empanelment No. AYCL/TENDER/CFC/07/2018-19.**

Your application must reach the office of the undersigned on or before 23.04.2018 by 3 p.m.

Application will be opened on 24.04.2018 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

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) :
5. GSTN 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

**Empanelment No. AYCL/TENDER/CFC/07/2018-19**

**Scope of Work**

1. 5 Ply CFC – 140 GSM x 18 BF.
2. 7 Ply CFC – 140 GSM x 18 BF.
3. Size of CFC will be specified at the time of query.

**Empanelment No: AYCL/TENDER/Sec.Bag/02/2018-19**

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Dear Sir,

**Sub : Enlistment Poly Liners (Secondary bags for 2 Kgs)**

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

We enclose herewith a set of 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

Application to be submitted as under:

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

Application should be under a separate sealed cover super scribed with the word “**AYCL/TENDER/Sec.Bag/2018-19**”.

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

Your offer must reach our application on or before 23.04.2018 by 3 p.m.

Application will be opened on 24.04.2018 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

**ENLISTMENT FORM**

**AYCL/TENDER/Sec.Bag/02/2018-19**

**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. GSTN No.

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** : APPLICATION 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.

(Signature of the Applicant)

Office Stamp/Seal.

Place :

**ENLISTMENT FORM**

**AYCL/TENDER/Sec.Bag/02/2018-19**

**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 +/- 2 cm.

Flat width - 23 cm +/- 2 cm.

Gussets - 18 cm +/- 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 . 50,000pcs.

**TENDER FORM**

**Tender No: AYCL/TED/Packet Tea/Secondary Bags/03/2016-17**

**GENERAL TERMS & CONDITION:**

1. The materials are to be delivered to warehouse in Kolkata on %Door Delivery+basis.
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 effecting despatch.**
5. Delivery . The delivery schedule are as under:-  
[a] 100% of our requirement within one week to ten days from date of order.
6. 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.  
  
**D/D or Account Payee Cheque favouring Andrew Yule & Co. Ltd.**
7. Decision for awarding contract/job is vested with the Management so as to reject, split / fragment.
8. 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.

**Signature :**

**Seal :**

**Date :**

**Empanelment No: AYCL/TENDER/Bags & Sacks/03/2018-19**

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Dear Sir,

**Sub : Enlistment for Bags & Sacks – for Packet Tea.**

We invite application in respect of our requirement of Bags & Sacks for packing of Loose & packet teas in poly pouches of 24kgs during season 2018-19.

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**

Application to be submitted as under:

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

**Part – I** should be under a separate sealed cover super scribed with the word “**Enlistment for AYCL/TENDER/BAGS/2018-19, Part – I**”.

Your offer must reach our office on or before **23.04.2018 by 3.00 pm**

1<sup>st</sup> part of tender will be opened on **24.04.2018 at 4.00 pm.**

Yours faithfully,  
**Andrew Yule & Co. Ltd.**

General Manager (QC & Mktg.)  
**Tea Division**

**Encl** : as above



**EMPANELMENT FORM****Empanelment No: AYCL/TENDER/Bags & Sacks/03/2018-19****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. GSTN :

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 : APPLICATION will not be accepted without copy of order from reputed Tea Companies evidencing supply of minimum 20000 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 :



**EMPANELMENT FORM**

**Empanelment No: AYCL/TENDER/Bags & Sacks/03/2018-19**

**GENERAL TERMS & CONDITIONS:**

1. The materials are to be delivered to warehouse in Kolkata on %Door Delivery+basis.
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 effecting despatch.**
5. Delivery . The delivery schedule are as under:-  
[a] 100% of our requirement within one week to ten days from date of order.
6. Decision for awarding contract/job is vested with the Management so as to reject, split / fragment.
7. 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.
8. 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 :

**Empanelment No: AYCL/TENDER/Printing & Designing/06/2018-19**

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Dear Sir,

**Sub : Enlistment of Printing & Designing**

We invite application in respect of our requirement of Buying Agent for our Packet Tea Division during season 2018-19.

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**

**Part – I** should be under a sealed cover super scribed with the word **“Application for AYCL/TENDER/Printing & Desinging/06/2018-19.**

Your offer must reach our office on or before 23.04.2018 by 3 p.m.

1<sup>st</sup> part of tender will be opened on 24.04.2018 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.**

Dy.General Manager (QC & Mktg.)  
**Tea Division**

**Encl** : as above

**EMPANELMENT FORM****Enlistment No. AYCL/TENDER/Printing & Designing/06/2018-19****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. GSTN :

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** : APPLICATION will not be accepted without copy of order from reputed Tea Companies evidencing appointing of your firm as a printer and designer (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.

(Signature of the Applicant)

Office Stamp/Seal.

Place :

Date ;

List of Enclosures :

**EMPANELMENT FORM**

**Enlistment No. AYCL/TENDER/Printing & Designing/06/2018-19**

**GENERAL TERMS & CONDITION:**

1. The rate should remain firm during pendency of the contract.
2. 100% payment will be made within 60 days from the date of receipt of material.
3. Decision for awarding contract / job is vested with the Management.
4. 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.
5. On the basis of the specification and the terms indicated, the tenderers should confirm rates in our prescribed format attached herewith.

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

Signature :

Seal :

Date :

**EMPANELMENT FORM**

**Enlistment No. AYCL/TENDER/Printing & Designing/06/2018-19**

**Specification of Work**

**Enlistment of vendors for artwork required in labels, brochures, standy etc.**

1. To design the artwork as per brief to be given by the company.
2. The artwork to be corrected after several discussions with concerned person.
3. Once approved the key line layout of the design to be handed over based on the required size . both in hard copy and a soft copy.

**Ref: Empanelment No. AYCL/TENDER/ Pouch Packing/04/2018-19**

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Dear Sirs,

**Sub: Enlistment towards Blending & Pouch Packing 2018-19**

We invite application towards Blending & Pouch Packing for Season 2018-2019.

We enclose herewith a set of 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 enlistment

You are required to submit your application sealed cover for Part-I superscribing “Quotation against Empanelment No. AYCL/TENDER/Pouch Packing/04/2018-19.

Your application must reach the office of the undersigned on or before 23.04.2018 by 3 p.m.

Quotation for Part-I will be opened on 24.04.2018 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



## **Enlistment Form**

**Empanelment No. AYCL/TENDER/Pouch Packing/04/2018-19**

### **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. GSTN NO. :

7. Whether Registered :  
as an SSI Unit, if yes,  
Registration No.

8. Please indicate details of  
your experience particularly :  
in respect of Blending & Packing to Tea Company  
along with supporting documents  
(only last two years orders to be mentioned)

**Note** : APPLICATION will not be accepted without copy of order from reputed Tea Companies.

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)

## **Enlistment Form**

**Empanelment No. AYCL/TENDER/Pouch Packing/04/2018-19**

### **GENERAL TERMS & CONDITION:**

1. The materials are to be delivered to destinations in Kolkata on Door Delivery basis.
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 effecting packing and despatch. .**
5. Delivery: As per schedule of the Company.
7. Decision for awarding contract / job is vested with the Management.
8. Andrew Yule & Co. Ltd., Tea Division, reserve to right to reject, fragment the job/order without assigning any reason thereof. However, in the event preference will be given to the lowest bidder.

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

Signature :

Seal :

Date :

**ENLISTMENT : AYCL/TENDER/Pouch Packing/04/2018-19**

**Specification of Work**

Collection of teas from different Warehouses after collecting DO¢ from Company, blending, packing and despatch as per instruction.

1. Blending & Packing in pouches/laminates/bag in machines and by hand.  
500gms /250gms /100gms / 1kg.
2. Blending & Packing by hand in Cartons of sizes: 500gms/250gms/100gms.
3. Blending & Packing by hand in Metal Tin Caddies and Pine Chestlets with shrink wrapping of sizes : 50 gms / 100gms /125gms /200gms /250gms.

**Ref: Empanelment No. AYCL/TENDER/ Tea Bagging & Flavouring/05/2018-19**

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Dear Sirs,

**Sub: Enlistment towards Tea Bagging & Flavouring/05/ 2018-19**

We invite application towards Tea Bagging & Flavouring for Season 2018-2019.

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

2. Annexure – I - General Information - Part-1 of enlistment

You are required to submit your application sealed cover for Part-I superscribing “Quotation against Empanelment No. AYCL/TENDER/Tea Bagging & Flavouring/05/2018-19.

Your application must reach the office of the undersigned on or before 23.04.2018 by 3 p.m.

Quotation for Part-I will be opened on 24.04.2018 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

## **Enlistment Form**

**Empanelment No. AYCL/TENDER/Tea Bagging & Flavouring/05/2018-19**

### **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. GSTN NO. :

7. Whether Registered :  
as an SSI Unit, if yes,  
Registration No.

8. Please indicate details of  
your experience particularly :  
in respect of Blending & Packing to Tea Company  
along with supporting documents  
(only last two years orders to be mentioned)

**Note** : APPLICATION will not be accepted without copy of order from reputed Tea Companies.

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)

## **Enlistment Form**

**Empanelment No. AYCL/TENDER/Tea Bagging & Flavouring/05/2018-19**

### **GENERAL TERMS & CONDITION:**

1. The materials are to be delivered to destinations in Kolkata on Door Delivery basis.
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 effecting packing and despatch. .**
5. Delivery: As per schedule of the Company.
7. Decision for awarding contract / job is vested with the Management.
8. Andrew Yule & Co. Ltd., Tea Division, reserve to right to reject, fragment the job/order without assigning any reason thereof. However, in the event preference will be given to the lowest bidder.

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

Signature :

Seal :

Date :

## **Enlistment Form**

**Empanelment No. AYCL/TENDER/Tea Bagging & Flavouring/05/2018-19**

### **Specification of Work**

Collection of teas from different Warehouses after collecting DO¢ from Company, blending, packing and despatch as per instruction.

1. Tea Bag making including printing of tags and laminate pouches for tea bags and packing them in Tea Bag Cartoons and Master Cartoons.
2. Flavour of Tea . Floral, Fruit & Herbal.
3. Tea Bagging of Flavoured Tea in Sachet.

**Ref: Empanelment No. AYCL/TENDER/C&C/01/2018-19**

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Dear Sirs,

**Sub: Empanelment towards Clearing & Forwarding Agents/01/2018-19**

**Tender No: AYCL/TENDER/C&F/01/2018-19**

We invite sealed application towards Clearing & Forwarding for Season 2018-2019.

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

Annexure – I                      -                      General Information - Part-1 enlistment

You are required to submit your quotation in sealed cover superscribing Enquiry No. **AYCL/TENDER/C&F/01/2018-19**. This sealed cover is to be put inside another sealed envelope superscribing **“Empanelment No. AYCL/TENDER/C&F/01/2018-19.**

Your application must reach the office of the undersigned on or before 23.04.2018 by 3 p.m.  
Application will be opened on 24.04.2018 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



General information to be furnished by the tenderer:-

4. Name of the Firm :
5. Address & Telephone No.of the Regd. Office :
6. 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) :
5. GSTN 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