

ANDREW YULE & COMPANY LIMITED
(A Government of India Enterprise)
General Division
8, Dr. Rajendra Prasad Sarani
Kolkata – 700 001

NOTICE INVITING TENDERS

ANDREW YULE & CO. LTD. invites e-Tender under 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 or www.andrewyule.com. Corrigenda or clarifications, if any, shall be hosted on the above mentioned websites only. AYCL reserves the right to accept or reject any tender.

Schedule of Tender

1.	TENDER No.	GD-ET/Capital/2015/001 Dated. : 13.11.2015
2.	MODE OF TENDER	E-Procurement System. Online submission of Part I - Techno-Commercial Bid and Part II - Price Bid through www.mstcecommerce.com/eprochome/aycl The intending bidders are required to submit their offer electronically through this e-tendering portal. No physical tender is acceptable by AYCL/MSTC
3.	E-Tender No. / Event No.	AYCL/General Division/1/15-16/ET/5
4.	Date of publication of e-Tender through publication MSTC/AYCL websites and Central Public Procurement Portal	13th November ‘2015
5.	Date of availability of NIT to the Vendors for downloading	13th November ‘2015
6.	Earnest Money and other document	NIL
7.	Last date of submission of EMD & other documents to AYCL Ltd.	
8.	Date of Starting of e-Tender for submission of Online Techno-Commercial Bid and Price Bid at www.mstcecommerce.com/eprochome/aycl	23rd November ‘2015

9.	Date of closing of Online e-tender for submission of Techno-Commercial Bid & Price Bid at www.mstcecommerce.com/eprochome/aycl	30 th November '2015 till 2=00 PM
10.	Date & time of opening of Part-I	30 th November '2015 at 3=00 PM
11.	Date & time of opening of Part-II (Price Bid)	2 nd December '2015 at 11=00 AM

List of Annexure

Important Instructions for E-procurement -	Annexure-I
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Scope of Work / Technical Specification	Annexure-III
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Important Instructions for E-procurement

This is an E Procurement event of **ANDREW YULE AND COMPANY LIMITED**.

You are requested to read the Terms & Conditions (Annexure- II, III, IV) of this tender before submitting your online tender. Tender Participants 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

- 1) Vendors are required to register themselves online with 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 for Techno Commercial Clarification (ANDREW YULE AND COMPANY LIMITED):

1. Shri Amiya Narayan Bhattacharyya
Chief General Manager (CP)
Mobile No. +91 98301 21472
Email: b.amiya@andrewyule.com

2. Shri Abhijit Ray
Dy. Manager (CP)
Mobile No. +91 94330 47039

Contact person (E-Commerce, MSTC Ltd):

1. Shri Arindam Bhattacharjee
Dy. Manager (E-commerce)
Mobile No. +91 93301 02643
Email: arindam@mstcindia.co.in

2. Shri Sabyasachi Mukherjee
Assistant Manager (E-commerce)
Mobile No. +91 72780 30407
Email: smukherjee@mstcindia.co.in

3. Ms. Sumona Maity
Management Trainee (E-Commerce)
Mobile No. +91 98311 55225
Email: smaity@mstcindia.co.in
Landline: +91 33 22901004

System Requirement:

- i) Microsoft Windows 7 Operating System
- ii) IE-7 or above Internet browser.
- iii) Signing & Encryption type digital signature
- iv) JRE 7 update 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 once)

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

Part-II: Online Bid submission: On the basis of submission of EMD and other Documents at Andrew Yule & Co. Ltd. , 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. The process involves Electronic Bidding for submission of Techno Commercial Bid as well as Price Bid.
- b. The bidder(s) submit their Techno Commercial Bids and Price Bid through internet in MSTC website 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 enApple 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 Tender Participant 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 AND 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 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 of MSTC Ltd. to familiarize them with the system before bidding.

ANDREW YULE AND COMPANY LIMITED
General Division
General Information – Part-I
Ref. Tender No.: GD-ET/Capital/2015/001
(This document should be dully filled in and Uploaded)

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

1. Name of the firm in full :
2. Address, Telephone No.,
E-mail, Fax No. etc.
 - a) Address :
 - b) Telephone No. :
 - c) E-mail ID :
 - d) Fax No. :
3. Trade License No.
(Upload scanned copy of the license) :
4. Banker's name
 - (a) Name of the Bank :
 - (b) Name of the Branch :
 - (c) IFSC :
 - (d) Account No. :

5. Sales Tax Registration No.

(a) Central :

(b) State / VAT :

6. I. T. Permanent Account No.:

7. **MAF No.** :

(Upload scanned copy of Microsoft Authorization Form)

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

(Signature of the Applicant)
Office Stamp/Seal

Place :

Date :

List of Enclosures :

Scope of Work / Technical Specification
Ref. Tender No.: GD-ET/Capital/2015/001

1. Scope of Work

Supply as per specification.

2. Specification

- **“MICROSOFT OFFICE STD 2016 INC OLP C GOV, WITH e LICENSE ”
for 70 USERS.**
- Bidder must submit “MICROSOFT AUTHORIZATION FORM (MAF)” along with Tender Bid. Tender Bid without uploading / attaching MAF will be treated as Cancelled.

General Terms& Conditions

Ref. Tender No.: GD-ET/Capital/2015/001

(This document will form part of online Techno-commercial bid. This document should not be submitted offline and also not to be uploaded)

1. Scope of Work

Supply of **MICROSOFT OFFICE STD 2016 INC OLP C GOV, WITH e LICENSE AS PER SPECIFICATION.**

2. Location

Andrew Yule & Co. Ltd.

"Yule House"

8 Dr. Rajendra Prasad Sarani, Kolkata-700 001

3. Requirement

MICROSOFT OFFICE STD 2016 INC OPL C GOV, PART CODE 021-10573, WITH e LICENSE for 70 USERS.

4. Delivery

Within 2 Weeks From the Date of Issuing of Purchase Order by AYCL.

The Bidders are requested to record / indicate their best possible delivery period. Weeks

5. Terms of Payment

30 days credit from the date of receipt of materials..

6. Validity

The offer must be valid for a period of 45 days from last date of submission.

7. Price variation

The quoted price should remain Firm during pendency of the contract

8. LEGAL CONDITIONS:

Any contract entered against this tender will be as per the following legal conditions:

It is recorded that this contract / agreement is executed and concluded by and between the parties hereto at "Yule House", 8 Dr. Rajendra Prasad Sarani, Kolkata-700 001, and in the event any dispute arises 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.

9. The Buyer reserves their right to accept or reject any or all tenders without assigning any reason whatsoever.

10. Incomplete "Quotation / Offer" is / are liable to be rejected.

PRICE SHEET

Ref. Tender No.: GD-ET/Capital/2015/001

(This document will form part of online Price bid. This document should not be submitted offline)

**Item : MICROSOFT OFFICE STD 2016 INC OPL C GOV,
PART CODE **021-10573**, WITH e LICENSE for
70 USERS as per specification**

Quantity Offered	Unit	Unit price	Service Tax	VAT	Total Price
1	No.	Rs.	Rs.	Rs.	Rs.

Payment Terms