

**ANDREW YULE & COMPANY LIMITED
Tea Division**

Important Instructions for E-procurement
Ref.E-Tender No.: AYCL/TEA DIVISION/11/15-16/ET/13
Ref. Tender No.: TED/Capital/2015/059

This is an e-procurement event of **ANDREW YULE & COMPANY LTD, TEA DIVISION**

You are requested to read the Terms & Conditions (Annexure- II,III,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

- 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 & COMPANY LTD):

- | | |
|--|---|
| 1. Mr. Amit Mitra
DGM (Materials)
Mobile No: 9433053425
Email: amit.mitra@andrewyule.com | 2) Mr. Abhijit Ray
Dy. Manager (C.P.)
Mobile No: 9433047039 |
|--|---|

Contact person (E-Commerce, MSTC Ltd):

- | | |
|---|--|
| <p>1. Mr. Arindam Bhattacharjee
Deputy. Manager (E-commerce)
MobileNo: 09330102643
Email: arindam@mstcindia.co.in</p> | <p>2) Mr. Sabyasachi Mukherjee
Assistant Manager (E-commerce)
Mobile- 07278030407
Email:smukherjee@mstcindia.co.in</p> |
| <p>3. Ms Sumona Maity
Management Trainee (E-Commerce)
Mobile-09831155225
Email: smaity@mstcindia.co.in
Landline: (033) 22901004</p> | |

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 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)

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

Within specified Date & time the vendor must submit the following documents to DGM(Materials) Tea Division, Andrew Yule & Co. Ltd., 8 Dr. Rajendra Prasad Sarani, Kolkata – 700001. Off-line.

- Earnest Money of Rs.17000 (Rupees seventeen 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.
- Acceptance of Scope of Work/Technical Specification, under Annexure-III (A) & (B) alongwith desired information/Data.

In case of failure to submit the EMD and other document 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 with in the last date as mentioned in SOT.
- 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 EMD and documents to Andrew Yule will be short listed by Andre Yule and those qualified bidders can only 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 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 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 & COMPANY LIMITED
Tea Division

General Information

Ref.E-Tender No.: AYCL/TEA DIVISION/11/15-16/ET/13

Ref. Tender No.: TED/Capital/2015/059

(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 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) 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 (2014-2015)

(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. (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 :

**ANDREW YULE & COMPANY LIMITED
Tea Division**

Scope of Supply / Specification

Ref.E-Tender No.: AYCL/TEA DIVISION/11/15-16/ET/13

Ref. Tender No.: TED/Capital/2015/059

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

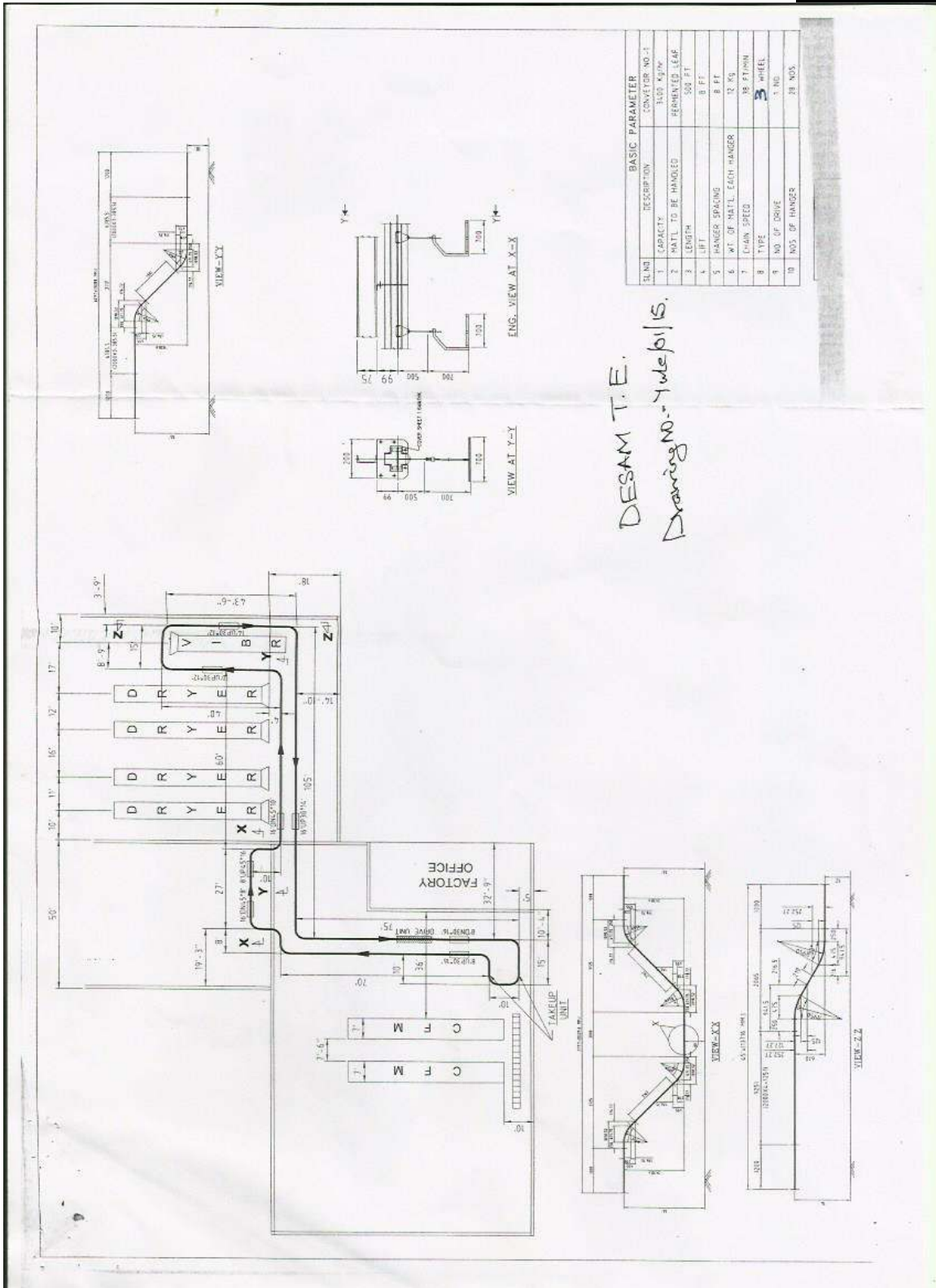
DESAM TEA ESTATE – 1 Unit

- Three Wheel Mono-Rail System at Desam Tea Estate.
- Ref. layout drawing YULE/01/15 (Attached)
- The scope of supply includes :
 - Intermediate Tracks with Bends and Take-up Units including conveyor chain assembly and S-Hook complete.
 - Total length will be approximately 500 ft.
 - Suitable Drive Unit (caterpillar Type) with 1.5HP Motor – 1 No.
 - Suitable control panel with safety device – 1 No.
 - Hanger – 28 Nos.
- The vendor will have to provide details of support structures, as will be required to suit the site condition for erection of the Mono-Rail System.
- Supply, Fabrication and Errection of support structure will be done by the Estate.

Other Information / Data required to be furnished

- **List of cliental for last 3 years alongwith few order copies.**
- **After sales and service facilities available in Assam. Name and Mobile No. of your Service Engineer.**
- **The Bidders must be a registered vendor with Tea Board. A copy of the certificate to this effect to be submitted.**

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DESAM T.E.
 Drawing No. - Yule/1/15.

S. NO.	DESCRIPTION	BASIC PARAMETER
1	CAPACITY	CONVEYOR NO. 1
2	MATL. TO BE HANDLED	1500 KG/HR
3	LENGTH	REINFORCED LEAF
4	LIFT	500 FT
5	HANGER SPACING	8 FT
6	WT. OF MATL. EACH HANGER	12 KG
7	CHAIN SPEED	18 FT/MIN
8	TYPE	3 WHEEL
9	NO. OF DRIVE	1 NO.
10	NO. OF HANGER	28 NOS.

ANDREW YULE & COMPANY LIMITED
Tea Division

Scope of Supply / Specification

Ref.E-Tender No.: AYCL/TEA DIVISION/11/15-16/ET/13

Ref. Tender No.: TED/Capital/2015/059

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

RAJGARH TEA ESTATE – 1 Unit

- Extension of existing system.
- **Material for 130ft length is available at the Estate**
- Three Wheel Mono-Rail System at Rajgarh Tea Estate.
- Ref. layout drawing YULE/02/15 (Attached)
- The scope of supply includes :
 - Intermediate Tracks with Bends and Take-up Units including conveyor chain assembly and S-Hook complete.
 - Total length will be approximately 442 ft.
 - Bend 90° (Horizontal) – 4 Nos.
 - Bend 45° (Up/Down) – 4 Nos.
- The vendor will have to provide details of support structures, as will be required to suit the site condition for erection of the Mono-Rail System.
- Supply, Fabrication and Erection of support structure will be done by the Estate.
- **Erection to be undertaken for 572ft length**

Other Information / Data required to be furnished

- **List of cliental for last 3 years alongwith few order copies.**
- **After sales and service facilities available in Assam. Name and Mobile No. of your Service Engineer.**
- **The Bidders must be a registered vendor with Tea Board. A copy of the certificate to this effect to be submitted.**

Contd...

ANDREW YULE & COMPANY LIMITED
Tea Division

General Terms & Conditions
Ref.E-Tender No.: AYCL/TEA DIVISION/11/15-16/ET/13
Ref. Tender No.: TED/Capital/2015/059

1. Scope of Work
Supply as per specification complete in all respect to the garden on “door delivery” basis including installation and commissioning at site.
2. Location of Site
 - Desam Tea Estate, Dist. Dibrugarh, Assam
 - Rajgarh Tea Estate, Dist. Dibrugarh, Assam
3. Requirement
Complete System as per specification A/C –
 - Desam Tea Estate – 500 ft (approx.)
 - Rajgarh Tea Estate, – 442 ft (approx.)
4. Delivery
The systems are urgently required at the Estates. The tenderers are requested to indicate / confirm the best possible delivery period (i.e. **supply of complete material at site**) with respect to date of order against each estate.
 - Desam Tea Estate - _____ weeks
 - Rajgarh Tea Estate - _____ weeks
5. Liquidated Damage
In the event of failure on the part of the contractor to complete entire work against the order to our full satisfaction within the specified period of completion, we may recover from the contractor as liquidated damages, a sum equivalent to ½% of material value for each week or any part thereof default, where the delivery thereof will be accepted after expiry of the date stipulated for this purpose, but limited to a maximum of 10% of material value
6. Force Majeure
Any delay or failure in the performance of either party hereto will not constitute default thereunder 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.
7. Risk Purchase
In case the contractor fails to execute the contract fully or partly, the purchaser shall have the right to execute the work through other agencies, as decided by the purchaser at the contractor's cost and risk after giving two weeks notice in writing.

8. Terms of payment

- a) 20% of material value as advance against Bank guarantee of equivalent amount. The Bank guarantee will be released on receipt of entire material at site.
- b) 70% of material value alongwith 100% Taxes, Duties, Freight & Insurance Charges within 15 days of receipt of material at site duly certified by the Manager.
- c) Balance 10% of material value within 30 days from the date of commissioning duly certified by Manager against Bank guarantee of equivalent amount valid till guarantee period.
- d) 100% payment towards installation and commissioning charges will be made within 30 days from the date commissioning duly certified by the Manager.
- e) Statutory deductions will be made as per rules.

9. Price Variation

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

10. Guarantee

12 months from the date of commissioning against defective materials, faulty workmanship.

11. Purchaser's Liabilities

- a. Food and accommodation as may be available to your Engineer during installation and commissioning, free of cost.
 - b. Supply, fabrication and erection of support structures as per the details to be provided by the vendor.
 - c. Skilled/unskilled labour as available during installation and commissioning.
 - d. Road permit as may be required.
12. The tenderers are requested to ensure Earnest Money Deposit along with the Tender (Part-I) in the following manner, which will be converted into Security Deposit for the successful bidder/s and will be released on completion of delivery.

EMD Amount	₹ 17,000/-
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EMD to be submitted by D.D. favouring Andrew Yule & Co. Ltd. payable at Kolkata

13. Decision for awarding contract/job is vested with the Management so as to reject, split / fragment.
14. Incomplete "Quotation/Offer" is liable to be rejected.
15. The offer must be valid for our acceptance for 45 days from the date of On-line Bid.

ANDREW YULE & COMPANY LIMITED
Tea Division

Price Sheet for Mono-Rail System
Ref.E-Tender No.: AYCL/TEA DIVISION/11/15-16/ET/13
Ref. Tender No.: TED/Capital/2015/059

Garden : Desam Tea Estate, Assam
Item : Mono-Rail System as per Specification and Layout Drg.

Particulars	Quantity	Unit	Rate	Amt (Rs.)
Basic price inclusive of Packing / Forwarding / Excise Duty and Edu Cess if any of intermediate Tracks with Bends and Take-up Unit including conveyor chain assembly and S-Hook.	500 ft	Ft		
Basic price inclusive of Packing / Forwarding / Excise Duty and Edu Cess if any of drive unit	1 No.	Each		
Basic price inclusive of Packing / Forwarding / Excise Duty and Edu Cess if any of control panel & safety device	1 No.	Each		
Basic price inclusive of Packing / Forwarding / Excise Duty and Edu Cess if any of Hangers	28 No.	Each		
Total Supply Value	---	---	---	
CST at concessional rate / VAT (LS)	---	---	---	
Transport & Insurance Charges for effecting door delivery (LS)	---	---	---	
Charges towards installation and commissioning including service tax (LS)	---	---	---	
Contract Price	---	---	---	

**ANDREW YULE & COMPANY LIMITED
Tea Division****Price Sheet for Mono-Rail System
Ref.E-Tender No.: AYCL/TEA DIVISION/11/15-16/ET/13
Ref. Tender No.: TED/Capital/2015/059****Garden : Rajgarh Tea Estate, Assam
Item : Mono-Rail System as per Specification and Layout Drg.**

Particulars	Quantity	Unit	Rate	Amt (Rs.)
Basic price inclusive of Packing / Forwarding / Excise Duty and Edu Cess if any of intermediate Tracks with Bends and Take-up Unit including conveyor chain assembly and S-Hook.	442 ft	Ft		
Basic price inclusive of Packing / Forwarding / Excise Duty and Edu Cess if any of 90° Bend	4 Nos.	Each		
Basic price inclusive of Packing / Forwarding / Excise Duty and Edu Cess if any of 45° Bend	4 Nos.	Each		
Total Supply Value	---	---	---	
CST at concessional rate / VAT (LS)	---	---	---	
Transport & Insurance Charges for effecting door delivery (LS)	---	---	---	
Charges towards installation and commissioning including service tax (LS)	---	---	---	
Contract Price	---	---	---	