

ANDREW YULE & COMPANY LIMITED
Tea Division

Important Instructions for E-procurement
Ref.E-Tender No.: AYCL/TEA DIVISION/2/16-17/ET/53
Ref. Tender No.: TED/Capital/2016-17/01

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. Shantanu Boral
Sr.Manager(Supply Chain/Materials)
Mobile No: 9831310812
Email: shantanu.boral@andrewyule.com |
|--|---|

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)

1. 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.5000 (Rupees five 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 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 → Auc^on Floor Manager → live event → Selec^on 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/2/16-17/ET/53

Ref. Tender No.: TED/Capital/2016-17/01

(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. Bankers 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 (2015-2016)

(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/2/16-17/ET/53

Ref. Tender No.: TED/Capital/2016-17/01

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

A) High Pressure Cold Water Jet Cleaner for Cleaning of CTC / CFM/ Rolling Table

Scope of Work & Specification

Supply of High Pressure Cold Water Jet Cleaner having following features / specification including demo run / commissioning at site

1. Operating Pressure above 150 bar.
2. Continuous rating.
3. Discharge 750 Ltrs / Hr.
4. Power Mains operated suitable to 220V / 440V, AC / 50 Hz.
5. Motor 3 Phase, 3.50 to 5.00 Kw, 1450 RPM.
6. Automatic Detergent Dozing Facility, tank capacity 5 to 10 Ltrs.
7. FRP Body.
8. High Pressure Hose with Hose Reel 10 Meters Length.
9. High Pressure Gun.
10. High Pressure Lance.
11. High Pressure Vario / Rotatory / Tornado nozzle.
12. Electrical Cable Min 5 Meter.
13. Motor should be heavy duty, with over load protection and should be maintenance free.

Requirement

Tinkong Tea Estate - 1 No.

B) Steam Jet Cleaning Machine (Mini Boiler Type)

Scope of Work & Specification

Supply of Steam Jet Cleaning Machine (Mini Boiler Type) having following features / specification including demo run / commissioning at site.

1. Mini Boiler should be cylindrically shaped with DIE . pressed top, placed on a suitable Platform/ Base.
2. Boiler should be painted both sides with anti corrosion boiler paint.
3. Boiler should be fitted with Safety Valves, Pressure Meter, Gauge Glass . Tube indicator and Thermostat, for automatic temperature controlled cut out.
4. Boiler should be fitted with heavy duty Insulated Spray Gun with Hose Pipe of standard length.
5. Working Pressure minimum 65 PSI.
6. Boiler should be fitted with 4 nos. heavy duty Electric Heaters, each heater will be of 3 to 4 KW.
7. Boiler should have proper Control Panel.
8. Power Mains operated suitable to 220V / 440V, AC/50Hz.
9. Electrical Cable Min 15 Meter. Machine should be mounted on heavy duty wheels for portable movement.

Requirement

Desam Tea Estate - 1 No.

C) Floor Scrubber

Scope of Work & Specification

1. It should be with high torque belt driven with 165 rpm for very quiet and vibration free operation.
2. Chassis should be strong, durable fitted with large wheels for easy transport.
3. The handle should be continuously adjustable to suit every operator.
4. The handle should be fitted with 3 safety features i.e. Deadmans' switch, Vertical handle lock, Switch locking button.
5. The Brush and the drive disc should be simple loading and unloading system.
6. Scrubbing width . 430 mm
7. Brush Speed . 165 to 240 rpm.
8. Brush motor power . 1300 Watt
9. Power Supply . 230 V/ 50 Hz.
10. Fresh Water Tank capacity -10 Ltrs.
11. Cable length minimum 15 Mtrs.
12. Protection class . 4 IPX
13. Dimension (L x W x H) . 560mm x 465 mm x 1230 mm
14. Weight . Maximum 45 Kgs.

Requirement

Tinkong Tea Estate - 1 No.

D) Automatic Scrubber-Cum-Drier

Scope of Work & Specification

1. It should be compact and robustly constructed guaranteed for high degree of maneuver uploaded, easy handling and good visibility.
2. It should be having height adjustable operating handle and adjustable Brush drive.
3. All operational switches should be within direct view and easy reach of the operator.
4. It should be straight floating squeegee for ensuring that no water sticks even when negotiating corner.
5. Brushes can be changed quickly without the need for any tools at the push of a button.
6. Scrubbing width . 430 mm
7. Suction width . 750 mm
8. Theoretical area coverage 1700 sq. m./hr
9. Air Flow rate . 28 Ltrs/Sec
10. Vacuum pressure . 1200 mm of H₂O.
11. Power Supply . 230 V/ 50 Hz.
12. Total power . 1200 Watt
13. Brush motor . 800 Watt
14. Vacuum motor 400 Watt.
15. Number of Brush . 1 No.
16. Diameter of Brush . 430 mm
17. Brush Speed . approx 300 rpm.
18. Brush Load 22 Kgs.
19. Fresh Water Tank capacity -22 Ltrs.
20. Dirty Water Tank . 22 Ltrs.
21. There should be over flow protection of the Dirty Water Tank.
22. Dimension (L x W x H) . 1000mm x 750 mm x 870 mm
23. Total Weight (empty) . Approx 85 kgs.
24. Total Weight ready to operate . 110 Kgs.

Requirement

Banarhat Tea Estate - 1 No.

Other Information / Data required to be furnished

- List of good and quality garden's cliental for last 3 years alongwith few order copies.
- After sales and service facilities available in Siliguri Area of Dooars and Dibrugarh Area of Assam with 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.

ANDREW YULE & COMPANY LIMITED
Tea Division

General Terms& Conditions
Ref.E-Tender No.: AYCL/TEA DIVISION/2/16-17/ET/53
Ref. Tender No.: TED/Capital/2016-17/01

- 1 **Scope of Work**
Supply as per specification on FOR garden, %Door delivery basis+ including demo run / commissioning at site
1. **Location of Site**
 - Tinkong Tea Estate, Dist . Dibrugarh, Assam.
 - Desam Tea estate, Dist . Dibrugarh, Assam.
2. **Requirement**
 - High Pressure Cold Water Jet Cleaner**
 - Tinkong Tea Estate - 1 No.
 - Steam Jet Cleaning Machine (Mini Boiler Type)**
 - Desam Tea Estate - 1 No.
 - Floor Scrubber**
 - Tinkong Tea Estate - 1 No.
 - Automatic Scrubber-Cum-Drier**
 - Banarhat Tea Estate - 1 No.
3. **Delivery**

The tenderers are requested to indicate / confirm the best possible delivery period (supply to estate).

For Tinkong Tea Estate

 - For High Pressure Cold Water Jet Cleaner
Delivery period . _____ Weeks

For Desam Tea Estate

 - For Steam Jet Cleaning Machine (Mini Boiler Type)
Delivery period . _____ Weeks

For Tinkong Tea Estate

 - For Floor Scrubber
Delivery period . _____ Weeks

For Banarhat Tea Estate

 - For Automatic Scrubber-Cum-Drier
Delivery period . _____ Weeks

4. Liquidated Damage
In the event of failure on the part of the contractor to complete entire supply against the order to our full satisfaction within the specified period of supply, 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.
5. 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.
6. 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.
7. Terms of payment
 - a) 90% of material value alongwith 100% Taxes, Duties, Freight & Insurance Charges within 15 days of receipt of material at site duly certified by the Manager.
 - b) Balance payment within 30 days from the date of commissioning / handing over duly certified by Manager against Bank guarantee of equivalent amount valid till guarantee period.
 - c) Statutory deductions will be made as per rules.
8. Price Variation
The quoted price should remain firm during pendency of the contract.
9. Guarantee
12 months from the date of commissioning / handing over against defective material and faulty workmanship. Defective goods/material or parts returned by the Purchaser to the Seller shall be replaced by the Seller at Seller's expenses. This guarantee shall survive and hold good notwithstanding, inspection, payment for and acceptance of goods. The Seller will depute suitable technical persons at their cost in the event of any problem during operation.
10. 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	Rs.5,000/-
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EMD to be submitted by D.D. favouring Andrew Yule & Co. Ltd. payable at Kolkata
11. Decision for awarding contract/job is vested with the Management so as to reject, split / fragment.
12. Incomplete Quotation/Offer+is liable to be rejected.
13. The offer must be valid for our acceptance for 45 days from the last date of submission.

For Online submission

Annexure V(A)

**ANDREW YULE & COMPANY LIMITED
Tea Division**

Price Sheet for supply & demorun at site of High Pressure Cold Water Jet Cleaner

Ref.E-Tender No.: AYCL/TEA DIVISION/2/16-17/ET/53

Ref. Tender No.: TED/Capital/2016-17/01

Garden : Tinkong Tea Estate, Assam
Item : High Pressure Cold Water Jet Cleaner as per specification

Quantity Offered	Unit	Basic price of equipment complete including packing & forwarding charges, Excise Duty, Edu Cess etc, if any	VAT/ Sales Tax at Full rate	Transport and insurance charges for effecting "door delivery"	Charges towards demorun / commissioning at site including service tax	Unit Site Cost	Contract Price
1	No.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.

- Declaration Form will not be provided.

For Online submission

Annexure V(B)

**ANDREW YULE & COMPANY LIMITED
Tea Division**

**Price Sheet for supply & demorun at site of High Pressure Cold Water
Jet Cleaner (Mini Boiler Type)
Ref.E-Tender No.: AYCL/TEA DIVISION/2/16-17/ET/53
Ref. Tender No.: TED/Capital/2016-17/01**

**Garden : Desam Tea Estate, Assam
Item : Steam Jet Cleaning Machine (Mini Boiler Type) as per specification**

Quantity Offered	Unit	Basic price of equipment complete including packing & forwarding charges, Excise Duty, Edu Cess etc, if any	VAT/ Sales Tax at Full rate	Transport and insurance charges for effecting "door delivery"	Charges towards demorun / commissioning at site including service tax	Unit Site Cost	Contract Price
1	No.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.

- Declaration Form will not be provided.

For Online submission

Annexure V(C)

**ANDREW YULE & COMPANY LIMITED
Tea Division**

Price Sheet for supply & demorun at site of Floor Scrubber
Ref.E-Tender No.: AYCL/TEA DIVISION/2/16-17/ET/53
Ref. Tender No.: TED/Capital/2016-17/01

Garden : Tinkong Tea Estate, Assam
Item : Floor Scrubber as per specification

Quantity Offered	Unit	Basic price of equipment complete including packing & forwarding charges, Excise Duty, Edu Cess etc, if any	VAT/ Sales Tax at Full rate	Transport and insurance charges for effecting "door delivery"	Charges towards demorun / commissioning at site including service tax	Unit Site Cost	Contract Price
1	No.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.

- Declaration Form will not be provided.

For Online submission

Annexure V(D)

**ANDREW YULE & COMPANY LIMITED
Tea Division**

Price Sheet for supply & demorun at site of Automatic Scrubber-Cum-Drier

Ref.E-Tender No.: AYCL/TEA DIVISION/2/16-17/ET/53

Ref. Tender No.: TED/Capital/2016-17/01

Garden : Banarhat Tea Estate, West Bengal
Item : Automatic Scrubber-Cum-Drier as per specification

Quantity Offered	Unit	Basic price of equipment complete including packing & forwarding charges, Excise Duty, Edu Cess etc, if any	VAT/ Sales Tax at Full rate	Transport and insurance charges for effecting "door delivery"	Charges towards demorun / commissioning at site including service tax	Unit Site Cost	Contract Price
1	No.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.

- Declaration Form will not be provided.