

**ANDREW YULE & COMPANY LIMITED
(A Government of India Enterprise)
Electrical Division, Chennai-Operation
5/346 OLD MAHABALIPURAM ROAD
PERUNGUDI, CHENNAI: 600 096**

TENDER DOCUMENTS FOR PROVIDING SECURITY SERVICES

ANDREW YULE & CO. LTD. invites e-Tender under single stage two part system **(Part I: Techno-Commercial Bid and Part II: Price Bid)** for providing Car Driver, "**Scope of Work other general conditions**" specified in this tender document.

Tender document may be downloaded from MSTC website 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.

We request you to submit your offer for providing Car Driver to our Chennai operation.

Any clarification or additional information if required, the tenderer should call on us to get those things clarified.

VALIDITY: Your offer should be valid for acceptance for a minimum period of 90 days from the date of tender opening.

The buyer reserves the right to accept or reject any or all the tenders or to waive any informality, minor deviation or omission without assigning any reasons whatsoever.

Schedule of Tender

1.	TENDER NO.	<u>T-16/2017-18</u>
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/Electrical Division CO/43/17-18/ET/128
4.	Date of publication of e-Tender through publication MSTC/AYCL websites and Central Public Procurement Portal	12.09.2017
5.	Date of availability of NIT to the Vendors for downloading	12.09.2017
6.	Earnest Money Deposit	<ul style="list-style-type: none"> • Earnest Money Deposit" of Rs.2,500 (RupeesTwoThousand Five Hundred only)should be paid by thro'NEFT/RTGS • Other document as described in Annexure II & II A
7.	Date of Starting of e-Tender for submission of Online Techno-Commercial Bid and Price Bid at www.mstcecommerce.com/eprochome/aycl	12.09.2017 -11.10 AM
8.	Date of closing of Online e-tender for submission of Techno-Commercial Bid & Price Bid at www.mstcecommerce.com/eprochome/aycl	25.09.2017 -11.00 AM
9.	Last date of submission/ uploading details of EMD & other documents at www.mstcecommerce.com/eprochome/aycl	25.09.2017 -11.00 AM
10.	Date & time of opening of Part-I (Techno-Commercial Bid)	25.09.2017 – 11.20 AM
11.	Date & time of opening of Part-II (Price Bid)	To be intimated to the eligible vendor separately by email.

List of Annexure

Important Instructions for E-procurement - Annexure-I

Terms& Conditions

General Terms & Conditions

Annexure-III

Online Techno commercial terms

Annexure-IV

Price Sheet

Annexure-V

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,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 (ANDREW YULE & COMPANY LTD):

1. Mr. A T E Pandian
Manager (Materials)
Ph. No: (044) 2496-0793
Email: atepandian@andrewyule.com

2. Mr Kingsley Rueben
Technical Assistant (EDP)
Mobile No: 91 9884446378
Email: reuben@andrewyule.com

3. Mr. R.Tamilselvan
Asst.Manager (Materials)
Mobile. No: 91 9788520864
Email: tamilselvan@andrewyule.com

Contact person (E-Commerce, MSTC Ltd):

1. Mr. Arindam Bhattacharjee
Deputy Manager (E-commerce)

Mobile No: 09330102643

Email: arindam@mstcindia.co.in

2) Mr. Sabyasachi Mukherjee
Assistant Manager (E-commerce)

Mobile- 07278030407

Email: smukherjee@mstcindia.co.in

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 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: Uploading of EMD & other Documents:

Within specified Date & time the vendor must submit the following documents at www.mstcecommerce.com/eprochome/aycl

- Earnest Money of Rs. 2,500.00 (Rupees Two thousand Five Hundred only), Payment should be made through RGTS/ NEFT and the UTR details should be uploaded. If EMD exemption is sought the necessary document (MSME certificate/ Turnover details) should be uploaded.

In case of failure to submit the EMD within the stipulated time, the Tender may be rejected.

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 SOT.
- b. The process involves Electronic Bidding for submission of Techno Commercial Bid as well as Price Bid.

- c. The bidder(s) should submit their Techno Commercial Bids , upload payment details of tender fee, EMD & other documents and Price Bid through online 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.
- i. During the entire e-tender process, the bidders will remain completely anonymous to one another and also to everybody else.
- j. The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.
- k. Techno-Commercial bid will be opened electronically on specified date and time as given in the NIT. Bidder(s) can download Technical Comparative statement.
- l. Price bid will be opened electronically on specified date and time given in the NIT. Bidder(s) can download Price Comparative statement.
- m. All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.
- n. 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**.

- o.** It is mandatory that all the bids are submitted with Digital Signature Certificate otherwise the same will not be accepted by the system.
- p.** 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.
- q.** 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.
- s.** 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
Electrical Division, Chennai-Operation**

General Information

Ref. Tender No.: T-16/17-18

(This document should be uploaded 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. GST Registration No.

7. I. T. Permanent Account No.:

8. Financial Capacity : Year (2015-16)

(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. (Chennai Operation) & have the sole discretion to reject or accept my/our candidature.

(Signature of the Applicant)
Office Stamp/Seal.

Place :

Date :

List of attachments:

Annexure-II (A)

The following documents are to be uploaded online at

www.mstcecommerce.com/eprochome/aycl

1. EMD : Rs.2,500/= *
* Bidders may request for exemption from submitting EMD (Refer details given in General terms & conditions)
2. Tender fee Rs: 200 /= should be paid by way of RGTS/ NEFT *
* Bidders participating in the tender should upload the UTR details towards cost of tender document.
3. The firm should have valid ESI & PF registration numbers. Copy of allocation letter and copy of latest remitted challan shall be uploaded.
4. The firm should have valid GST registration Number. Copy shall be uploaded

GENERAL TERMS AND CONDITIONS

- 1) EMD: Rs. 2,500.00 (Rupees Two thousand five hundred only), should be paid by way of RGTS/ NEFT.

* Bidders may request for exemption from submitting EMD (Refer details given in General terms & conditions)

For bidders already enlisted with AYCL- Chennai Operation, 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: 2,500/=

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.

2. THE RIGHTS OF THE COMPANY

Bidders who have quote other payment terms & condition having financial implication will be loaded as per Andrew Yule's norms.

We reserve the right to accept or reject any or all the tenders or to waive any informality, minor deviation or omission without assigning any reasons whatsoever.

Our Bank details for making RTGS payment.

Bank Name and Address	ALLAHBAD BANK CHENNAI ADYAR BRANCH 19,1ST STREET, PADMANABHA NAGAR CHENNAI 600 020
IFSC Code	ALLA0211103
Account No	20276303182
Account Name	ANDREW YULE & COMPANY LIMITED

SECURITY DEPOSIT:

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 order. If the contract is not performed as per the terms and conditions, then the Security Deposit will be forfeited.

The tenderer whose tender is accepted should commence the work with effect from the date as notified by the company. If he fails to do so within the stipulated time, the Earnest Money deposited by him will be forfeited.

ARBITRATION

If any dispute arises between the company and the contractor, as to the terms and conditions of the agreement or method of compliance thereof, the procedure as laid down in Indian Arbitration & Consolidation Act 1996 will be adhered to.

FORCE MAJEURE

In case of strike, accident, natural calamity, acts of god and other unforeseen contingencies causing stoppage of production at Andrew Yule Factory, Andrew Yule reserves the right to cancel and/or modify this contract without liability for compensation and/or claim of any description.

Annexure-IV

TECHNO-COMMERCIAL TERMS FOR PROVIDING CAR DRIVER

(**To be filled online in MSTC portal**).

SL NO	TERMS & CONDITIONS	VENDOR RESPONSE
1	<p>REQUIREMENT</p> <p><i>E-Tender offers are invited for Entering into Contract for Providing Car driver to our Chennai operation and details given below,</i></p> <ul style="list-style-type: none"> a) The driver should have a valid LMV License. The diver should have at least 2 to 3 years' experience after obtaining driving license. b) Age: Between 21 yrs to 40 yrs. (age should be strictly adhered) c) Qualification: SSLC or equivalent examination passed. d) Languages to be known: Should be conversant with Tamil & English. e) Number of Person Required: 1 person 	AGREE
2	The contractor shall comply with all the provisions as required under the appropriate acts of Government and also statutory requirements as applicable.	AGREE
3	<p>The contract will be for a period of 12 months from the date contract order, with the provision to extend by one more year based on mutual agreement.</p> <p>Office Time: 9.00 A.M to 5.30 P.M Weekly Off : Sunday</p>	AGREE
4	Validity period of the offer: Your offer should be valid for acceptance for a minimum period of 90 days from the date of tender opening.	AGREE
5	Income-Tax as applicable will be deducted from the wage/ salary bills payable.	AGREE
6	Payment will be made on monthly basis after receipt of pre-receipted invoice along with proof (challan copy) of ESI & PF contribution paid and with attendance particulars duly certified by the personnel department. Subject to this compliance only monthly payment shall be released. Normally, payment for any month will be released before end of next month.	AGREE
7	The company reserves the right to terminate the contract by giving one month notice without assigning any reason thereof.	AGREE
8	The tenderer shall own the responsibility for the behavior of their employee and any loss on account of misdeeds of your employee, shall be fully compensated by bidder.	AGREE

9	The company shall not be responsible for bidder lapses and failures with regard to compliance of statutory provisions with respect of driver deployed by bidder. The bidder will be totally responsible for this aspect and bidder shall indemnify the company of any consequential loss.	AGREE
10	The necessary supervision and control of contract employee will be with the bidder as contractor.	AGREE
11	Contract employee shall be well disciplines and bidder shall exercise total control of their work and monitor properly.	AGREE
12	The contractor shall not appoint any sub-contractor or sublet or assign or transfer any of his rights under the agreement to other persons. In the event of any such transfer or assignment, the agreement shall, at the option of company, stand terminated and security deposit by the contractor will be forfeited.	AGREE
13	The salary quoted should be in compliance with minimum wages Act.	AGREE
14	<p>The salary consists of the following,</p> <ul style="list-style-type: none"> a) Basic + DA as per minimum wages act b) ESI 4.75 % c) EPF 13.15 % d) Bonus Rs:583/= per month e) Service Charge (Lumpsum) <p>The Bidder has to quote their service charge in the price bid.</p>	AGREE
15	Any increase in minimum wages & Other statutory payments only allowed. Other overheads etc will remain firm during currency of the contract.	AGREE
16	<p>ARBITRATION</p> <p>If any dispute arises between the company and the contractor, as to the terms and conditions of the agreement or method of compliance thereof, the procedure as laid down in Indian Arbitration & Consolidation Act 1996 will be adhered.</p>	AGREE
17	<p>FORCE MAJEURE</p> <p>In case of strike, accident, natural calamity, acts of god and other unforeseen contingencies causing stoppage of production at Andrew Yule Factory, Andrew Yule reserves the right to cancel and/or modify this contract without liability for compensation and/or claim of any description</p>	AGREE
18	<p>SECURITY DEPOSIT:</p> <p>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 order.</p> <p>If the contract is not performed as per the terms and conditions, then the Security Deposit will be forfeited.</p>	AGREE
19	The firm should have valid ESI & PF registration numbers. Copy of allocation letter and copy of latest remitted challan shall be uploaded.	Remarks Field

20	EMD : Rs. 2,500/= UP LOADED Bidders may request for exemption from submitting EMD (Refer details given in General terms & conditions)	Remarks Field
21	Tender fee Rs: 200 /= should be paid by way of RGTS/NEFT Bidders participating in the tender should upload the UTR details towards cost of tender document.	Remark field
22	Copy of challan for last remitted challan for ESI & PF. UP LOADED	Remark field
23	GST registration certificate (Copy of proof to be upload)	Remark field

PRICE FORMAT FOR PROVIDING CAR DRIVER

SI. NO	DESCRIPTION	SERVICE CHARGES PER MONTH (Rs)	GST (%)	LANDED COST
		A	B	A
1	SERVICE CHARGE FOR PROVIDING CAR DRIVER			