

ANDREW YULE & COMPANY LIMITED
(A Government of India Enterprise)
Tea 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 Hotel in Visakhapatnam (Andhra Pradesh) with a minimum annual turnover of INR 30.00 Cr.** for engagement of hotel / conference / Study Tour arrangements which includes all local logistics for Annual Tea Management Conference 2020 at Visakhapatnam, 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.	<u>Tender No. AYCL/TED/CONF/01/2019-20</u> Dated. : 09/12/2019
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.	<u>Tender No. AYCL/Tea Division/21/19-20/ET/222</u>
4.	Date of publication of e-Tender through publication MSTC/AYCL websites and Central Public Procurement Portal	10/12/2019
5.	Date of availability of NIT to the Vendors for downloading	10/12/2019

6.	Earnest Money and other document	<ul style="list-style-type: none"> • “Earnest Money Deposit” of Rs.20,000.00(Rupees Twenty Thousand only) may be paid by Cheque/D.D. favouring Andrew Yule &Co Ltd., payable at Kolkata. • Other document as described in Annexure – I, Sl. No. 2
7.	Last date of submission of EMD & other documents to AYCL Ltd.	17/12/2019
8.	Date of Starting of e-Tender for submission of Online Techno-Commercial Bid and Price Bid at www.mstcecommerce.com/eprochome/aycl	To be intimated to the eligible vendor separately by email as well as through Corrigendum in the website.
9.	Date of closing of Online e-tender for submission of Techno-Commercial Bid & Price Bid at www.mstcecommerce.com/eprochome/aycl	To be intimated to the eligible vendor separately by email as well as through Corrigendum in the website.
10.	Date & time of opening of Part-I (Techno-Commercial Bid)	To be intimated to the eligible vendor separately by email as well as through Corrigendum in the website.
11.	Date & time of opening of Part-II (Price Bid)	To be intimated to the eligible vendor separately by email as well as through Corrigendum in the website.

List of Annexure

Important Instructions for E-procurement - Annexure-I

General Information-Annexure-II

Scope of Work / General Terms& Conditions

Annexure-III

ANDREW YULE & COMPANY LIMITED
Tea Division

Ref.E-Tender No.: AYCL/Tea Division/21/19-20/ET/222
Ref. Tender No.: AYCL/TED/CONF/01/2019-20

This is an e-procurement event of *ANDREW YULE & COMPANY LTD Ltd.*

You are requested to read the Terms & Conditions (Annexure- II,III) 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 ONLINE 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. Partha Mukherjee
Sr. Manager (EDP, MIS & CSR)
Mobile No: 98305 86469
Email: partha.mukherjee@andrewyule.com

Contact person (E-Commerce, MSTC Ltd):

- | | |
|---|---|
| 1. Mr. Pritam Biswas
Asst. Manager (ERO)
MobileNo: 09903248755
Email: pbiswas@mstcindia.co.in | 2. Mr. Mayank Jain,
Asst. Manager (ERO)
Mobile- 09721277969
Email:mhjain@mstcindia.co.in |
| 3. Ms Vikash Kumar Jaiswal
Regional Manager (ERO)
Mobile-09903042449
Email: vikash@mstcindia.co.in | 4. Helpline: (033) 22901004 |

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 Sr. Manager(EDP, MIS & CSR), Tea Division, Andrew Yule & Co. Ltd., 8 Dr. Rajendra Prasad Sarani, Kolkata – 700001. Off-line.

- Earnest Money of Rs.20,000.00 (Rupees Twenty Thousand only) by Cheque/DD favoring Andrew Yule & Co. Ltd. Payable at Kolkata
- General information, under Annexure-II complete in all respect along with desired information and document.
- Acceptance of Scope of Work/Technical Specification, under Annexure-III alongwith relevant information and documents without Price Sheet.

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

Ref.E-Tender No.: AYCL/Tea Division/21/19-20/ET/222
Ref. Tender No.: AYCL/TED/CONF/01/2019-20

(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 License No. :
(Please attach photocopy of the license)
5. Bankers name
(a) Name of the Bank :
 - (b) Name of the Branch :
 - (c) Account No. :
6. GST Registration No. :
(Please attach photocopy GST Registration Certificate/Acknowledgement of GST Enrolment Form

7. I. T. Permanent Account No.:

(Please attach photocopy of PAN Card)

8. Financial Capacity : Year (2018-2019)

(a) Fixed capital :

(b) Working capital :

9. Please indicate details of your experience particularly in respect of arranging Conference for Corporate Houses:

10. Clientele List with contact Nos. in recent past (from 2016-17):

11. Volume of Business in Last 3 Years: 2018-19:
2017-18:
2016-17:

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.

(Signature of the Applicant or Authorized representative)
Office Stamp/Seal.

Place :

Date ;

List of Enclosures:

ANDREW YULE & COMPANY LIMITED
Tea Division
Scope of Work

Ref.E-Tender No.: AYCL/Tea Division/21/19-20/ET/222

Ref. Tender No.: AYCL/TED/CONF/01/2019-20

1. **SCOPE OF WORK:**

No.of Guest: approx. 85 (+/- 5), Final figs. will be mentioned in the work order.

Date: 23rd to 26th of January, 2020

The **Hotel** shall be responsible for the **entire %EVENT MANAGEMENT+** with approximately 85 pnx (*final figs. with Work Order*) right from pick-up at Visakhapatnam Airport on 23.01.20 (15.00 Hrs.) to drop at Visakhapatnam Airport on 26.01.20 (07.30 Hrs.) which shall include Hotel Transfers, Food & Lodging, Cocktail Parties, Conference arrangements, Study Tours (inclusive of ride / entry fees) etc. as per the enclosed **DAY-WISE SCHEDULE**.

Four dedicated Tour Operators (2 Male + 2 Female) should be deputed by the Hotel handling all logistics effectively & efficiently during the entire tour:

BASIC CRITERIA:

- The Hotel at Visakhapatnam should be on the beach road in close proximity to Visakhapatnam city.
- It should provide rooms which are sea facing
- It should have a private beach for use of boarders
- It should have minimum 45 rooms available on those days
- It should have minimum 3 nos. Deluxe Suite, 1 no. Luxury Premium Suite, and mix of 41 Luxury Premium & Luxury Rooms available
- It should have a Conference Hall accommodating minimum 51 persons with all facilities
- It should have a multi-cuisine restaurant (both Indian & Continental)
- It should have outdoor recreational facilities and indoor facilities available for boarders
- Transport arrangements during the entire tour (6 nos. Innova Cars & 2 nos. 40 seater (2x2) Air-conditioned buses, unless otherwise specified).

BASIC FLOW OF MENU FOR BUFFET LUNCH / DINNER (MINUS STARTERS) TO BE INCLUDED IN THE MEAL PLANS

- ✓ Soup (Veg & Non Veg)
- ✓ 03 Salads
- ✓ 02 Non Veg (choice between fish | chicken)
- ✓ 03 Veg
- ✓ 01 Dal
- ✓ Rasam
- ✓ Steamed Rice
- ✓ Flavoured Rice
- ✓ Assorted Indian Breads
- ✓ Plain Curd
- ✓ Papad
- ✓ Pickle
- ✓ Vadiyams
- ✓ 02 Desserts

Alternate arrangements for Continental / North Indian Cuisine / Mughlai Cuisine

– *will be specified with Work Order*

BASIC EVENING COCKTAIL REQUIREMENT

SEATING ARRANGEMENT . Round tables with chairs.

ENTERTAINMENT .

DJ + Sound + Lights / Live Karaoke singer
PPL, IPRS and Novex licence
Police permission for any musical programme
STARTERS. 02 veg starters | 02 non veg starters (choice between fish | chicken) |
Wafers | Peanuts(to be served continuously for a period of two hours during the cocktail)

BASIC ACCOMODATION REQUIREMENT

Deluxe Suit - 1 no. (Double Occupancy)
Luxury Premium Suite with all facilities - 2 nos. (Double Occupancy)
Luxury Premium Suite . 1 no. (Double Occupancy)
Luxury Premium / Luxury Rooms . 40 nos. (Double Occupancy . 37 nos & Single Occupancy . 3 nos.)

DAY-WISE SCHEDULE

DAY 1: 23.01.2020 (Thursday)

Arrival by Flight 6E-512 from Kolkata (ETA: 1445 Hrs.) - 85 pnx – *Final figs. with Work Order*

- Receive Group at the Visakhapatnam Airport.
- Transfer to the Hotel (2 nos. 40 seater Air-conditioned Buses + 06 Innova Cars)
- Hi Tea for all (preferably ~ poolside) at 1600 hrs.
- Sightseeing to Submarine Museum and Aircraft Museum at 1730 hrs Vehicles if required (6 nos. Innova Cars & 2 nos. 40 seater (2x2) Air-conditioned buses).
- Cocktail Dinner accompanied with DJ music (preferably at Beach Lawns) from 1900 hrs onwards

DAY 2: 24.01.2020 (Friday)

MORNING:

Gents . Conference 51 pnx

Ladies . Study Tour 34 pnx– *Final figs. with Work Order*

- Buffet breakfast at the Hotel's restaurant for all from 0700 hrs till 0900 hrs

Gents

- Conference starts at the Conference Hall from 0900 Hrs **till 1800 Hrs.**
 - Proper Air Conditioned Comfortable Sitting arrangement for 50+ Guests (Cluster style - round tables with chairs & Head Table for 5 Participants). Stage of 8 ft x 12 ft with LED screen of 8 ft x 12 ft.
 - One Projector, 1 Laptop, 1 Podium. PA System with 1 Collar Mike, 1 Podium Mike & 2 Cordless mike.
 - One Writing Pad with a Pen for each guest.
 - Sufficient Drinking water & 02 rounds of tea | coffee | cookies (1030 hrs and 1530 hrs)
 - Ceremonial Lamp with Candle & Lighter.
 - Printing of Backdrop & fixing the same in the Conference Hall with proper focus light.
 - Same Stage to be used for Prize Distribution in the evening
- Buffet lunch for participants from 1300 . 1400 hrs at The Lawns with Pagoda covering

Ladies

- Proceed at 0900 Hrs for local sightseeing by 7 Innova Cars with 4 Tour Operators (2 Male & 2 Female)
- Places covered in order ~ Kali Temple on Ramakrishna Beach Road + Kailashagiri Hills (train ride + ropeway ride) + Rishikonda Beach
- Buffet Lunch at Rishikonda Beach for 34 heads at %Shore Front Resort+. Menu to be specified with Work Oder
- Post lunch ~ proceed to Jagadamba Market for shopping (via hotel in case ladies need to freshen up) . Lucky Shopping Mall / Lepakshi Stores / Chandan Basthalaya
- Return to Hotel by 1700 Hrs & join the Gents at Conference Hall at 18.00 Hrs for prize distribution.

Gents & Ladies

- Cocktail dinner (preferably at Beach Lawns) from 1900 hrs onwards
- Singer on Karaoke with sound for entertainment

**** PHOTOGRAPHER SHOULD BE ARRANGED FOR CONFERENCE AND EVENING COCKTAIL DINNERS**

DAY 3: 25.01.2020 (Saturday)

- Buffet breakfast at Hotel Restaurant from 0630 hrs till 0800 hrs
- Proceed to Borra Caves and Araku Valley by two 40 seater air-conditioned bus and 06 Innova Cars at 0830 hrs.
- Explore Borra Caves at 1100 hrs to 1230 hrs.
- Proceed to Ananthagiri Resorts (owned by AP Tourism) for lunch at 1300 hrs.
- Post lunch, at 1400 hrs proceed to Araku Valley. Explore places of interest like Tribal Museum + Coffee Museum + Chaparai (mountain river).
- Start back for Visakhapatnam at 1600 hrs latest.
- Stop for tea break at Tyada Jungle Resorts at 1730 hrs to 1815 hrs.
- Proceed to the Hotel and reach by 2000 hrs.
- Cocktail dinner (preferably at Beach Lawns) 2030 hrs onwards
- Games for couples accompanied by soft background music

DAY 4: 26.01.2020 (Sunday)

- Buffet Breakfast at Hotel at 0600 hrs
- Check-out of Hotel at 0630 hrs
- Airport drop to arrival Flight 6E-557 for Kolkata (ETD: 0855 Hrs.) by two 40 seater air-conditioned bus and 06 Innova Cars.

2. **GENERAL TERMS & CONDITIONS:**

1. Applicants directly in Hotel Industry / Business are only eligible to participate.
2. The rate should remain firm during pendency of the contract.
3. On acceptance of Work Order, 30% of the contract value will be paid by AYCL on receipt of confirmation from the Hotel on booking of all specified rooms for the participants as mentioned in Annexure-III and balance 70% will be paid within 30 days from the date of post execution of the contract.
4. 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 the contract.
Earnest Money Deposit - Rs.20000.00
D/D or Account Payee Cheque favouring %Andrew Yule & Co. Ltd.+
5. Andrew Yule & Co. Ltd., Tea Division, reserve the right to reject/ split / fragment the job/order without assigning any reason thereof. However, in that event, preference will be given to the lowest bidder towards allocation.
6. On the basis of the specification and the terms indicated, the tenderers should confirm rates in our prescribed format only.
7. Terms & Conditions for Cancellations of Hotel Bookings to be Specified Clearly.
8. Terms & Conditions for deviation of dates to be specified clearly.
9. Quotations not fulfilling the terms & conditions & deviating from the given format will not be entertained.
10. Management reserved the right to change the destination, in which case fresh quotation will be asked for with terms & conditions as applicable.
11. Management reserves the right to accept or reject any proposals without assigning any reason.

For online submission

Annexure-IV

ANDREW YULE & COMPANY LIMITED
Tea Division

Ref.E-Tender No.: AYCL/Tea Division/21/19-20/ET/222

Ref. Tender No.: AYCL/TED/CONF/01/2019-20

Item: Engagement of HOTEL for entire EVENT MANAGEMENT for AYCL Annual Tea Management Conference 2020 at VISAKHAPATNAM

No. of guest	Total Cost as mentioned in Annexure III of NIT	GST as applicable	Contract Price
85 (+/-5 pnx.)	Rs.	Rs.	Rs.