



ANDREW YULE & COMPANY LIMITED
(A Government of India Enterprise)
Engineering Division, Kalyani Works
Plot -16 A & B, Block-D,
Kalyani, Nadia, PIN-741235, WB

TENDER DOCUMENTS FOR LOCAL TRANSPORTATION OF OUR PRODUCTS/RAW MATERIALS/COMPONENTS/MACHINERIES FROM THE PREMISES OF OUR CLIENTS/VENDORS TO OUR WORKS AT KALYANI,WB AND VICE VERSA

ANDREW YULE & CO. LTD. invites e-Tender under single stage two part system (**Part I: Techno-Commercial Bid and Part II: Price Bid**) from reputed and Bank approved **Transporters/ Company/Firm/Agency** for Local Transportation of our Products/Raw materials/Components/Machineries from the premises of our Vendors/Clients to our Works situated at Kalyani, WB and vice versa **on Annual Rate contract basis**, the details of which are available in Annexure-II,III, IV,V,VI and VII as 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.

Brief Description:-

E-tenders are invited from reputed and Bank approved Transporters on Annual Rate Contract basis for:

- (i) To and fro transportation of Industrial Fan & other machinery components / free issue materials / miscellaneous items from vendors' place/ transporters' godown located at Kolkata/Howrah/24 Parganas (N &S) to our Kalyani Works.
- ii) Transportation of raw materials (Steel plates, Angles, Channels, Flat bar etc.) from SAIL / other stockyards at Dankuni, Durgapur, Bokaro, Bhilai and Howrah to our Kalyani works.
- iii) Transportation of materials from Howrah - Ghosuri/Belur/Liluah etc. to Howrah - Baltikuri/Salap/Dasnagar/ N S Road etc through (a) Std.LCV Tata ACE,(b) Std.LCV Tata -407 and (c) Std.LCV Tata -709.

Schedule of Tender

1.	TENDER NO.	ENG/MSD/Local Transport/16-17/4
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/Engineering Division /5/15-16/ET/96
4.	Date of publication of e-Tender through publication MSTC/AYCL websites and Central Public Procurement Portal	28.03.2016
5.	Date of availability of NIT to the Vendors for downloading	28.03.2016
6.	Earnest Money Deposit	<ul style="list-style-type: none"> • “Earnest Money Deposit” of Rs.20,000 (Rupees Twenty Thousands only) to be paid by D.D. favouring Andrew Yule &Co Ltd, payable at kolkata.
7	Tender Fee	<ul style="list-style-type: none"> • ” Tender Fee” of Rs.500 (Rupees Five Hundred only) to be paid by D.D. favouring Andrew Yule &Co Ltd, payable at kolkata.
8.	Date of Starting of e-Tender for submission of Online Techno-Commercial Bid & Price Bid at www.mstcecommerce.com/eprochome/aycl	28.03.2016 - 3:00 PM
9.	Date of closing of Online e-tender for submission of Techno-Commercial Bid & Price Bid at www.mstcecommerce.com/eprochome/aycl	25.04.2016- 03:00 PM
10.	Date & time of opening of Part-I (Techno-Commercial Bid)	25.04.2016 -03:30 PM
11.	Date & time of opening of Part-II (Price Bid)	26.04.2016 -03:00 PM

List of Annexure

Important Instructions for E-procurement -	Annexure-I
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Important Instructions for E-procurement

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

You are requested to read the Terms & Conditions (Annexure- II, III, IV, V and VI) 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. Pradip Majumder
Manager (Purchase)
pradip.majumder@andrewyule.com
Cell : +91 98310 01118
Phone : +91(33) 2582 5734; +91(33) 2582 8279
Fax : +91(33) 2582 8581
2. Mr. Gourab Banerjee
Asst. Manager – Materials
gourab.banerjee@andrewyule.com
Cell- 9674037162
Phone : +91(33) 2582 5734; Fax:+91(33) 2582 8279

Contact person (E-Commerce, MSTC Ltd):

- | | |
|---|---|
| <p>1. Mr. Arindam Bhattacharjee
Deputy. Manager (E-commerce)
Mobile No: 09330102643
Email: arindam@mstcindia.co.in
Landline: (033) 22901004</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</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 updates 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 , Tender Fee & Filled up General Information Form (Annexure – II)- in sealed envelope to **DGM (Materials), KW, AYCL:**

Bidder may request for exemption from submitting EMD (Refer details given in SI No 1 of Annexure-IV, General terms & condition).

- **Tender Fee – Rs. 500/- (Five Hundred only- Non refundable)** to be paid by D.D. favoring **Andrew Yule &Co Ltd**, payable at Kolkata.
- **General Information (Annexure - II)** is to be filled up & to be submitted along with EMD & Tender fee in sealed envelope to **DGM (Materials), Kalyani Works , Andrew Yule & Co. Ltd., Plot 16A & B , Block D , Kalyani - 741235 , Nadia , West Bengal.**

In case of failure to submit the EMD & Tender Fee within the stipulated time, the Tender will not be considered.

Part-II: Online Bid Submission: After proper submission of EMD and Tender Fee at Andrew Yule & Co, the prospective bidder to submit online Techno commercial and price bid through MSTC portal.

Following documents are to be uploaded at the E-Tender Portal as a credential of the prospective bidder:

1. Present Customer List.
2. Copies of purchase Orders & Performance Certificate from at least three reputed Organizations for having provided/supplied Local Transportation on contractual basis during the year 2014-2015. Offers received without copies of performance certificate will/may be rejected.
3. Balance sheets and P&L Account. (2012-2013, 2013-2014 & 2014-2015).

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) who have submitted the above fees and submitted documents to Andrew Yule will be short listed by Andrew 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 en Apple 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.
- 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.
- r. 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/eprchome/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/eprchome/mstc of MSTC Ltd. to familiarize them with the system before bidding.

ANDREW YULE & COMPANY LIMITED
Kalyani Works, Engineering Division

General Information

Ref. Tender No.: ENG/MSD/Local Transport/16-17 Dated: 09/02/2016

(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 of the
registered office :
 - a) Address :
 - b) Telephone No. :
 - c) Fax No. :
 - d) E-mail ID :
 - e) Name of contact person :
3. Address, telephone / fax /
E-mail number of Godown,
if any, with name of contact
person :
4. Status of the company (Limited / Pvt. Ltd /
Proprietary /partnership/ Reg. /Non-Reg.
and date of inception:
- 5.. Strength of manpower in pay roll :
6. Trade License No. if any
**(Please attach a photo
Copy of the license)** :

7. Service Tax Registration No. if any:
(Please enclose photocopy of Reg.)

8. Sales Tax Reg. No. – Central /
State / VAT (Please enclose photocopy
of Reg.) :

9. Banker's name

(a) Name of the Bank :

(b) Name & address of the Branch :

(c) Account No.

(d) If bank approved, give number
& date and expiry date, if any :
:

**Note: A copy of Banker's Certificate to
be attached.**

10. I. T. Permanent Account No. &
assessed up to (latest clearance
Certificate to be attached):

11. Turnover in last three financial
years (Audited Balance Sheet and
P & L Account to be submitted):

12. Name of present customer
(Photocopy of few contracts may
be enclosed):

13. Strength of fleet – own & hired vehicles

14. Maximum number of Truck will be able to
engage in a particular day

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

(Signature of the Applicant)
Office Stamp/Seal.

Place :

Date ;

List of enclosures:

Annexure-III

TECHNO-COMMERCIAL TERMS (To be filled online in mstc portal).

SL NO	TERMS & CONDITIONS
1	Negotiated L1 price may be offered to other bidders whose price bid was opened..Andrew Yule reserves the right to order the entire Tender quantity on the L1 bidder.
2	Risk purchase clause: The company reserve the right to impose risk purchase clause as " For delay in execution / supply we shall have every right to do the same through some other agency/s which shall deemed fit and the additional cost of the same (Incidental/Consequential) shall be to your account which with respect to our intimation or observation whatsoever. Please confirm acceptance.
3	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. Please confirm acceptance.
4	Liquidated damage - If the delivery is delayed beyond the date of scheduled date of despatch in the purchase order, penalty will be levied @ 1/2% per week subject to a maximum of 5% . Please confirm acceptance.
5	Legal condition: Any contract entered against this tender will be as per the following legal condition- It is recorded that this purchase order / contract / agreement is executed and concluded by and between the parties hereto at premises Engineering Division, Kalyani Works Plot -16 A & B, Block-D, Kalyani, Nadia, PIN-741235, WB 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. Please confirm acceptance”-.
6	Validity of offer: Your price should be valid for acceptance for a period of 90 days from the date of opening of techno-commercial bid.
7	The price quoted should be valid for supplies/deliveries up to 31.03.2017
8	The credit period will start from the date of receipt of bill at Andrew Yule, Co, Kalyani Works.
9	PAYMENT TERMS: -Direct Credit – 60 DAYS
10	Please indicate the number of days of direct credit. (Andrew Yule's payment term is minimum 60 days direct credit. If the offered payment terms is less than 60 days , bids will be opened at the sole discretion of Andrew Yule & price will be loaded as per Andrew Yule's norms)

GENERAL TERMS AND CONDITIONS

1. EMD:Rs.20,000/- (Rupees Twenty Thousand only) by way of Demand Draft drawn in favour of M/S ANDREW YULE & CO.LTD Payable at Kolkata.
2. For bidders already enlisted with AYCL- Kalyani Works , 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: 20,000/=
3. 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.
4. 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.
5. Bidder should submit copies of purchase orders & Performance Certificate from at least three reputed PSU/Organizations for executing Transportation contract during the year 2013-2014 & 2014-2015.Offers received without copies of performance certificate may be rejected
6. Bidders should enclose copy of last 3 years Balance sheets and P&L Account. (2012-2013, 2013-2014, 2014-2015).
7. Bidders should enclose a DD for Rs: 500 /= in favour of ANDREW YULE & CO.LTD, Payable at Kolkata towards cost of tender document.
8. THE RIGHTS OF THE COMPANY
The company reserves the right to reject any tenderer based on their past performance.
9. The offer is invited for a period of 12 months with a provision to extend further on mutual agreement. The details of services required are given in Annexure-V.
10. The tenderers are advised to visit the works in their own interest before submission of Tender. The works can be visited during office hours on any working day with prior appointment

11. The tender either fully or partly may be rejected by the company without assigning any reason thereof. The company reserves the right to engage any other contractor for the said job to meet urgency.

12. The offer shall remain valid for 90 days from the date of opening the tender.

I / we hereby agree to carry out the work as per the terms & conditions of the work order / contract.

Date:

Address of the Tenderer

Signature of the Tenderer with seal

Scope of Services

- Service includes transportation of industrial fan components like fabricated casing, suction eye, side duct, base, damper, silencer, etc., various cast components, various forged shafts, steel plates, etc., tea machinery components, air pollution control equipment. The destination and vehicle details are as per Annexure-VII.
- Estimated value of annual work is Rs 36-48 Lakh (approx.). However it is not a commitment for ordering.
- Transporter will have to comply with Motor Vehicles Act 1988 and up to-date amendment thereof to prevent overloading of vehicles. Vehicle penalty not to be borne by AYCL.
- Transporter should always remain available round the clock over telephone / fax / e- mail for communication. Transporters are required to place vehicles within 24 hours of intimation received from AYCL over telephone / fax / e-mail. Any failure on the part of transporter to place vehicles in proper time to the proper place or any refusal / denial to accept AYCL's request over telephone / fax / e-mail will be treated as breach of contract and transporters would make him liable to give suitable explanation to AYCL.
- Transporter should make adequate precautions so that consignment is not damaged during loading and unloading. Necessary equipment, i.e. chain pulley, etc. and manpower required for loading / unloading have to be arranged by transporter at the destination, if required, should preferably be certified by end user / receiver.
- Transporter should take adequate precautions so that consignment is not damaged during transit, however transit insurance will be arranged by AYCL.
- Transporter would be required to collect materials from more than one point in Kolkata / Howrah and deliver to our Kalyani Works and vice-versa.
- Transporter would submit the following for claims made against accident, theft, etc.
 - a) Copy of original statement of the truck driver duly acknowledged by the respective police station regarding the circumstances resulting the accident or theft.
 - b) The full address of the police station where the complaint was lodged with a copy of complaint and the Police Station General Diary number and date.
 - c) Copy of the Final Police Investigation Report of the concerned police station.
 - d) Photographs, if any, taken at the place of accident or theft.
 - e) Copy of the Consignment Note.
 - f) Acknowledgement with receipt of the claim made by the Company.
 - g) Damage Certificate/Non-delivery Certificate of the consignment.
 - h) Any other information / documents, as may be required
- The transporter would have to provide necessary infrastructure including manpower and communication facilities to keep records of incoming and outgoing materials as well as safe keeping of the items.

Signature of the Tenderer
Office Stamp/Seal

Place:
Date:
List of
Enclos
ures
14/16

OTHER TERMS & CONDITIONS

- 1) Destination and vehicle category wise charges as provided in Annexure-VII are to be provided separately in the price bid (part-II). Price bids of technically eligible bidders only would be considered.
- 2) Contract shall remain valid for a period of one year from the date of contract. AYCL may subsequently extend the contract for further period on mutual agreement.
- 3) Payment terms shall be 60 days credit basis from the date of receipt of transporter's bill along with all supporting documents.
- 4) Detention charges will be applicable from the next day of the date of placement of vehicle as per standard practice for inland transportation.
- 5) Transporter have to deposit DD of Rs 20000/- from a nationalized bank, issued in favour of Andrew Yule & Company Ltd, payable at Kolkata towards Earnest Money along with your offer. E.M.D. shall be refunded to unsuccessful bidders, after finalization of the annual rate contract without payment of any interest. For successful bidder, E.M.D. will be converted and kept as security deposit.
- 6) In the event of failure on the part of the transporter to render satisfactory services , AYCL reserves the right to terminate the contract at any point of time at its sole discretion.
- 7) Rates to be quoted separately for different sizes of truck, 14 feet, 16 feet, etc. as applicable in the enclosed tender form.
- 8) All quoted rates should be FIRM throughout the contract period. Offer should be valid for a period of 90 days from the date of opening of tender.
- 9) Rates quoted for different destinations will be exclusive of service tax. AYCL will deposit service tax separately as per rule.
- 10) Transporter shall submit clear receipted challan certifying that goods received in good condition.
- 11) In course of transporting our goods, the transporters should not transport/carry any materials of other company/organization in the same vehicle.
- 12) In the event of Force Majeure conditions e.g. "Any statutes, rules, regulations or situations arising out of war, immobilization, strike, lockouts, labour unrest, riots, civil commotion, trade dispute, fire accidents, plant breakdown/ shutdowns, natural calamities and acts of God or any other cause beyond the control of parties", the transporter would be relieved of its obligation to AYCL of rendering services under this contract.
- 13) Andrew Yule & Company Ltd reserves the right to appoint more than one transporter for transportation of consignment against this tender.
- 14) Andrew Yule & Company Ltd reserves the right to reject any or all the bids received without assigning any reason whatsoever.
- 15) Arbitration Clause – All disputes relating to this order or relating to the price of the goods supplied or services provided there under or otherwise arising there from between the seller and buyer shall be subject to and referred to the court or competent jurisdiction situated within the limits of the city of Kolkata.

Place
:
15/16

Signature of tenderer
with Seal and date

ANNEXURE - VII

Destination/Truck Details

Vendors are requested to put the rate for dispatch TO/FRO KALYANI

A		C	D	E	F	G	H	I	J
Sr	Location	Rate for	Rate for	Rate for	Rate for	Rate for	Rate for	Rate for	Rate for
No		Std.Truck	Std Truck	Non-Std Truck	Std Trailer	Std LCV	Std LCV	Std LCV	Std.Truck
		Closed dala	Open dala Dala	Open Dala		Tata-407	Tata-ACE	Tata-709	Open dala-10 wheeler
		14 feet	16 feet	20 feet	40 feet	8 feet	7 feet	14 feet	22 feet
		9 Ton cap	9 Ton cap	9 Ton cap	22 Ton cap cap	2.5 Ton cap	1.0 Ton cap	4.0 Ton cap	16 Ton cap
	West Bengal								
01	Dankuni								
02	Kolkata								
03	24 Pgs - N								
04	24 Pgs - S								
05	Howrah								
06	Durgapur								
07	Kolaghat								
08	Howrah-Howrah								
	Jharkhand								
01	Bokaro								
	Chattisgarh								
01	Bhilai								

You have to mention following charges:

01. Detention charge, (If reqd):

02. Loading Charges (at loading point), (if reqd):

03 Unloading Charge, at destination point, (if reqd):

04 Discount on return fare with material from Kalyani (if dispatched by us)

05. Additional Point Delivery/Point within Kol & Hwh (For C to F & J):

Date & Stamp:

Signature of Tenderer

