

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

TENDER DOCUMENTS FOR SUPPLY OF COMPUTER DESKTOPS & LAPTOPS

ANDREW YULE & CO. LTD. invites e-Tender under single stage two part system (**Part I: Techno-Commercial Bid and Part II: Price Bid**) for supply of Computer Desktops 3 Nos & Laptops 4 Nos "**Technical Specification**" 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.

We request you to submit your offer for the supply of Computer Desktops 3 Nos & Laptops 4 Nos

SPECIFICATION

Desktop:

Intel Core i5-6500 6th Gen Processor, Onboard Graphics
4 GB DDR4 RAM, 500 GB Hard disk, 18.5" LED Monitor
Keyboard, Mouse, Windows 7 Pro
3 Years onsite Warranty
Qty-3 Nos

Laptop:

Intel Core i5-6200 6th Gen Processor
8GB DDR4 RAM, 1TB SATA HDD
HP DVD RW, 15.6" LED Display
Windows 7 Pro
1 Years onsite Warranty
Qty-4 Nos

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

DELIVERY: Within 4 weeks from the placement of our Purchase Order

VALIDITY: Your offer should be valid for acceptance for a minimum period of 60 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>ET-046/2016-17</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/60/16-17/ET/199
4.	Date of publication of e-Tender through publication MSTC/AYCL websites and Central Public Procurement Portal	12.01.2017
5.	Date of availability of NIT to the Vendors for downloading	12.01.2017
6.	Earnest Money Deposit	<ul style="list-style-type: none"> • Earnest Money Deposit” of Rs.4,000 (Rupees Four Thousand only) should be paid by thro’NEFT/RTGS • Other document as described in Annexure II & III
7.	Date of Starting of e-Tender for submission of Online Techno-Commercial Bid and Price Bid at www.mstcecommerce.com/eprochome/aycl	12.01.2017- 3.00 PM
8.	Date of closing of Online e-tender for submission of Techno-Commercial Bid & Price Bid at www.mstcecommerce.com/eprochome/aycl	27.01.2017-11.00 AM
9.	Last date of submission/ uploading details of EMD & other documents at www.mstcecommerce.com/eprochome/aycl	27.01.2017-11.00 AM
10.	Date & time of opening of Part-I (Techno-Commercial Bid)	27.01.2017– 11.10 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	Annexure-II
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 | 2) Mr. Sabyasachi Mukherjee |
| Deputy Manager (E-commerce) | Assistant Manager (E-commerce) |
| MobileNo: 09330102643 | Mobile- 07278030407 |
| Email: arindam@mstcindia.co.in | Email: smukherjee@mstcindia.co.in |
| Landline: (033) 22901004 | |

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 documents as per the Annexure. (Annexure II & II (A))

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) 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 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.
- 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.

The following documents are to be uploaded online at

www.mstcecommerce.com/eprochome/aycl

1. EMD : Rs. 4,000/= *

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

OFFERS RECEIVED WITHOUT ABOVE WILL BE REJECTED.

GENERAL & TERMS AND CONDITIONS

- 1) EMD: Rs. 4,000.00 (Rupees Four thousand only), should be paid by way of RGTS/ NEFT.

For bidders already enlisted with AYCL- T&S Unit, 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: 4,000/=

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

TECHNO-COMMERCIAL TERMS FOR DESKTOPS & LAPTOPS
(To be filled online in mstc portal).

SL NO	TERMS & CONDITIONS	VENDOR RESPONSE
1	<p>REQUIREMENT <i>E-Tender offers are invited for Entering into for supply of desktops & Laptops and specification details are given below,</i></p> <p>Desktop: Intel Core i5-6500 6th Gen Processor, Onboard Graphics 4 GB DDR4 RAM, 500 GB Harddisk, 18.5 inch LED Monitor Keyboard, Mouse, Windows 7 Pro 3 Years onsite Warranty Qty-3 Nos</p> <p>Laptop: Intel Core i5-6200 6th Gen Processor 8GB DDR4 RAM, 1TB SATA HDD HP DVD RW, 15.6 inch LED Display Windows 7 Pro 1 Years onsite Warranty Qty-4 Nos</p>	AGREE
2	All the items will be procured from the same manufacturer /supplier only. For arriving at the L1 price the total cost of the tender will be considered.	AGREE
3	Warranty : i) For Desktop 3 years onsite Warranty ii) For Laptop 1 year onsite Warranty	AGREE
4	The rate quoted by you is F.O.R. Chennai (Inclusive of Packing, Forwarding and Insurance)	AGREE
5	Validity period of the offer: Your offer should be valid for acceptance for a minimum period of 60 days from the date of tender opening.	AGREE
6	Liquidated damage – If the delivery is delayed beyond the date of scheduled date of dispatch in the purchase order, penalty will be levied @ 1/2% per week subject to a maximum of 5%	AGREE
7	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	AGREE
8	<p>Legal condition: Any contract entered against this tender will be as per the following legal condition</p> <p>It is recorded that this purchase order / contract / agreement is executed and concluded by and between the parties hereto at premises No.5/346, Old Mahabalipuram Road, Perungudi, Chennai 600 096 and in the event any dispute arises out of this agreement</p>	AGREE

	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.	
9	EMD : Rs. 4,000/= * UP LOADED * Bidders may request for exemption from submitting EMD (Refer details given in General terms & conditions)	Remark field
10	PAYMENT TERMS: -Direct Credit In case it is agreed fill 11 with number of days of direct	Remarks Field
11	Please indicate the number of days of direct credit. (Andrew Yule payment terms is minimum 90 days direct credit. If the offered payment terms is less than 90 days , bids will be opened at the sole discretion of Andrew Yule & price will be loaded as per Andrew Yule norms)	Remarks Field

PRICE FORMAT FOR SUPPLY OF COMPUTER DESKTOPS & LAPTOPS

Sl. NO	DESCRIPTION	Quantity	BASIC PRICE PER No (Rs)	ED (In %)	CST (%) (If not applicable please enter Zero) (In %)	TN VAT (%) (If not applicable please enter Zero) (In %)	Landed cost per No (In Rs)
		Nos	A	B	C	D	Landed Cost = $a + ((a + (a * b / 100)) * c / 100)$
1	DESKTOPS AS PER OUR SPECIFICATION	3					
2	LAPTOPS AS PER OUR SPECIFICATION	4					