

ANDREW YULE & COMPANY LIMITED
(A Government of India Enterprise)
BRENTFORD UNIT, Electrical Division
P-25, TRANSPORT DEPOT ROAD
KOLKATA 700 088

TENDER DOCUMENTS FOR TRANSFORMER OIL

DETAIL NIT MAY BE VIEWED THRU MSTC WEBSITE AGAINST E TENDER AYCL/Electrical Division -KO/30/17-18/ET/155

ANDREW YULE & CO. LTD. invites e-Tender under single stage two part system (**Part I: Techno-Commercial Bid and Part II: Price Bid**) from bona fide and reputed **Company/Firm** for supply, 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. 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 :-

I) K CLASS NATURAL ESTER OIL AS PER IS 16659(LATEST AMENDMENTS) in **BARRELS**

Approximate Quantity : **1670 Litres to be supplied in BARRELS**

The quantities mentioned are indicative only and the order will be released to you based on our actual requirement. You shall have to make supplies accordingly .Andrew Yule reserves the right to increase the tender quantity by 30 %.

Price quoted should be FOR destination.

Schedule of Tender

1.	TENDER NO.	AY/BU/PU/045/ESTER OIL/18-19/ET Dated : 03.08.2018
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 -KO/30/18-19/ET/155

4.	Date of publication of e-Tender through publication MSTC/AYCL websites and Central Public Procurement Portal	04.08.2018
5.	Date of availability of NIT to the Vendors for downloading	04.08.2018
6.	Earnest Money Deposit	<ul style="list-style-type: none"> • “Earnest Money Deposit” of 1% of the estimated Bid value.(In multiples of nearest thousand) should be paid through RTGS / NEFT... • Other document as described in Annexure I, Sl. No.2
7.	Last date of submission of EMD & other documents to AYCL Ltd.	18.08.2018
8.	Date of Starting of e-Tender for submission of Online Techno-Commercial Bid and Price Bid at www.mstcecommerce.com/eprochome/aycl	04.08.2018
9.	Date of closing of Online e-tender for submission of Techno-Commercial Bid & Price Bid at www.mstcecommerce.com/eprochome/aycl	18.08.2018– 3.00 PM
10.	Date & time of opening of Part-I (Techno-Commercial Bid)	18.08.2018– 3.30 PM
11.	Date & time of opening of Part-II (Price Bid)	To be intimated to the eligible vendor .

List of Annexure

Important Instructions for E-procurement -	Annexure-I
General Information -	Annexure-II
Online Techno commercial terms -	Annexure-III
General Terms& Conditions -	Annexure-IV
Price Sheet -	Annexure-V
GST DETAILS TO BE SUBMITTED	Annexure -VIII

Annexure-III

TECHNO-COMMERCIAL TERMS FOR TRANSFORMER OIL

(To be filled online in mstc portal).

SL NO	TERMS & CONDITIONS	VENDOR RESPONSE
1.1	<p>REQUIREMENT <i>E-Tender offers are invited for supply of TRANSFORMER OIL for Transformer/AVR, TO BE SUPPLIED as per specifications..</i> <i>The quantity mentioned in the Tender is our approximate requirement . Actual quantity shall be mentioned in the purchase order. You have to supply the transformer oil according to the orders placed to you and as per the following details mentioned below.</i></p> <p><i>Offers are subjected to rejection, in case of any ambiguity or omission of any point. The company reserves the right to accept or reject any or all the tenders or to waive any informality, minor deviation or omission or based on their past performance without assigning any reasons whatsoever.</i></p> <p><i>In case of any dispute relating to this contract, the decision of AYCL Management shall be binding and final.</i></p>	AGREE
1.2	<p>Item No 1: K CLASS NATURAL ESTER OIL AS PER IS 16659 (LATEST AMENDMENTS) To be supplied in BARRELS. The oil should be non toxic, biodegradable, fire resistant, based on natural ester dielectric fluid. It is intended for use in electrical equipments as an environmentally preferred , less flammable insulating and cooling medium complying to the relevant up to date IS.</p>	AGREE
2.1	<p>PRICE BASIS The price quoted should be for free delivery at our KOLKATA works of Andrew Yule as given below: (inclusive of Packing, Forwarding, insurance & unloading etc.)..</p>	AGREE
2.2	<p>Validity of offer: Your offer should be valid for acceptance for a period of 90 days from the date of opening of techno-commercial bid.</p>	AGREE
2.3	<p>Validity of price : The price quoted should be valid till complete supply of materials as per order placed on you.</p>	AGREE
2.4	<p>QUANTITY VARIATION: Andrew Yule reserves the right to increase the tender quantity item wise or in totality by 30%.</p>	AGREE
2.5	<p>Delivery Lead Time : The transformer oil should be delivered within a maximum of 7 to 10 days for local vendors and 7 to 15 day for outstation vendors from the date of issue of purchase order / LC and as per the delivery schedule mentioned in our purchase orders.</p>	AGREE

2.6	Supply in Drums: Please indicate the quantity of oil supplied in Litres per drum	REMARKS
2.7	Delivery & Destination: You have to deliver as per our requirement in phased manner throughout the contract period against orders placed on you from time to time as per our requirement. The grade, quantity and delivery schedule will be informed to you vide purchase order and you have to effect supplies accordingly . a) ANDREW YULE & COMPANY LIMITED BRENTFORD UNIT, (Electrical Division) P-25, TRANSPORT DEPOT ROAD. KOLKATA 700 088	AGREE
3.1	Delivery & Destination: You have to deliver as per our requirement in phased manner throughout the contract period against orders placed on you from time to time as per our requirement. The grade, quantity and delivery schedule will be informed to you vide purchase order and you have to effect supplies accordingly . b) ANDREW YULE & COMPANY LIMITED BRENTFORD UNIT, (Electrical Division) P-25, TRANSPORT DEPOT ROAD. KOLKATA 700 088	AGREE
3.2	Test Certificate: Test Certificate to be submitted along with your Delivery Challan.	AGREE
3.3	CONDITIONS FOR SUPPLY: Transformer oil should be supplied as per specification .	AGREE
3.4	OWN REFINERY : You should have own refinery for processing TOBS.	AGREE
3.5	Inspection / Testing: Initial inspection should be done by you at your works before despatch and report submitted. Oil supplied should withstand all parameters as per IS 16659 (with latest amendments) standard including BDV, however final inspection and acceptance shall be done at AYCL's factory. Non Confirming Material to be rectified / replaced (as suggested by our inspection authority) and re-submitted for acceptance by AYCL.	AGREE
4.1	Guarantee: Materials should be guaranteed for manufacturing defects, poor workmanship and defective raw materials for a minimum period of 18 months after delivery or 12 months after commissioning, whichever is earlier. During this period if the product is found to be defective due to any of the above reasons, you shall undertake to repair / replace the same FREE of COST.	AGREE
4.2	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	AGREE

	additional cost of the same (Incidental/Consequential) shall be to your account which with respect to our intimation or observation whatsoever. Please confirm acceptance.	
4.3	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.	AGREE
4.4	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.	AGREE
4.5	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 P-25, TRANSPORT DEPOT ROAD, KOLKATA 700 088 and 14, MAYURBHANJ ROAD, (Electrical Division) KOLKATA-700 023 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.	AGREE
4.6	START of CREDIT PERIOD : The credit period will start from the date of receipt and acceptance of material at Andrew Yule, KOLKATA WORKS.	AGREE
4.7	Landed Cost Calculation : The price calculated by MSTC is provisional. The actual landed cost shall be done after proper Loading in the Price by us for important parameters like (i) Payment Terms (ii) GST, etc. (iii) L-1 vendor will be judged after taking proper credit of GST and other terms having financial impacts like payment terms, credit period etc. Price comparison shall be done based on Landed cost. Final Landed Cost shall be calculated by AYCL as per their Norms. <u>With introduction of GST, proper credit will be applicable while calculating the landed cost, and L-1 shall be decided accordingly. Please indicate your GST rate, HSN code and Registration details.your GST rate, HSN code and Registration details.</u>	AGREE
5.1	PAYMENT TERMS: -Direct Credit In case it is agreed for direct credit, write AGREED in the remarks field, please fill 5.1 with number of days of direct credit, otherwise fill 5.2 with 0 (Zero).	REMARKS
5.2	Please indicate the number of days of direct credit. (Andrew Yule's payment term is minimum 90 days direct credit from acceptance of material. If the offered payment term is less than 90 days , bids will be opened at the sole discretion of Andrew Yule & price will be loaded as per	REMARKS

	Andrew Yule's norms. Any advance payment terms will not be accepted.	
5.3	PAYMENT TERMS: - Against L/C Bidders, who wish to quote with L/c, select "AGREE" IN 5.3 & fill 5.4 with number of days of credit. Bidders, who have selected agreed in 5.1 and filled credit days in 5.2 should select " Disagree " in 5.3 and fill 5.4 with 0 (Zero).	REMARKS
5.4	Please indicate the number of days of credit against L/C (Andrew Yule's payment term is minimum 90 days direct credit from acceptance of material. If the offered payment term is less than 90 days , bids will be opened at the sole discretion of Andrew Yule & price will be loaded as per Andrew Yule's norms. Any advance payment terms will not be accepted.	REMARKS
5.5	Vendors opting LC payment, all costs related to LC shall be borne by the vendor	AGREE
5.6	If a bidder select AGREE in both Credit & LC, their offer will not be accepted	AGREE
6.1	EMD : An " Earnest Money Deposit " of 1% of the estimated Bid value.(In multiples of nearest thousand) should be paid through RTGS / NEFT favouring Andrew Yule & Co. Ltd. or specific request for exemption of EMD has to be submitted along with necessary supporting documents for exemption. EMD MONEY / EXEMPTION REQUEST SHOULD BE SUBMITTED ALONG WITH TECHNO COMMERCIAL BID. BIDDERS WHO WILL NOT SUBMIT EMD OR NOT MAKE PROPER APPEAL FOR EMD EXEMPTION, THEIR TENDER WILL NOT BE CONSIDERED	AGREE
6.2	EMD – EMD amount to be paid by RTGS / NEFT within the schedule date. If agreed, please ATTACH & UPLOAD copy of UTR details.	REMARKS
6.3	EMD amount to be adjusted against the outstanding dues between the vendor & AYCL. If agreed please ATTACH & UPLOAD copy of Exemption Request Letter and write UPLOADED in the remarks field.	REMARKS
6.4	EMD amount to be waived as our turnover more than Rs 50crore . if agreed Please mention the turnover of last year in the remarks field. Also attach & upload supporting document (Balance Sheet & Profit-Loss A/c).	REMARKS
6.5	EMD amount to be waived as per our attached MSME certificate. If agreed, Please mention "Exemption for MSME" in the remarks field. Also Attach & Upload the MSME certificate as supporting document.	REMARKS
6.6	You have to agree to any one of the above options for EMD / EMD Exemption.	AGREE
6.7	Tender fees of Rs 500/= to be paid by RTGS / NEFT within the schedule date. Please ATTACH & UPLOAD copy of UTR details.	REMARKS

7.1	ELIGIBILITY CRITERION : <ol style="list-style-type: none"> 1) Bidder should be capable of supplying transformer oil for AVR , Transformer. Bidders should have a minimum turnover of Rs. 5 Crores per annum. Bidders should enclose copy of last 3 year's Balance sheets and Profit & Loss A/C to evaluate the financial ability (** Note) 2) .Bidders should submit copies of purchase orders executed during Year 2017-2018, for having supplied this grade of transformer oil for AVR, Transformers . (** Note). 3) Performance Certificate from reputed Organisation needs to be submitted. (** Note). 4) Offers received without copies of performance certificate will be rejected 5) Bidders organization should be certified ISO 9001-2008 edition. A copy of the certificate should be submitted. 6) Bidders who have obtained BIS Certificate for the product. A copy of the certificate should be submitted 	AGREE
8.1	UPLOADING DOCUMENTS : Please upload the following documents and write UPLOADED in the remarks field of AGREED WITH REMARKS. <ol style="list-style-type: none"> 1) EMD – Attach copy of UTR details/Exemption document 2) Tender Fees of Rs. 500/- Attach copy of UTR details 3) Vendor form as per Annexure – II , (**Note) 4) Customer list. (** Note) 5) Copy of valid ISO 9001 - 2008 edition certificate. 6) Balance sheets and P&L Account. (** Note) 7) Copies of purchase orders & Performance Certificate. (** Note) 8) Copy of the certificate for having tested your Oil as per IS16659 at CPRI / ERDA 9) Copy of BIS Certificate for the Product as applicable. 10) Trade License. (** Note) 11) A copy of Banker's Certificate. (** Note) 12) GST DETAILS as per Annexure – VIII 13) Any other relevant certificate or documents referred in our NIT (** Note) Those bidders who had participated and qualified in our earlier tender or bidders in AYCL-Kolkata approved vendor list need not submit the documents.	AGREED WITH REMARKS
9.0	GST	
9.1	GST RULES : You have to abide by the GST Rules and regulations	AGREE
9.2	GST RATE AS %	REMARKS
9.3	GST REGISTRATION NUMBER	REMARKS

9.4	HSN DESCRIPTION & CODE	REMARKS
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Annexure-V

PRICE FORMAT FOR TRANSFORMER OIL :-

Sl. NO	DESCRIPTION	UNIT (Quantity)	Basic Price (RS./L)
		Ltr	(a)
1	K CLASS NATURAL ESTER OIL AS PER IS 16659 (LATEST AMENDMENTS) To be supplied in BARRELS.	1670	

Note :

The price calculation as done by MSTC is provisional.

Price comparison shall be done based on Landed cost. Final Landed Cost shall be calculated by AYCL as per their Norms.

Formula for calculation of Landed Cost = Basic +Duties +Interest cost (if any) for different payment terms etc (if any) + Any other cost having financial impact Less CREDIT availed through GST

L-1 vendor will be judged after taking proper credit and other terms having financial impacts. The landed cost & L-1 shall be decided accordingly.

The above calculations are based on the prevailing rates and taxes applicable. However, in case of introduction of any other taxes or tax structure the calculation may vary accordingly.

GST DETAILS TO BE SUBMITTED

Annexure –VIII

May not be submitted in case you have already supplied the same information in our earlier tender.

Sl. No.	Particulars	Your Reply	Documents Required
1	Andrew Yule Vendor Code (Please mention if available) :		-
2	Organisation's Name:		-
3	Constitution of your organisation		A copy of your partnership deed or MOA:
4	Location of your plants /		-

	supply points		
5	Location of places where do you supply materials to Andrew Yule		-
6	Your GST Registration No		-
7	Contact Person's name: (From Finance/Taxation)		-
8	Contact Person's E-mail id: (From Finance/Taxation)		-
9	Contact Person's Mobile Number: (From Finance/Taxation)		-
10	PAN Number:		-
11	Service Tax Number:		-
12	VAT number:		-
13	Central Excise Number:		-
14	Are you aware of GST implementation(Yes/No)		-
15	Are you aware that in the GST regime we will not get the credit for taxes until you file your returns and you pay your taxes. (Yes/No)		-

16	Whether there has been any delay in filing of return in the past. (Yes/No)		-
17	Whether there has been any delay in payment of taxes in the past. (Yes/No)		-
18	Whether there has been any ITC mis-match case(s) earlier. (Yes/No)		-
19	Who is the person in Andrew Yule with whom you connect on a regular basis		-
20	GST classification of products which are supplied to Andrew Yule with product details		-
21	SAC classification of services rendered to Andrew Yule		-
22	Your Migration details to GST net		The ARN No. and a copy of the Enrollment form
23	Your Bank details		-
	Bank Name		-
	IFSC		-
	Branch		-

BANK GUARRANTY SPECIMEN

(To be typed on Rs.100/- non-judicial stamp paper)
BANK GUARANTEE FOR EARNEST MONEY DEPOSIT

TO BANK GUARANTEE NO....
M/S ANDREW YULE &CO.LTD

ELECTRICAL DIVISION – KOLKATA OPERATION,
14, MAYURBHUNJ ROAD,
KOLKATA -700 023

IN ACCORDANCE WITH YOUR TENDER for supply of Natural Ester **Transformer Oil**, M/s (hereinafter called the "Bidder") having its Registered Office at, wish to participate in the said bid for the supply Natural Ester **Transformer Oil** AS PER OUR SPECIFICATION as an irrevocable Bank Guarantee against Earnest Money Deposit for an amount of Rs. (Rupees.....) valid up to **31.12.2018**, is required to be submitted by the bidder as a condition precedent for participating in the said bid, which amount is liable to be forfeited by the Purchaser on (1) the withdrawal or revision of the offer by the bidder within the validity period, (2) Non acceptance of the Letter of Intent / Purchase order by the Bidder when issued within the validity period, (3) failure to execute the contract as per contractual terms and condition within the contractual delivery period and (4) on the happening of any contingencies mentioned in the bid documents.

During the validity of this Bank Guarantee: -

We,(Bank name) having its registered Office atguarantee and undertake to pay immediately on first demand by Andrew Yule & Company Ltd., Kolkata 700 023, the amount of Rs.....(Rupees.....) without any reservation, protest, demur and recourse. Any such demand made by the purchaser shall be conclusive and binding on the Bank irrespective of any dispute or difference raised by the Bidder.

The Guarantee shall be irrevocable and shall remain valid up to **31.12.2018**. If any further extension is required, the same shall be extended to such required period on receiving instruction from the Bidder, on whose behalf this Guarantee is issued.

Notwithstanding anything contained herein:

* Our liability under this Bank Guarantee shall not exceed
Rs. (Rupees.....)

* This Bank Guarantee shall be valid up to **31.12.2018**.

- We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or a demand on or before **31.12.2018**

In witness whereof the Bank, through its authorized officer, has set its hand and stamp on day of 2016 at.....

Annexure-IV

GENERAL TERMS AND CONDITIONS

- 1 **“Earnest Money Deposit”** of 1% of the estimated Bid value.(In multiples of nearest thousand) should be paid through RTGS / NEFT. Bank Guarantee from any Nationalised / Scheduled / Multinational Bank for the EMD amount can also be accepted and the BG should be as per the specimen enclosed and reach AYCL before due date.

For bidders already enlisted with AYCL- Electrical Division, 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 1% or more of the estimated Bid value.(In multiples of nearest thousand)

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 attaching 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. Bidder should have tested their Oil as per **IS 16659** at CPRI / ERDA and obtained the certificate .A copy of the certificate should be submitted.
3. Bidders organization should be certified for ISO 9001 - 2008 edition. A copy of the certificate should be submitted.
4. Bidder should have been obtained BIS Certificate for the Product. A copy of the certificate should be submitted.
5. Bidder should submit/upload copies of purchase orders & Performance Certificate from at least three reputed transformers manufacturers for having supplied Transformer Oil for transformers up to 5 MVA rating during the year 2017-2018.Offer received without copies of performance certificate will be rejected. (** Note)
6. Bidders should have a minimum turnover of Rs.5 crores per annum. Please enclose copy of last 3 years Balance sheets and P&L Account. (2015-2016, 2016-2017, 2017-2018).
7. Bidders should pay the amount of Rs: 500 /=- RTGS / NEFT towards cost of tender document.
8. **THE RIGHTS OF THE COMPANY**
 - a) The company reserves the right to accept or reject any or all the tenders or to waive any informality, minor deviation or omission or based on their past performance without assigning any reasons whatsoever.
 - b) Bidders who have quoted other payment terms & Conditions having financial implications, price bids will be opened at the sole discretion of Andrew Yule & price will be loaded as per Andrew Yule's norms. Any advance payment terms will not be accepted.
 - c) The actual landed cost shall be calculated after Proper Loading in the Price as per Andrew Yule norms for important parameters having financial implications. L-1 shall be determined based on landed cost calculated by Andrew Yule.
9. Please note the following and adhere to the instructions given below related to GST
 - 1) Our provisional ID (West Bengal) : **19AACCA4245Q1Z9**
 - 2) Place of business (**West Bengal**)
 - 3) Address :
ANDREW YULE & COMPANY LIMITED
P-25, Transport Depot Road, Kolkata 700 088
And

ANDREW YULE & COMPANY LIMITED

14, MAYURBHUNJ ROAD, (Electrical Division) , KOLKATA -700 023

- 4) All vendors / Supplier / Contractors / Service providers, please note the following
 - a. For existing orders issued to you shall be governed by GST rule.
 - b. You have to get your organisation registered with GST regime.
 - c. You have to furnish the copy of
 - i. GST registration
 - ii. Status of registration ie Normal or Comprehensive
 - iii. Place of business.
- 5) With implementation of GST, GST number must be mentioned in all documents
 - a. Tax invoice
 - b. Supply challan
 - c. Dr & Cr notes
 - d. Supplementary / revised invoices
 - e. Receipt voucher
 - f. Refund voucher
 - g. Payment voucher
- 6) All the goods to be despatched on or after 1st July 2017 must contain GST number in their invoices.
- 7) All the invoices raised on or after 1st July 2017, regarding supply of services to our company must contain GST number in their invoices.
- 8) All goods despatched or to be despatched , Service provided or to be provided to Andrew Yule & Company Limited on or after 1st July 2017 must contain our GST number for materials supplied or service provided in the respective invoices.
- 9) All the invoices received or issued must be in accordance with the prescribed format proposed by GST act. (Format Enclosed)

Note: In case of Non-Registered vendors / Suppliers / Contractors / service providers , declaration has to be given in the invoice regarding non-registration

Annexure-I

Important Instructions for E-procurement

This is an e-procurement event of ANDREW YULE & COMPANY 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. GAUTAM BANDYOPADHYAY

Manager (Purchase)

Ph. No: (033) 6550-0348

Email: gautam.bandyopadhyay@andrewyule.com

Contact person (E-Commerce, MSTC Ltd):

1. Mr. Pritam Biswas,
Assistant Manager (ERO)
Mobile- 9903248755,
email- pbiswas@mstcindia.co.in
- 2) Mr. Mayank Jain,
Assistant Manager (ERO)
Mobile- 9721277969,
email- mhjain@mstcindia.co.in
- 3) Mr. Vikash Kumar Jaiswal,
Regional Manager (ERO)
Mobile- 9903042449,
email- vikash@mstcindia.co.in

Landline: (033) 22901004

A helpdesk service (with call recording facility) having the number (033) 2290 1004 which is operational on all working days from 10 AM to 6PM

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 UPLOAD the following documents at www.mstcecommerce.com/eprochome/aycl

- **“Earnest Money Deposit” of 1% of the estimated Bid value.(In multiples of nearest thousand) should be paid through RTGS / NEFT and the UTR details should be uploaded. If the EMD exemption is sought the necessary documents (MSME certificate/turnover details) should be uploaded**
- **Tender fees of Rs. 500.00 (Rupees five hundred only) should be made through RTGS/NEFT and the UTR details should be uploaded.**
- **General information, under Annexure-II complete in all respect along with desired document.**
- **Acceptance of Techno-Commercial Terms for Transformer Oil, under Annexure-III along with desired information/Data under Annexure-II(A).**

In case of failure to submit the EMD /Exemption request 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) who have submitted the above fees and submitted 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 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.
- 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.

Annexure-II

ANDREW YULE & COMPANY LIMITED Brentford Unit, Electrical Division-Kolkata

General Information

Ref. Tender No.: AY/BU/PU/045/ESTER OIL/18-19/ET

(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 a photo
copy of the license)** :
5. Banker's Details
(a) Name of the Bank :

(b) Name of the Branch :

(c) Account No.

(d) IFSC Code :

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

6. GST Registration DETAILS.

(a) GST REGISTRATION NO. :

(b) HSN CODE :

(c) GST % :

7. I. T. Permanent Account No.:

8. Financial Capacity : Year (2017-2018)

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

(Signature of the Applicant)
Office Stamp/Seal.

Place :

Date ;

List of Enclosures :

- Trade License
- A copy of Banker's Certificate

Annexure II (A)

The following documents are to be uploaded online at
www.mstcecommerce.com/eprochome/aycl

1. **“Earnest Money Deposit”** of 1% of the estimated Bid value.(In multiples of nearest thousand) should be paid through RTGS / NEFT *Bidder may request for exemption from submitting EMD (Refer details given in SI No 1 of Annexure-IV, General terms & condition).
2. Tender fees of Rs: 500 /= by RTGS/NEFT
3. Vendor form as per Annexure – II (See **Note)
4. Customer List. [See ** Note]

5. Copy of valid ISO 9001 - 2008 edition certificate.
 6. Balance sheets and P&L Account. (2014-2015 , 2015-2016 & 2016-2017,). [See ** Note]
 7. Copies of purchase orders & Performance Certificate from at least three reputed transformers manufacturers for having supplied natural ester Transformer Oil for transformers for 11/33 KV rating. Offers received without copies of performance certificate will be rejected. [See ** Note]
 8. Copy of the certificate for having tested your Oil as per **IS 16659** at CPRI / ERDA.
 9. Copy of BIS Certificate for the Product
 10. Trade License. (** Note)
 11. A copy of Banker's Certificate. (** Note)
 12. **GST DETAILS as per Annexure – VIII**
 13. Any other relevant certificate or documents referred in our NIT
- [** Note]** : Those bidders who had participated and qualified in our earlier tender or bidders in AYCL-Kolkata approved vendor list need not submit the documents.]

Our Bank details for making RTGS payment.

Bank Name and Address	IDBI BANK SIDDHA POINT, GROUND FLOOR. 101, PARK STREET KOLKATA – 700 016
IFSC Code	IBKL0000012
Account No	012103000000718
Account Name	ANDREW YULE & COMPANY LIMITED