

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 **Company/Firm** for engagement of tour operator for local logistic and hotel arrangement for Annual Tea Conference 2019 at Kolkata, 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(Land)/01/2018-19</u> <u>Dated. : 28/12/2018</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.	<u>Tender No. AYCL/TEA DIVISION/122/18-19/ET/345</u>
4.	Date of publication of e-Tender through publication MSTC/AYCL websites and Central Public Procurement Portal	28/12/2018
5.	Date of availability of NIT to the Vendors for downloading	28/12/2018
6.	Earnest Money and other document	<ul style="list-style-type: none">• “Earnest Money Deposit” of Rs.20000.00 (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.	10/01/2019
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/122/18-19/ET/345
Ref. Tender No.: AYCL/TED/CONF(Land)/01/2018-19

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 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 for Techno Commercial clarification(ANDREW YULE & COMPANY LTD):

1. Mr. Debajit Nag
Sr. Manager (Coord.& Mktg.)
Mobile No: 9051844469
Email: debajit.nag@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(Coord.& Mktg.), Tea Division, Andrew Yule & Co. Ltd., 8 Dr. Rajendra Prasad Sarani, Kolkata – 700001. Off-line.

- Earnest Money of Rs.20000.00 (Rupees Twenty Thosand only) by Cheque/DD favouring 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 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.

**ANDREW YULE & COMPANY LIMITED
Tea Division**

General Information

Ref.E-Tender No.: AYCL/TEA DIVISION/122/18-19/ET/345

Ref. Tender No.: AYCL/TED/CONF(Land)/01/2018-19

(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 Licence No. :
(Please attach photocopy of the licence)
5. Bankers name
(a) Name of the Bank :

(b) Name of the Branch :

(c) Account No. :

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

6. GST Registration No. :
(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 (2017-2018)

(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. :

11. Volume of Business in Last 3 Years: 2017-18:
2016-17:
2015-16:

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

(Signature of the Applicant)
Office Stamp/Seal.

Place :

Date ;

List of Enclosures :

ANDREW YULE & COMPANY LIMITED

Tea Division

Scope of Work

Ref.E-Tender No.: AYCL/TEA DIVISION/122/18-19/ET/345

Ref. Tender No.: AYCL/TED/CONF(Land)/01/2018-19

1. **SCOPE OF WORK:**

No. of Guest: 95 (65 Upcountry Guests & 30 Local Guests), Final No. to be intimated in the work order.

a) Date: 24th to 27th of January 2019

b) Pick up & Drop arrangement for all the Guest from Kolkata Airport on 24th & 27th January 2019 respectively.

- Innova : 5 Nos.

- AC Coaches : 2 Nos.

c) **Hotel:**

- The Park Hotel, Kolkata

d) **Hotel Stay arrangement:-**

- Single Rooms- 5
- Deluxe Double/ Twin Bedded Room . 30 (No. will be specified in Work order).
- Guest should be able to enjoy all available facilities of the Hotel

e) **Fooding:**

- Breakfast on 25th, 26th & 27th Jan 2019 for in-house 65 Guests in the Hotel Restaurant.
- Lunch on 24th, Jan 2019 for 65 Guests & 25th Jan 2019 for 95 Guests in the Hotel. (2 Veg & 2 Non Veg, Menu to be specified later)
(Menu to be specified later)
- Dinner on 24th, 25th & 26th Jan 2019 for 95 Guests at Hotel .(2 Veg & 2 Non Veg, Menu to be specified later)
- Pre Dinner Starter With Soda/Soft Drinks- Two Veg & two Non-Veg on 24th, 25th & 26th Jan 2019.
- **Inclusions in Dinner:**
 - Starters : 2 Veg, 2 Non-veg,
 - Main Course : 2 Veg, 2 Non-veg
 - Rice /Nan/Roti /Assorted Breads
 - Salads : 2 salads
 - Desserts : 2 Desserts
- One bottle of 500ml water for all the Guest every day.
- Menu for Lunch, Dinner & Starters to be specified separately.

f) **Location of Dinner**

- On 24th Jan 2019: to be arranged in the same hotel Banquet Hall.
- 25th January 2019 with prize distribution to be arranged in the same hall where the Conference will be held with DJ & lighting arrangement. Backdrop poster to be arranged.
- 26th Jan 2019 will be held at Ball Room with DJ & lighting arrangement.

g) **Conference Arrangement on 25th Jan'2019:** (As Per Itinerary given in Annexure III, Part II)

- No. of Participants: 55

- Proper Air Conditioned Comfortable Sitting arrangement for 55 Guest (Theatre Style with Head Table for 5 Participants).
- One Projector, 1 Screen, 1 Laptop, 1 Podium. PA System with 1 Collar Mike, 1 Podium Mike & 2 Cordless mike.
- One Writing Pad with a Pen for all the guest.
- Sufficient Drinking water, Tea & Coffee with Biscuit twice during the day.
- 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 with DJ & Sound System.

h) **Local Study Tour arrangement on 25th Jan'19:** (As Per **Itinerary** given in Annexure III, Part II)

- No. of Guest: 40 Ladies
- Pre Lunch local sight seeing - One AC Coach & 4 Innova.
- Lunch at Hotel.
- Post Lunch Trip to Local Market- One AC Coach & 4 Innova.
- Entry Fees for all the Spots.

i) **Local Study Tour arrangement on 26th Jan'18:** (As Per **Itinerary** given in Annexure III, Part II)

- No. of Guest: 95
- Post Breakfast visit to Bawali Rajbari.
- 4 Rooms at Rajbari
- Starter with soft drinks.
- Venue for Lunch . Bawali Rajbari.
- Activities at Bawali Rajbari
- Tea & Coffee with Biscuits on Board.
- Two nos. of AC Coach(40Seater) & 4 Innovas for the drop & Pick up from Bawali Rajbari to Hotel.
- Entry Fees for all the spots.
- **Inclusions for lunch at Bawali Rajbari**
 - Starters: 2 Veg, 2 Non-veg,
 - Main Course: 2 Veg, 2 Non-veg
 - Rice /Nan/Roti /Assorted Breads
 - Salads: 2 salads
 - Desserts: 2 Desserts

j) One Tour Operator & One Lady Tour Operator for the Trip.

2. **GENERAL TERMS & CONDITIONS:**

1. The rate should remain firm during pendency of the contract.
2. 100% payment will be made within 30 days from the date of post execution of the contract. In case of any advance payment, Bank Guarantee or a collateral security of equivalent amount has to be furnished.
3. 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.+

4. 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.
5. On the basis of the specification and the terms indicated, the tenderers should confirm rates in our prescribed format only.
6. Terms & Conditions for Cancellations of Hotel Bookings to be Specified Clearly.
7. Terms & Conditions for deviation of dates to be specified clearly.
8. Quotations not fulfilling the terms & conditions & deviating from the given format will not be entertained.
9. Management reserved the right to change the destination, in which case fresh quotation will be asked for with terms & conditions as applicable.
10. Management reserves the right to accept or reject any proposals without assigning any reason.

ANDREW YULE & COMPANY LIMITED
Tea Division
Scope of Work

Ref.E-Tender No.: AYCL/TEA DIVISION/122/18-19/ET/345

Ref. Tender No.: AYCL/TED/CONF(Land)/01/2018-19

ITINERARY: (Final Detail Itinerary will be given with the Order)

No. of Guest: 95 (65 Upcountry Guests & 30 Local Guests).

Day 1: Arrival Kolkata

- Meet at Kolkata airport for 65 Upcountry Guests.
- Transfer to Hotel for 65 Upcountry Guests.
- Check-in at hotel
- Lunch at Hotel for 65 Upcountry Guests.
- Evening at leisure
- Dinner with snacks starters at hotel (Location 1)
- Overnight will be at Hotel

**Day 2: At Conference in hotel (Male guests) and
Local sight seeing (Female guests)**

- Breakfast at Hotel
- All Male members will proceed to Full day conference at hotel
- Ladies will proceed for local tour.
- Lunch at Hotel
- Post Lunch Ladies will go for Local market visit
- Post lunch all Male members will proceed to conference at hotel
- Prize distribution.
- Dinner with snacks starters at hotel(Location 2)
- Overnight will be at Hotel

Day 3: At Kolkata

- Breakfast at hotel
- After breakfast proceed to Bawali Rajbari
- Lunch at Bawali Rajbari
- Return back to hotel in the evening
- Dinner with snacks starters at hotel(Location 3)
- Overnight will be at Hotel for 65 Upcountry Guests

Day 4: Departure

- Breakfast at hotel
- Check-out from hotel and proceed to Airport
- Board flight upon timing.

For online submission

Annexure – IV

ANDREW YULE & COMPANY LIMITED
Tea Division

Ref.E-Tender No.: AYCL/TEA DIVISION/122/18-19/ET/345
Ref. Tender No.: AYCL/TED/CONF(Land)/01/2018-19

Item : Engagement of tour operator for local and hotel for Annual Tea Conference 2019

No. of guest	Total Unit Cost per guest as mentioned in Annexure III (A) & III(B) of NIT	GST as applicable	Contract Price
94	Rs./Unit	Rs./Unit	Rs.