

ANDREW YULE & CO. LTD. Invites – Tender under single stage two part system (**Part I : Techno-Commercial Bid and Part II: Price Bid**) for Engagement of an Agency for Annual Maintenance Contract for Electrical System/Installation & machineries for Andrew Yule & Co Ltd , 14, Mayurbhanj Road, Kolkata 700023. as per “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.

We request you to submit your offer for Engagement of an Agency for Annual Maintenance Contract for Electrical System/Installation & machineries Andrew Yule & Co Ltd , 14, Mayurbhanj Road, Kolkata 700023.

Schedule of Tender

1.	E-TENDER NO.	AYCL/Electrical Division KO/4/19-20/ET/31
2.	MODE OF TENDER	<u>e-Procurement System</u> - Online submission of Part I - Techno-Commercial Bid and Part II - Price Bid through www.mstcecommerce.com/eprochome/aycl The interested bidders are requested to submit their offer electronically through this e-tendering portal. No physical tender is acceptable by AYCL/MSTC
3.	Date of publication of e-Tender through publication MSTC/AYCL websites and Central Public Procurement Portal	26.04.19 – 02.00 PM
4.	Date of availability of NIT to the Vendors for downloading	26.04.19 – 02.00 PM
5.	Earnest Money Deposit and uploading of documents	As described in Annexure II
6.	Date of Starting of e-Tender for submission of Online Techno-Commercial Bid and Price Bid at www.mstcecommerce.com/eprochome/aycl	26.04.19 – 02.00 PM
7.	Date of closing of Online e-tender for submission of Techno-Commercial Bid & Price Bid at www.mstcecommerce.com/eprochome/aycl	09.05.2019 – 05.00 PM
8.	Last date of submission/ uploading details of EMD & other documents at www.mstcecommerce.com/eprochome/aycl	09.05.2019 – 05.00 PM
9.	Date & time of opening of Part-I (Techno-Commercial Bid)	10.05.2019 - 11.00 AM

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Annexure-I

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) of this tender before submitting your online tender. Tenderers who do not comply with the Conditions with documentary proof (wherever required) will not qualify in the Tender for opening of Price Bid.

1. Process of E-tender:

A) **Registration:** The process involves vendor's registration with MSTC e-procurement portal which is free of cost. Only after registration, the vendor(s) can submit his/their bids electronically. Electronic Bidding for submission of Techno-Commercial Bid as well as Price Bid over the internet will be done. The Vendor should possess Class III signing type Digital Signature Certificate. Vendors are to make their own arrangement for bidding from a PC connected with Internet. MSTC is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).

SPECIAL NOTE: THE PRICE BID AND THE COMMERCIAL BID HAS TO BE SUBMITTED ONLINE

AT www.mstcecommerce.com/eprochome/aycl

- 1)** Vendors are required to register themselves online with www.mstcecommerce.com → e-Procurement → PSU / Govt. depts. → Register as Vendor under AYCL- Filling up details and creating own user id and password → Submit.
- 2)** Vendors will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form.

In case of any clarification, please contact MSTC/AYCL (before the scheduled time of the e-Tender).

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Contact person (ANDREW YULE & COMPANY LTD):

1. Mr. Bhaskar Bandopadhyay
Sr. Manager (Materials)
Ph. No: (033) 2449-1601 Mobile No: 9433360670
Email: bhaskar.bandopadhyay@andrewyule.com
2. Mr. Pradip Majumder
Manager (Procurement)
Mobile No: 9831001118
Email: pradip.majumder@andrewyule.com
3. Pallab Naskar
Asst. Manager (Purchase)
Mobile. No: 9434605933
Email: pallab.naskar@andrewyule.com

Contact person (E-Commerce, MSTC Ltd):

- | | |
|---|---|
| 1. Mr. Arindam Bhattacharjee
Deputy Manager (E-commerce)
MobileNo: 09330102643
Email: arindam@mstcindia.co.in | 2) Mr. Sabyasachi Mukherjee
Assistant Manager (E-commerce)
Mobile- 07278030407
Email: smukherjee@mstcindia.co.in |
| 3. Ms Sumona Maity
Management Trainee (E-Commerce)
Mobile-09831155225
Email: sumaity@mstcindia.co.in | Landline: (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: Uploading of Documents:

Bidding in e-Tender:

- a. The process involves Electronic Bidding for submission of Techno Commercial Bid as well as Price Bid.

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- b. The bidder(s) who are authorized dealers of L&T for supply of Eutectic rod 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.
- c. 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.
- d. **After** filling the Techno-Commercial Bid, bidder should click 'save' for recording their Techno- Commercial bid. Once the same is done, the Price Bid link becomes active and the same has to filled up and then bidder should click on "**Save**" to record their Price Bid. Then once both the Techno-Commercial bid & Price Bid has been saved, the bidder can click on the "**Submit**" button to register their bid.
- e. **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.
- f. 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.
- g. In all cases, bidder should use their own ID and Password along with Digital Signature at the **time** of submission of their bid.
- h. During the entire e-tender process, the bidders will remain completely anonymous to one another and also to everybody else.
- i. The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.
- j. Techno-Commercial bid will be opened electronically on specified date and time as given in the NIT. Bidder(s) can download Technical Comparative statement.
- k. Price bid will be opened electronically on specified date and time given in the NIT. Bidder(s) can download Price Comparative statement.

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- l. All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.
- m. 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 bidder shall be called hereafter **SUPPLIER**.
- n. It is mandatory that all the bids are submitted with Digital Signature Certificate otherwise the same will not be accepted by the system.
- o. 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.
- p. 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.
- q. 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 the 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.

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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

Item Requirement

SI No	Description of Job	Quantity
1	ANNUAL MAINTENANCE CONTRACT FOR ELECTRICAL SYSTEM/INSTALLATION & MACHINERIES OF ANDREW YULE & CO LTD, 14,MAYURBHANJ ROAD,KOLKATA-700023	1 Lot (AS PER JOB SCHEDULE MENTIONED)

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Annexure-III

TECHNO-COMMERCIAL TERMS

*(To be filled online in mstc portal)***General Terms & Conditions**

SI No	<u>TERMS & CONDITIONS</u>	<u>VENDOR RESPONSE</u>
<u>1</u>	<p><u>The scope includes Preventive (Routine) and Break-down Maintenance job.</u></p> <p>A) <u>PREVENTIVE (ROUTINE) MAINTENANCE:</u></p>	
	<p>All the electrical equipment shall be serviced in a specific and phased manner as per the schedule of work to avoid frequent break-down and to ensure maximum utilization of the equipment generally; following activities are to be done during routine maintenance.</p> <p><u>TRANSFORMER</u> 200 KVA – 6000 V / 415 V), Oil Cooled.</p>	Agree
	<p>a) Checking of transformer Oil level in conservator once in a month.</p> <p>In case the oil level falls below the minimum level it should be topped up by new tested insulating oil of appropriate grade as per IS : 335.</p> <p>To be examined for leakage of oil, if detected, the leakage is to be repaired.</p>	Agree
	<p>b) Various connections of the transformer e.g. L.T Connections neutral & Body-earthing , LT Breaker, Fuse Switch units are to be checked once in three months and if found loose, is to be tightened & worn out parts to be replaced if necessary.</p>	Agree
	<p>c) Bushings are to be examined for crack and dirt deposit and is to be cleaned or replaced as necessary once in three months.</p>	Agree
	<p>d) Testing of transformer oil for dielectric strength and acidity are to be done as per IS : once in a year.</p>	Agree
	<p>e) Checking of neutral earth and equipment body earth once in a year.</p>	Agree

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SI No	<u>TERMS & CONDITIONS</u>	<u>VENDOR RESPONSE</u>
	A) <u>PREVENTIVE (ROUTINE) MAINTENANCE:</u>	
	f) Insulation testing of the following once in a year. i) Between L.T and Earth with 1000 v meggar ii) Between H.T and Earth with 5000 v meggar iii) Between H.T and L.T winding with 5000 v meggar	Agree
	g) Silica Gel is to be examined for colour and is to be changed as and when required.	Agree
	h) To check noise/ humming sound, temperature rise (over heating) and crack in bituminous compound once in a month.	Agree
	i) General cleaning of transformer to keep it free from dust and soots once in a month. The Agency is liable to furnish certificate regarding (d) (e) & (f), testing charges for oil to be borne by AYCL.	Agree
	j) Checking of battery charger and its operation once in three months.	Agree
	k) Checking of specific gravity of the liquid of the battery cell and maintenance of minimum level by adding distilled water checking ampere capacity of the battery cell with cell tester once in a month. (Not applicable for maintenance free battery)	Agree
	l) Routine Checking of D.G Set, fuel filling, mobil checking etc Also running of generator during power failure/ load shedding.	Agree
	<u>EARTH ELECTRODE AND EARTHING SYSTEM</u>	
	a) Checking of earth resistance of the combined earth electrode (Equipment and neutral separately) once in a year.	Agree

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SI No	<u>TERMS & CONDITIONS</u>	<u>VENDOR RESPONSE</u>
	b) Checking of earth leads to all equipment for its continuity after tightening all connection once in a year..	Agree
	c) Checking of earth continuity of all testing machine / equipment, or every section once in a year.	Agree
	<u>ALL KINDS OF DISTRIBUTION BOARDS INCLUDING POWER D.B/ LIGHT D.B/ FUSE D.B</u>	
	a) General cleaning of Distribution Boards inside and outside for removal of dust and soot once a month.	Agree
	b) Checking of tightness of connection inside the Distribution Boards once in a month.	Agree
	c) Replacement of damaged/ burnt out (if found any) components of the Distribution Boards when necessary.	Agree
	<u>ROUTINE MAINTENANCE WORK OF LIGHT, FANS, REGULATOR, SWITCH, PLUG, FUSE,, CALLING BELL,TRANSFORMER BAKING OVEN, CANTEEN HEATER, WINDING MACHINES, PUMP MOTOR,WELDING SETS,DRILL MACHINES AND ALL OTHER ELECTRICAL FITTINGS, ACCESSORIES & MACHINERIES used in the shop Floor & office</u>	
	<p>Routine maintenance/servicing of all Tube Light fittings, Lamps sheds, Ceiling fans(inside Coil/bearing/bush), Fan regulator, calling bell, ,Plugs, Fuses, pump motor electrical accessories & all machineries used in the shop floor for production purposes etc.</p> <p>a) Besides the routine maintenance on occurrence of a break down the faulty circuit shall be isolated and the power is to be restored to all the other equipment. The job shall be attended and rectified urgently.</p> <p>Short cut method of temporary rectification should be avoided. However, if in the interest of the work it is done so, it must be rectified at the earliest available opportunity.</p>	Agree

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SI No	<u>TERMS & CONDITIONS</u>	<u>VENDOR RESPONSE</u>
	B) BREAK DOWN MAINTENANCE:	
	To be attended when reported, Minor work for replacement of any spares, wires ,accessories to be made. Extra work if needed is to be done on payment of reasonable charges. Cost of Spares, components etc are to be borne / arranged by AYCL. It also includes rectification/repairing of minor electrical works required for the machines covered under AMC with the OEM such as DG Set, CNC, EOT cranes etc.	Agree
	<u>GENERAL TERMS & CONDITIONS :</u>	
	1) The Agency shall include all minor civil work such as concreting, drilling of holes welding, soldering, fixing of the down rod of the light fittings etc.	Agree
	2) The H.T. equipment shall be operated by the qualified operator switch board operator/ electrician having valid certificate, to work on H.T. installation.	Agree
	3) In no case, safety norms shall be violated. Even in case of urgency, when temporary rectification is done, no such compromise is allowed as regards safety provisions.	Agree
	4) Spares, components, cost of oil and its testing charges etc. will be supplied/ borne by AYCL.	Agree
	5) Extra work, if needed, is to be done by the Agency, on payment of reasonable charges.	Agree
	6) After completion of every preventive (Routine) maintenance work in every month cited above as per the frequency should be reported to the Competent Authority of AYCL.	Agree
	7) Day-to-day presence from 0800 hrs to 1630 hrs (time schedule may change depending upon requirement) in six working days by a licensed Electrician. In case of breakdown the schedule may be beyond working hours as stated above for which no claim for the extra period will be entertained.	Agree
	8) The Electrician shall report to the administration/Service Deptt. at 0800 hrs every day.	Agree

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SI No	<u>TERMS & CONDITIONS</u>	<u>VENDOR RESPONSE</u>
	9) Day to day maintenance/Service note book has to be maintained by the Electrician.	Agree
	10) The cost of repairing materials/Spares for major or minor repair as and when required will be borne by AYCL.	Agree
	11) Agency shall be solely responsible for compliance to provisions of Various labour and industrial laws and all statutory obligations such as wages ,allowances, compensations, PF, Bonus, gratuity, ESI, etc relating to workers provided to AYCL. AYCLshall have no liability in this regard. The Agency shall be solely responsible for any accident/medical/Health related liability/compensation. AYCL shall have no liability in this regard.	Agree
	12) AYCL reserves the right to accept/reject any or all quotations without assigning any reasons. The Agency shall follow the instructions given by AYCL from time to time. Income-tax /GST as applicable shall be deducted from the bill every month.	Agree
	13) There would be no increase in rates payable to the Agency during the Contract period.	Agree
	14) The Agency shall be solely liable for all payments/dues including wages to persons deputed in AYCL..	Agree
	15) The tenderer shall have at least 3 years experience of providing Electrical Maintenance services./Electrical project work experience.	Agree
	16) Intending tenderers should posses personnel at least having experience of three years in the field.	Agree
	17) Any violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference.	Agree

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SI No	<u>TERMS & CONDITIONS</u>	<u>VENDOR RESPONSE</u>
	18) The Agency can be terminated by giving one month notice on either side.	Agree
	19) The Agency shall ensure that Electrical personnel deputed bear good moral character and do not indulge in theft or pilferage. In the event of any theft or pilferage by Electric al personnel coming to the notice of the AYCL, such person will be handed over to the police and Agency informed.	Agree
	20) The Electrical persons provided by the Agency will not claim to become the Employees of the AYCL and there will be no Employee and Employer relationship between the personnel engaged by the Agency for deployment in AYCL.	Agree
	21) Ideally same person should be deployed during the entire contract period .The Agency shall ensure that a substitute is provided if the person is absent.	Agree
	22) The Electrical personnel will be subjected to a through physical checking while leaving the office.	Agree
	23) Decision of AYCL in regard to interpretation of the Terms and Conditions and the Agreement shall be final and binding on the Agency.	Agree
	24) In case of any dispute between the Agency and AYCL, AYCL shall have the right to decide. However all matters of jurisdiction shall be at the local courts in Kolkata.	Agree
	25) Valid enlistment with CPWD / Govt. Departments / MES / Railways as contractor or equivalent. The Contractor should have valid Electrical Contractors license issued from the directorate of Electricity, Govt. of West Bengal or Govt. Department / statutory body.	Agree

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SI No	<u>TERMS & CONDITIONS</u>	<u>VENDOR RESPONSE</u>
	Preferred Eligibility	
	a) The contractor should have valid electrical contractor's License issued from Directorate of Electricity.	Agree
	b) Similar nature of work i.e AMC of electrical system have been carried out in Central/State Govt bodies/Department/PSU/MES/Railways or experience in electrical project carried out in Govt bodies/reputed organization.	Agree
	c) The tenderer should ensure that they have rendered satisfactory performance during last three years to an organization of repute..	Agree
2	Price – Lump sum & FIRM till the execution of the contract	AGREE
3	The quoted price should be FOR 14, Mayurbhanj Road works Andrew Yule, Kolkata	AGREE
4	GST rate to be indicated by the bidder.	REMARKS
5	Payment Terms: 30 days' direct credit from the date of submission of bill. However, acceptance of any deviation of the payment terms will be at the sole discretion of AYCL & if the deviation is accepted price of bidders who quote other payment terms will be loaded as per AYCL norms. Any advance payment terms will not be accepted.	REMARKS
6	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.	AGREE
7	Arbitration clause: All disputes relating to this offer or relating to the price of the goods supplied hereunder or otherwise arising 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 neither the seller nor the buyer shall take or adopt any legal proceedings to enforce any claim against the order relating to this order or arising there from in any court other than the court of competent jurisdiction within the limit of the city of Kolkata.	AGREE
8	Validity of offer& price: Your offer should be valid for a period of 3 months from tender opening.	AGREE
9	Note: Proper loading in the price shall be made by us for important terms e.g. "payment terms" cost of deliver to the destination, GST and other taxes and duties etc. having financial implication.	AGREE
10	EMD of 1% of the bid value to be paid by DD/RTGS within scheduled date. Please mention DD no. or RTGS details in the remarks.	REMARKS
11	EMD of 1% of the bid value to be adjusted against the outstanding dues between the vendor & AYCL. Please write accepted in the remarks field if agreed.	REMARKS

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12	EMD of 1% of the bid value to be waived as vendor's turnover more than Rs. 50crore. Please mention the turnover of last year in the remarks. Also upload supporting document.	REMARKS
13	EMD of 1% of the bid value to be waived as per vendor's attached MSME certificate. Copy of certificate to be attached.	REMARKS
14	PAN no of the contractor.	REMARKS
15	TIN no of the Firm	REMARKS
16	GST : Please mention GST rate and GST registration no. Also mention the HSN code.	REMARKS
17	Validity of Offer: The offer should remain valid for 90 days.	AGREE
18	Security Deposit – The EMD amount of the successful bidders will be retained as security deposit towards execution of the order, and the same would be released after completion of order.	AGREE

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Annexure-IV

PRICE FORMAT

Sl. NO	DESCRIPTION	Qty	Lump sum Price (Rs)
1	ANNUAL MAINTENANCE CONTRACT FOR ELECTRICAL SYSTEM/INSTALLATION & MACHINERIES OF ANDREW YULE & CO LTD, 14,MAYURBHANJ ROAD,KOLKATA- 700023	1 Lot.	a