

**ANDREW YULE & COMPANY LIMITED**  
Tea Division

**Important Instructions for E-procurement**  
**Ref.E-Tender No.: AYCL/TEA DIVISION/4/16-17/ET/55**  
**Ref. Tender No.: TED/Capital/2016-17/03**

This is an e-procurement event of **ANDREW YULE & COMPANY LTD, TEA DIVISION**

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](http://www.mstcecommerce.com/eprochome/aycl)

- 1) Vendors are required to register themselves online with [www.mstcecommerce.com](http://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. Amit Mitra   | 2. Mr. Shantanu Boral   |
| DGM (Materials)   | Sr.Manager(Supply Chain/Materials)  |
| Mobile No: 9433053425   | Mobile No: 9831310812   |
| Email: <a href="mailto:amit.mitra@andrewyule.com">amit.mitra@andrewyule.com</a> | Email: <a href="mailto:shantanu.boral@andrewyule.com">shantanu.boral@andrewyule.com</a> |

**Contact person (E-Commerce, MSTC Ltd):**

- |   |   |
|---|---|
| <b>1. Mr. Arindam Bhattacharjee</b><br>Deputy. Manager (E-commerce)<br>MobileNo: 09330102643<br>Email: arindam@mstcindia.co.in  | <b>2. Mr. Sabyasachi Mukherjee</b><br>Assistant Manager (E-commerce)<br>Mobile- 07278030407<br>Email:smukherjee@mstcindia.co.in |
| <b>3. Ms Sumona Maity</b><br>Management Trainee (E-Commerce)<br>Mobile-09831155225<br>Email: <a href="mailto:smaity@mstcindia.co.in">smaity@mstcindia.co.in</a><br>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](http://www.mstcecommerce.com) once)

**1. Part-I: Submission of EMD & other Documents:**

Within specified Date & time the vendor must submit the following documents to DGM(Materials) Tea Division, Andrew Yule & Co. Ltd., 8 Dr. Rajendra Prasad Sarani, Kolkata – 700001. Off-line.

- Earnest Money of Rs.1500 (Rupees one thousand five hundred only) by Cheque/DD favouring Andrew Yule & Co. Ltd. Payable at Kolkata
- General information, under Annexure-II complete in all respect alongwith desired document.
- Acceptance of Scope of Work/Technical Specipication, under Annexure-III. alongwith desired information/Data.

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](http://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 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](http://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](http://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/4/16-17/ET/55**

**Ref. Tender No.: TED/Capital/2016-17/03**

**(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 a photo  
copy 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. Sales tax Registration No.  
(a) Central :  
  
(b) State / VAT :

7. I. T. Permanent Account No.:

8. Financial Capacity : Year (2015-2016)

(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. (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**

**Specification of Plastic Crate**

**Ref.E-Tender No.: AYCL/TEA DIVISION/4/16-17/ET/55**

**Ref. Tender No.: TED/Capital/2016-17/03**

**(This document should be dully filled up and attached along with EMD)**

**Specification**

- All crates are to be made from food grade High Density Polythene with perforated bottom (Type-I)
- Outside dimension - 600mm (L) x 400mm (B) x 425mm (H)
- Inside dimension - 565mm (L) x 365mm (B) x 420mm (H)
- Capacity - 75 Ltrs (+) App.
- Colour/Shade - Yellow/Green (Not Blue)

**Requirement**

New Dooars Tea Estate - 250 Pcs.

**Other Information / Data required to be furnished**

- List of identical supplies made in last 3 years.
- Copies of few Purchase Orders received from major Tea Customer for identical type of supplies.



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Tea Division**

**General Terms& Conditions**  
**Ref.E-Tender No.: AYCL/TEA DIVISION/4/16-17/ET/55**  
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1. Scope of Work  
Supply as per specification, FOR garden on %Door delivery basis+.
2. Location of Site
  - New Dooars Tea Estate, Dist Jalpaiguri, West Bengal
3. Requirement  
New Dooars Tea Estate - 250 Pcs.
4. Delivery  
The tenderers are requested to indicate / confirm the best possible delivery period (supply to estate).  
  
Delivery period . \_\_\_\_\_ Weeks from the date of order.
5. Terms of payment  
100% payment will be made within 30 days from the date of receipt of material at Estate.
6. Price Variation  
The quoted price should remain firm during pendency of the contract.
7. The tenderers are requested to ensure Earnest Money Deposit along with the Tender (Part-I) in the following manner, which will be converted into Security Deposit for the successful bidder/s and will be released on completion of delivery.  
  

EMD Amount	Rs.1,500/-
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EMD to be submitted by D.D. favouring Andrew Yule & Co. Ltd. payable at Kolkata
8. Decision for awarding contract/job is vested with the Management so as to reject, split / fragment.
9. Incomplete %Quotation/Offer+is liable to be rejected.
10. The offer must be valid for our acceptance for 45 days from the last date of submission.

**For Online submission**

**Annexure V**

**ANDREW YULE & COMPANY LIMITED**  
**Tea Division**

**Price Sheet for supply of Plastic Crate**  
**Ref.E-Tender No.: AYCL/TEA DIVISION/4/16-17/ET/55**  
**Ref. Tender No.: TED/Capital/2016-17/03**

**Garden : New Dooars Tea Estate, West Bengal**  
**Item : Plastic Crate as per specification**

<b>Quantity Offered</b>	<b>Unit</b>	<b>Basic price including packing/forwarding charges and E/Duty,if any</b>	<b>VAT/ Sales Tax at Full rate</b>	<b>Transport and insurance charges for effecting “door delivery”</b>	<b>Unit Site Cost</b>	<b>Contract Price</b>
150	No.	Rs.	Rs.	Rs.	Rs.	Rs.

- Declaration Form will not be provided.