

**GROUP OFFICE, KARBALLA TEA ESTATE
(A Government of India Enterprise)
P.O. Banarhat, Dist Jalpaiguri, West Bengal – 735 202**

NOTICE INVITING TENDERS

Karballa Tea Estate on behalf of 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 **Uprooting tea bushes & shade trees in approximately 66 Hectares including distribution to labour quarter on door to door basis & Sale of Shade Trees as a package** for four gardens namely Banarhat, Karballa, New Dooars, Choonabhutti T.E, the details of which are available in Annexure-IV "**Scope of Work** " 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.	AYCL/KA/Uproot/16-17 Dated. : 21/10/2016
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/TEA DIVISION/21/16-17/ET/137
4.	Date of publication of e-Tender through publication MSTC/AYCL websites and Central Public Procurement Portal	22/10/2016
5.	Date of availability of NIT to the Vendors for downloading	22/10/2016
6.	Earnest Money and other document	<input type="checkbox"/> "Earnest Money Deposit" of Rs.200000 (Rupees Two Lakh only) may be paid by D.D. favouring Andrew Yule &Co Ltd. A/c Karballa Tea Estate payable at Banarhat/Siliguri. <input type="checkbox"/> Other document as described in Annexure – I, Sl. No. 2

7.	Last date of submission of EMD & other documents to Manager, Karballa Tea Estate with an email confirmation to Chief General Manager, Tea Division at kaustuv.roy@andrewyule.com	11/11/2016
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

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**KARBALLA TEA ESTATE
(A Government of India Enterprise)**

Important Instructions for E-procurement

Ref. E-Tender No.: AYCL/TEA DIVISION/21/16-17/ET/137

Ref. Tender No. : AYCL/KA/Uproot/16-17

This is an e-procurement event of Karballa Tea Estate, Banarhat, West Bengal of *ANDREW YULE & COMPANY LTD Ltd.*

You are requested to read the Terms & Conditions (Annexure- 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 for Techno Commercial clarification (ANDREW YULE & COMPANY LTD):

1. Mr.Buddha Basu,
Karballa Tea Estate, Banarhat.
Contact No : 03563-252005.
Email: yule.wbgroup@gmail.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: smaity@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 OpJons → 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 Group office, Karballa Tea Estate, P.O. Banarhat, Dist – Jalpaiguri, West Bengal 735 202. Off-line.

- Earnest Money of Rs.200000 (Rupees Two Lakhs only) by Demand Draft favouring Andrew Yule & Co. Ltd. A/C Karballa Tea Estate, Payable at Banarhat/Siliguri.
- General information, under Annexure-III complete in all respect along with desired information and document.
- Acceptance of Scope of Work, under Annexure-IV along with relevant information and documents without Price Sheet.
- Technical specification sheet, with all desired details, duly signed and stamped as token of acceptance.

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 Group Office, Karballa Tea Estate, Banarhat, Jalpaiguri, West Bengal, 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 Karballa Tea Estate. 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 other documents to Group Office, Karballa Tea Estate will be short listed by the Tender Committee consisting of all the Managers of respective Tea Estates & the Asst. Manager (F&A). 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 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 Group Office, Karballa Tea Estate / 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 / Group office, Karballa Tea Estate 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.

Notice Inviting Tender:

Ref. E-Tender No.: AYCL/TEA DIVISION/21/16-17/ET/137

Ref. Tender No.: AYCL/KA/Uproot/16-17

Manager, Karballa Tea Estate on behalf of Andrew Yule & Co. Ltd., Tea Division, invites tender from reputed contractors for **Uprooting tea bushes & shade trees in approximately 66 Hectares including distribution to labour quarter on door to door basis & Sale of Shade Trees as a package** for following gardens:

- Banarhat Tea Estate
- Karballa Tea Estate
- New Dooars Tea Estate
- Choonabhutti Tea Estate

Contractors interested to participate in the above Tender will have to :

- b) Get themselves registered (free of cost) as supplier with www.mstcecommerce.com/eprhome/aycl, our service provider.
- c) Submit the following document to Group Office, Karballa Tea Estate, Banarhat, West Bengal within 21 days from the date of publication of advertisement, off line -
- General Information Sheet complete in all respect duly signed and stamped.
 - Earnest money of Rs.200000.00 (Two Lakh only) by Demand Draft favouring Andrew Yule & Co. Ltd., A/C Karballa Tea Estate payable at Banarhat/Siliguri.
 - Commercial Terms & Conditions Sheet, duly signed and stamped as token of acceptance.
 - Technical specification sheet, with all desired details, duly signed and stamped as token of acceptance.

The following pre-qualification criteria would apply, which may be relaxed at the sole discretion of Andrew Yule & Co. Ltd. / Karballa Tea Estate.

- The Bidder should be having minimum 3 years (preceding 3 years) of **experience of Uprooting & Log Sale operation as a package at Tea Gardens** and holding authority to deal with Andrew Yule & Co. Ltd. / Karballa Tea Estate. This should be supported by appropriate documentary evidence.
- The Bidder should possess valid PAN / Sales tax / Service tax Registration certificates.
- The Bidder should have own local support office presence for the locations namely Banarhat/ Siliguri/Jalpaiguri and should be able to provide support as and when required.

General Information**Ref. E-Tender No.: AYCL/TEA DIVISION/21/16-17/ET/137****Ref. Tender No. : AYCL/KA/Uproot/16-17**

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. Particulars of Company

1.1 Name of the Company/Firm :

1.2 Nature of business :

1.3 Full address :

1.4 Phone No. :

1.5 Fax No. :

1.6 E-mail ID :

2. Details of Certificate

SI No.	Particulars	Registration No.	Remarks
1.	Income Tax		Copy of Registration Certificate / PAN Card to be attached
2.	Central Sales Tax		Copy of Registration Certificate to be attached
3.	State Sales Tax		Copy of Registration Certificate to be attached
4.	Service Tax		Copy of Registration Certificate to be attached
5.	Trade Licence		Copy of Certificate to be attached

3. List of Local Office

Sl. No	Location	Type of Local Office		Bidders to Provide full address & Telephone No
		Company Operated	Franchised	
1				
2.				

4. Details of Banker :

1.	Name of the Bank	
2.	Name of the Branch	
3.	Branch Code	
4.	Address	
5.	IFSC No.	
6.	Account No.	

5. List of Job contract of identical nature made in preceding 3 years with customer reference

6. Copies of Purchase Orders :
for identical type of Job contract (minimum 3 order copies)

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

Signature of the Applicant)
Office Stamp/Seal.

Place :

Date ;

List of Enclosures :

General Terms & Conditions

Ref. E-Tender No.: AYCL/TEA DIVISION/21/16-17/ET/137

Ref. Tender No. : AYCL/KA/Uproot/16-17

1. Scope of Work
 - The job consists of Uprooting tea bushes & shade trees including distribution to labour quarter on door to door basis & Sale of Shade Trees **as a package** in approximately 66 Hectares .
 - All permissions from the Forest Department & other Government agencies as necessary for commercial selling shall be obtained by the party through his own arrangement & at his own cost. Necessary N.O.C. from relevant authorities as per the rules if required needs to be obtained by the bidder.
 - Necessary Transit Pass for carrying the timber from the garden will be obtained by the bidder.
2. Location of Site
 - Banarhat Tea Estate, P.O. Banarhat, Dist. Jalpaiguri, West Bengal
 - Karballa Tea Estate, P.O. Banarhat, Dist. Jalpaiguri, West Bengal
 - New Dooars Tea Estate, P.O. Banarhat, Dist. Jalpaiguri, West Bengal
 - Choonabhutti Tea Estate, P.O. Banarhat, Dist. Jalpaiguri, West Bengal
3. West Bengal VAT as applicable on the sale value will be charged extra & to be borne by the party.
4. Measurement of logs will be done in the presence of garden representatives as per the standard practice of the trade for measurement (as detailed in the order). In case of any dispute in measurement, decision of the Garden Management shall be final & binding.
5. Payments for logs need to be made in advance before their lifting. Payments to be made only by Demand Draft / Bankers Cheque payable at Banarhat/Siliguri before lifting. In case of cheques, lifting will be allowed only after its realization.
6. Job completion date

The work to be completed within 90 days from date of order.
7. Liquidated Damage

In the event of failure on the part of the contractor to complete entire work against the order to our full satisfaction within the specified period of completion, we may recover from the contractor as liquidated damages, a sum equivalent to ½% of contract value for each week or any part thereof default, but limited to a maximum of 5% of contract value. In case of any defect the contractor has to bear the cost of repairs within 1 year from date of handing over of the project.
8. Force Majeure

Any delay or failure in the performance of either party hereto will not constitute default thereunder or give rise to any claim for damages, if any, to the extent such delays or failure of performance is caused by the occurrence such as acts of god or the public enemy, appropriation or confiscation of facilities by Govt. Authorities, acts of war, rebellion or sabotage, fires, explosions, riots and illegal strike.
9. Risk Purchase

In case the contractor fails to execute the contract fully or partly, the purchaser shall have the right to execute the work through other agencies, as decided by the purchaser at the contractor's cost and risk after giving two weeks notice in writing.

10. Terms of payment

- No advance will be given. HSD may be given from the garden for operating JCB which will be adjusted against your bills.
- Payments for logs need to be made in advance before their lifting. Payments to be made only by Demand Draft / Bankers Cheque payable at Banarhat/Siliguri before lifting. In case of cheques, lifting will be allowed only after its realization.
- Regarding Uprooting work, part payment may be released according to the progress of work with 10% retention at each stage described in the scope of work which will be refunded after one year from the completion of the project.
- Statutory deductions will be made as per rules.

11. Price Variation

The quoted price should remain firm during pendency of the contract.

12. **Quantity figures shown in BID Sheet are estimate only & may vary in actual.**

13. **The Contractor must have the capacity to engage more than one JCB & transport simultaneously in all the gardens & labour quarters.**

14. **Evaluation of price bid will be made on the basis of NET VALUE basis. Bidding in incomplete form will be rejected.**

15. 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 delivery.

EMD Amount Rs.200000.00

EMD to be submitted by D.D.favouring Andrew Yule & Co. Ltd. A/C Karballa Tea Estate payable at Banarhat/Siliguri.

16. Decision for awarding contract/job is vested with the Management so as to reject.

17. Incomplete "Quotation/Offer" is liable to be rejected.

18. The offer must be valid for a minimum of 6 months from the date of E-Bidding.

19. Actual need based Order quantity may vary from the indicated quantity at the sole discretion of Garden Management.

20. Management reserves the right to inspection during the contractual work.

21. Management reserves the right to split the order wherever found necessary with majority job to be reserved for L1.

22. All the applicable labour laws relating to deployment of labourers/employees will be strictly followed in executing the contract.

23. All disputes are subject to Jalpaiguri Jurisdiction only.

Signature of the Applicant
Office Stamp/Seal.

Place :

Date :

For Off line submission

Scope of Work

Ref. E-Tender No.: AYCL/TEA DIVISION/21/16-17/ET/137

Ref. Tender No.: AYCL/KA/Uproot/16-17

Scope of work – The job consists of **Uprooting tea bushes & shade trees including distribution to labour quarter on door to door basis & Sale of Shade Trees as a package in approximately 66 Hectares** as detailed below in the four Dooars gardens viz, Banarhat, Karballa, New Dooars & Choonabhutti Tea Estates.

1. Uprooting Tea Bushes by JCB
2. Distribution of Tea Bushes to Labour Line as Firewood on door to door basis through bidder's transportation (including submission of authentic document from occupant of the quarter)
3. Shade Tree uprooting by JCB including permission for felling
4. Cutting of firewood from Shade tree Branches (Peel size- 5'x5'x2 ½')
5. Carrying of firewood (from shade trees) to labour line on door to door basis through bidder's transportation (including submission of authentic document from occupant of the quarter)
6. Siding of Stumps outside the section immediately after uprooting, filling up the holes.
7. Cutting of logs & siding outside the section
8. Levelling of land by JCB after uprooting is over.
9. Sale of logs of 3 feet & above girth
10. Sale of logs of less than 3 ft. girth
11. Sale of shade tree stumps

The entire job will be given on turn-key basis & the Contractor (should be from in and around Jalpaiguri/Siliguri area) should complete the entire operation within the stipulated time frame & hand over levelled land free of all bushes & trees to the garden. The tender also includes commercial selling of the uprooted shade trees to the highest bidder. All liaisons with the Forest Department & obtaining of necessary permission from the authorities where-ever required shall be the responsibility of the Contractor.

Tenderers may visit the gardens & physically check the areas to be uprooted before quoting.

Place :

Date :

Signature of the Bidder
Office Stamp /Seal.

For online submission

Annexure – V

ANDREW YULE & COMPANY LIMITED
Tea Division

Price Sheet for

Ref. E-Tender No.: AYCL/TEA DIVISION/21/16-17/ET/137

Ref. Tender No. : AYCL/KA/Uproot/16-17

Garden : Banarhat, Karballa, New Dooars, Choonabhutti Tea Estate, West Bengal

Item : Uprooting tea bushes & shade trees including distribution to labour quarter on door to door basis & Sale of Shade Trees as a package in approximately 66 Hectares

S.No	Item Description	Quantity in Nos	Unit	Value per unit (in Rs.)	Applicable Taxes per unit (in Rs)	Contract Value (in Rs.)
1	Uprooting Tea Bushes by JCB	170850	Rs / Bush			
2	Distribution of Tea Bushes to Labour Line as Firewood on door to door basis through bidder's transportation (including submission of authentic document from occupant of the quarter)	170850	Rs/Bush			
3	Shade Tree uprooting by JCB Including permission for felling	1505	Rs/Tree			
4	Cutting of firewood from Shade tree Branches (Peel size- 5'x5'x2 ½')	1650	Rs/Peel			
5	Carrying of firewood (from shade trees) to labour line on door to door basis through bidder's transportation (including submission of authentic document from occupant of the quarter)	1650	Rs/Peel			
6	Siding of Stumps outside the section immediately after uprooting, filling up the holes.	1505	Rs/Stump			
7	Cutting of logs & siding outside the section	10535	Rs/Cft			
8	Levelling of land by JCB after uprooting is over.	66	Rs/Ha			
9	Sale proceeds of logs of 3 feet & above girth	1150	Rs/Cft			
10	Sale proceeds of logs of less than 3 ft. girth	770	Rs/Cft			
11	Sale of shade tree stumps	1505	Rs/Pc			
	Total contract job (in Rs.)					1+2+3+4+5+6+7+8-9-10-11