

**ANDREW YULE & COMPANY LIMITED  
TENDER NO.: AYCL/GD/CP/2018-19/003**

**ANDREW YULE & COMPANY LIMITED  
(A Government of India Undertaking)  
YULE HOUSE  
8 DR. RAJENDRA PRASAD SARANI KOLKATA- 700 001  
Website : [www.andrewyule.com](http://www.andrewyule.com)**

**TENDER NO.: AYCL/GD/CP/2018-19/003**

**TENDER DOCUMENT**

**For**

**CONSULTANCY SERVICE REGARDING  
IMPLEMENTATION OF ISO 27001**

**ADDRESS TO WHICH TENDER DOCUMENTS ARE TO BE DESPATCHED:-**

**MANAGER (CORPORATE PLANNING)  
CORPORATE PLANNING DEPARTMENT  
ANDREW YULE & COMPANY LIMITED  
YULE HOUSE,  
8, DR RAJENDRA PRASAD SARANI,  
KOLKATA 700 001**

**LAST DATE OF RECEIPT OF TENDER DOCUMENTS –  
DATE OF OPENING OF TECHNICAL BIDS –**

**10/01/2019 – 1500 HRS  
10/01/2019 – 1530 HRS**

**ANDREW YULE & COMPANY LIMITED**  
**TENDER NO.: AYCL/GD/CP/2018-19/003**

**Table of Contents**

	<b>Page Nos.</b>
1. Section – 1 Notice Inviting Tender-----	Page 3 to Page 4
2. Section – 2 Glossary -----	Page 5
3. Section – 3 About the Company -----	Page 6
4. Section – 4 Scope of Work -----	Page 6
5. Section – 5 General Terms and Conditions-----	Page 7 to Page 11
6. Section – 6 Other Terms and Conditions -----	Page 11 to Page 14
7. Format – I Technical Bid-----	Page 15 to Page 16
8. Format – II Price Bid -----	Page 17
9. Annexure – I -----	Page 18
10. Annexure – II -----	Page 19
11. Annexure – III-----	Page 20
12. Annexure – IV-----	Page 21
13. Annexure – V -----	Page 22
14. Annexure – VI-----	Page 23

**ANDREW YULE & COMPANY LIMITED**  
**TENDER NO.: AYCL/GD/CP/2018-19/003**

**1. NOTICE INVITING TENDER**

Sealed tenders are invited under "Two Bid" system for engagement of company / firm / individual by M/s. ANDREW YULE & COMPANY LIMITED (AYCL), Kolkata for **consultancy service regarding implementation of ISO 27001**

<u>Table1</u>	
<b>Time Sheet - Bid collection and submission details:</b>	
Tender Reference Number	AYCL/GD/CP/2018-19/003 DATED: 27/12/2018
Last date and time for seeking clarification by the bidders	04/01/2019 up to 1600 hrs
Last date and time for bid submission	10/01/2019 1500 hrs
Date of opening of technical bids	10/01/2019 1530 hrs
Earnest Money Deposit	“Earnest Money Deposit” of Rs. 2,000/- (Rupees Two Thousand only) may be paid by Cash Receipt/D.D. favouring Andrew Yule & Co Ltd, payable at Kolkata.
Place of Bid submission	ANDREW YULE & COMPANY LIMITED, YULE HOUSE, 8, DR. RAJENDRA PRASAD SARANI KOLKATA – 700 001 (WB)
Contact Person	Asst. Manager (Technical)
Offer Validity Period	Offer against Tender should remain valid for 180 days from the date of opening of Technical Bids
Place where tender offers would be opened	ANDREW YULE & COMPANY LIMITED YULE HOUSE, 8, DR. RAJENDRA PRASAD SARANI KOLKATA – 700 001
Fax No. Telephone No Email	033-22429262/9770 033-22428210/8550 <a href="mailto:corp.plg@andrewyule.com">corp.plg@andrewyule.com</a> ; <a href="mailto:nadeem.asghar@andrewyule.com">nadeem.asghar@andrewyule.com</a>
Single Cover/ Two Cover	Two Cover system
Place of obtaining tender documents	Downloading from website, addresses of which are given below
Website for downloading tender documents	<a href="http://www.andrewyule.com">www.andrewyule.com</a> , <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a>
Opening and Closing dates for downloading of Tender Documents	From 1600 hrs. of 27/12/2018 to 12.00 hrs. of 10/01/2019.

**ANDREW YULE & COMPANY LIMITED**  
**TENDER NO.: AYCL/GD/CP/2018-19/003**

Last date for Receipt of Tenders	Up to 1500 hrs. on 10/01/2019
Address to which tender documents should be sent	MANAGER (CORPORATE PLANNING) CORPORATE PLANNING DEPARTMENT ANDREW YULE & COMPANY LIMITED YULE HOUSE, 8, DR RAJENDRA PRASAD SARANI, KOLKATA – 700 001 Sealed Tenders can also be dropped in the designated Tender Box which will be made available at the above address.
Date & Time of Opening of Technical Bids	1530 hrs on 10/01/2019 in the presence of such Tenderers / their Authorised representatives who are present, if any, at AYCL, Head Office, Kolkata at that time. The bidder's representatives present, shall sign on a register of attendance and minutes and they should be authorized by their respective companies to do so. A copy of the authorization letter should be brought for verification.
Addendum, corrigendum, etc.	Addendum, modification, change of last date, if any, etc., will be uploaded on the web-site <a href="http://www.andrewyule.com">www.andrewyule.com</a> only. Tenderers are requested to verify the website before submitting the tenders and also from time to time till finalization of the tender

Note :-

Notwithstanding anything contained in this tender AYCL reserves the right to:-

- a. cancel or withdraw this tender enquiry at any stage without assigning any reason whatsoever, and no further correspondence shall be entertained in this regard.
- b. reject or accept any tender offer irrespective of whether it is lowest/ otherwise without assigning any reasons, whatsoever.
- c. AYCL reserves the right to disqualify any tenderer during or after completion of tender process, if it is found that there was a material misrepresentation by any such Applicant or the Applicant fails to provide, within the specified time, supplemental information sought by AYCL
- d. AYCL reserves the right to verify all statements, information and documents submitted by the tenderer in response to the tender. Any such verification or lack of such verification by AYCL shall not relieve the tender of his obligations or liabilities hereunder nor will it affect any rights of AYCL.

**ANDREW YULE & COMPANY LIMITED**  
**TENDER NO.: AYCL/GD/CP/2018-19/003**

**2. GLOSSARY**

In this document, the following terms shall be interpreted as indicated below:

- 2.1 "Vendor" or "Contractor" or "Service Provider" shall mean the successful bidder to whom the contract has been awarded and with whom the Tendering Authority signs the contract for rendering of goods and services.
- 2.2 "Company" or "AYCL" means ANDREW YULE & COMPANY LIMITED
- 2.3 "Contract" means the agreement entered into between the Tendering Authority and the Vendor, as recorded in the document signed by the parties, including all the attachments and appendices thereto, and all documents incorporated by reference therein;
- 2.4 "Bidder" means any individual or any firm / company registered in India, who wants to bid for this tender as per the terms and conditions of this Tender.
- 2.5 "The Contract Price" means the price payable to the Successful Bidder under the Contract for the full and proper performance of its contractual obligations;
- 2.6 "The Goods" means all the material/ services, which the Vendor is required to supply to the Tendering Authority under the Contract;
- 2.7 "Services" means services ancillary to the supply of the Goods, such as consultancy service regarding implementation of ISO 27001, Content Packaging uploading and delivery, implementation, training, transportation and insurance and any other incidental services and other obligations of the Vender covered under the Contract;
- 2.8 "Day" means a week day.
- 2.9 Operation Time will be taken from 9.30 AM to 6.00 PM of the Day
- 2.10 "Tendering Authority" means the Head of the Corporate Planning (Dept.)
- 2.11 "Similar Assignment" or "similar study" means Carrying out the consultancy service regarding implementation of ISO Standards.

**ANDREW YULE & COMPANY LIMITED**  
**TENDER NO.: AYCL/GD/CP/2018-19/003**

**3. ABOUT THE COMPANY**

Andrew Yule & Company Limited (AYCL) is a Central Public Sector Undertaking with Head Office and Registered Office at Kolkata. AYCL became a Government of India Enterprise in 1979. The Company today is a multi-product, multi-unit Company having three Operating Divisions namely, Engineering Division (Kalyani), Electrical (Kolkata & Chennai) and Tea Division (North Bengal & Assam) and one service Division viz. General Division (Kolkata) . Each of the Division works as a separate Profit Centre.

**4. SCOPE OF WORK**

Consultancy Assistance for ISO 27001 Certification considering following 5 locations:-

- Head Office – Kolkata (General Division + Corporate Tea)
- Kalyani Works – Kalyani, West Bengal
- Mayurbhanj Works – Kolkata
- Transport Depot Works – Kolkata
- Chennai Works – Chennai

Major consultancy work :-

The Consultancy work include the process of implementation of ISO 27001 by designing a framework of policies and procedures that includes all legal, physical and technical controls involving an organization's information risk management processes to manage information risks such as cyber-attacks, hacks, data leaks and threats and ascertain the financial implication of implementation of ISO 27001 in the organization up to the final certification by the certifying agency. The major work includes the following:-

1. Awareness training programmes on ISO 27001 ISMS
2. Formulation of ISO 27001 – ISMS policies, procedures & information security objectives including all legal, physical and technical controls in an organization's risk management process to manage information risks, such as cyber-attack, hack, data leaks or threats etc.
3. Ascertaining financial implication for prevention of perceived risks and implementation of companywide ISO – 27001.
4. Preparation of draft ISMS Manual
5. Preparation of “Statement of Applicability” (SoA)
6. Carry out Risk Assessment as per requirements of ISO 27001
7. Providing guidance to carry out 1st. Internal Audit & 1st. Management Review as per ISO 27001 and guiding to close out Non Conformities (NCs) identified during the Internal Audit.
8. Providing guidance to close Non Conformities/ Observations during Stage-I & Stage-II of Audit and Final Certification Audit by the Certifying Agency

Other than these the job also includes all the work in regards to obtaining the certification from the certifying agency which are not mentioned above.

**ANDREW YULE & COMPANY LIMITED**  
**TENDER NO.: AYCL/GD/CP/2018-19/003**

**5. GENERAL TERMS AND CONDITIONS**

**(i) NON TRANSFERABLE TENDER**

Neither the contract nor any rights granted under the contract may be sold, leased/sublet, assigned, or otherwise transferred, in whole or in part, by the vendor, and any such attempted sale, lease, assignment or otherwise transfer shall be void and of no effect without the advance written consent of the Company.

**(ii) QUALIFICATION CRITERIA**

- a) Should be in ISO Certification business for Last 3 Financial Years
- b) Should have at least Auditor / Lead Auditor Training Certificate on ISO 27001 issued by recognized certifying agency of ISO 27001.
- c) Should have implemented any 3 ISO standards in single or different companies (Work Order from State Govt./ Central Govt./ Semi Govt./ PSUs will be given preference) and have to submit the purchase order or completion certificate as documentary evidence.
- d) Should have minimum turnover / fees of Rs 10 lakhs to be supported by last 3 years audited balance sheet or P/L statement.

**Note:** Documentary evidence is required for all the above.

**(iii) EARNEST MONEY DEPOSIT**

Rs. 2,000/- (Rupees Two Thousand only) by way of Cash Receipt/ Demand Draft drawn in favour of M/S ANDREW YULE & CO. LTD Payable at KOLKATA.

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.

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.

**(iv) OFFER VALIDITY PERIOD**

Offers against Tender should remain valid for 180 days from the date of Tender opening Technical Bid Opening.

**(v) COMPLETENESS OF TENDER DOCUMENT**

- a) The Bidder is expected to examine all instructions, forms, terms, conditions, and specifications in the Tender document. Failure to furnish any information required by the Tender document or submission of a tender offer not substantially responsive in every respect to the tender document will be at the Bidder's risk and may result in rejection.

**ANDREW YULE & COMPANY LIMITED**  
**TENDER NO.: AYCL/GD/CP/2018-19/003**

- b) All tenders must be absolutely clear and complete failing which the same will not be considered.
- c) All columns would be properly and legibly filled in. No column would be left blank. Any correction in the rates etc. would be duly attested by the tenderer. Alterations, if any, not authenticated with attestation may result in the rejection of the tender.
- d) Rates quoted by the tenderer in figures and words will be accurately filled in so that there is no discrepancy in the rates written in figures and words.
- e) Special care should be taken to write the rates in figures as well as in words and the amounts in figures only, in such a way that the interpolation is not possible. The total amount would be written both in figures and in words. In case of figures the word Rs. would be written before the figures of rupees and the word Ps. after decimal figures, e.g. Rs 2.15 Ps. In case of words, the word Rupees should precede and the word paisa would be written at the end. Unless when the rate is in whole rupee and followed by the words only, it would be invariably be up to two decimal places.
- f) In case of discrepancy in the figures and words the amounts mentioned in words will be taken as final.
- g) The price quoted in the tender will remain firm during the currency of contract including the extended period, if any. Escalation is not admissible during the period of the contract, towards increase in the rates of the materials and labour or any other charges during the contract period including the extended period if any.
- h) All pages in technical and price bids shall be stamped with the official company seal and duly signed by the authorized signatory.
- i) The Technical Bid should be complete to indicate that all products and services asked for are quoted and should give all required information including technical data, design flow chart, technical specifications, data sheet of the quoted products in an organized and neat manner. No documents, brochures, leaflets, etc. should be submitted in loose form.
- j) The prices quoted in the price bid should be without any conditions.
- k) The price bid must be filled in completely, without any error, erasures or alterations
- l) Tenderer should quote only all-inclusive lumpsum price, inclusive of GST, travelling expenses etc.
- m) The price offer shall be on a fixed price basis, inclusive of all taxes, no price variation should be asked for relating to increase in GST, etc.

**ANDREW YULE & COMPANY LIMITED**  
**TENDER NO.: AYCL/GD/CP/2018-19/003**

- n) All expenses to be incurred by the contractor during the period of consultancy, viz., study, generation and distribution of response sheets/questionnaires, data collection, interaction, analysis, preparation of reports, presentations, providing suitable number of copies of reports to AYCL, visits to various places, stay, travel, etc., and any other expenditure incidental to their services/ preparation of reports shall be borne by the contractor. No additional compensation/ reimbursement shall be paid/ done on this account.
- o) It is the responsibility of the Bidder to clearly identify all costs associated with any item or series of items in this Tender. The Bidder must include and complete all parts of the price bid in a clear and accurate manner. Omissions, errors, misrepresentations, or inadequate details in the Bidder's cost proposal will be considered as valid ground for rejection of the Bidder's proposal. Costs that are not clearly identified will be borne by the Bidder.
- p) The bids prepared by the tenderer and all correspondence and document relating to the bids exchanged by the bidder and the Company shall be written in English.

**(vi) TWO BID SYSTEM TENDER**

- a) Tender shall be submitted in two covers. Cover-I – Technical bid and Cover-II – Price Bid. Both the covers of the tender shall be sealed individually and superscribed in bold letters as **“COVER-I – TECHNICAL BID”** along with the name of the tenderer on the left side or **“COVER-II – PRICE BID”** along with the name of the tenderer on the left side, as the case may be. Both the sealed covers shall be put in another cover, superscribed in bold letters with the name of the work as **“TENDER FOR CARRYING OUT CONSULTANCY SERVICE REGARDING IMPLEMENTATION OF ISO 27001” – TENDER NO.: AYCL/GD/CP/2018-19/003** along with the name of the tenderer on the left side and sealed. Tenders submitted in open covers shall be summarily rejected.
- b) The tender shall be sent so as to reach the address and by the time and date mentioned in Section – 1. Tenders received beyond specified time and date shall be summarily rejected. The Company shall not be in any way responsible for postal delays/ damages/ loss . In the event of the specified last date for submission of tender being declared a holiday, the tenders will be received up to the appointed time on the next working day. The technical bid will be opened at the time and place mentioned in Section- 1. Tenders have to be sent by post/courier/handed over personally to/at the above address in closed cover as specified above. Quotations received by E-mail/Fax will not be accepted.
- c) **Cover-I shall be marked as TECHNICAL BID** along with the name of the tenderer and sealed and shall contain documents / information as stated in Format-I of the tender document duly filled in under each head and signed with company's/firm's seal/stamp.

**ANDREW YULE & COMPANY LIMITED**  
**TENDER NO.: AYCL/GD/CP/2018-19/003**

- d) **Cover-II shall be marked as PRICE BID** along with the name of the tenderer and sealed and shall contain price schedule as per Format-II of tender document duly filled in under each head and signed with company's/firm's seal/stamp.
- e) On evaluation of technical bid, the price bids of the technically qualified bidders will be opened at a later date which will be communicated to all the technically qualified bidders.

**(vii) CLARIFICATION OF OFFER**

The bidders/prospective bidders may seek clarification on matters relevant to the tender through email. All such email should be addressed to the contact person mentioned in section-1. While all attempts will be made to provide clarification to the bidder, the Company, reserves, its right to respond or not to respond to any email received from the bidder.

To assist in the scrutiny, evaluation and comparison of offer, the Company may, at its discretion, ask some or all Bidders for technical clarification of their offer. The request for such clarification and the response shall be in writing or by mail. To speed up the response process, the Company, at its discretion, may ask for any technical clarification to be submitted by means of fax/email by the Bidder. In such cases, original copy of the document describing the technical clarification must be sent to the Purchaser by means of courier / in person in addition to the copy sent in fax/ email.

**(viii) EVALUATION OF TECHNICAL BID**

Bids received will be opened on the specified day in the presence of representatives of the bidders, who choose to be present as per the schedule stipulated. Subsequently a detailed analysis will be carried out and based on the requirement of this tender, parties/ individual will be shortlisted for opening of the bid.

Note:

1. Bidders have to provide copies of supporting documents satisfying the qualification criteria of clause 5 (ii) of this tender.
2. Company reserves the right to judge, appraise and reject any or all proposals at any stage at its discretion and the bidder(s) will not have any right to raise any claim or dispute in this regard.

**(ix) OPENING OF PRICE BID**

Price bid of those parties/ individuals will be opened, who have qualified in Technical bid evolution. AYCL will inform the qualified parties in advance regarding opening of the bid.

**(x) AWARD CRITERIA**

Contract will be awarded to the Bidder, who have quoted the L1 price. However, AYCL may reject or accept any tender offer irrespective of whether it is lowest/ otherwise without assigning any reasons, whatsoever.

**ANDREW YULE & COMPANY LIMITED**  
**TENDER NO.: AYCL/GD/CP/2018-19/003**

**6. OTHER TERMS AND CONDITIONS :**

- (i) Conditional tenders and additional conditions of the tenderer will not be considered.
- (ii) **Risk Purchase Clause:** In the event of any breach of contract on the part of the contractor, the Company reserves the right to cancel the contract and get the balance work executed by some other sources at the risk and cost of the contractor. The work will be commenced and completed as per the time schedule mentioned in the work order.
- (iii) If as a result of any post audit, any amount is found to be recoverable from the contractor, the same will be recovered first from any sum due to the contractor against any current bill of the contractor and/or from any other amount due from the Company and/ or on demand.
- (iv) If the successful bidder makes default in proceeding with the work with due diligence, due to lack of resources or organization or work operated is not up to the expected standards, the Company reserves right to cancel the contract at 3 (three) days' notice at any time during the currency of the contract. If the successful bidder fails to execute the work as per conditions of the contract the Company reserves the right to cancel the contract and to get the work executed through other agencies at the risk and cost of the successful bidder/contractor. The Company would be entitled to withhold any sum due and payable to the successful bidder/contractor as a result of the said breach or default. The contractor will not have any claim for compensation or otherwise on this account.
- (v) **Liquidated damages:** In case of any delay from the bidder side beyond the scheduled date of completion as per the purchase order, penalty will be levied @ 0.5% per week subject to maximum of 5% of the order value.
- (vi) Canvassing in connection with tenders is strictly prohibited and the tender submitted by the bidder/ tenderer who resorts to canvassing will be liable for rejection.
- (vii) No claim for the increase in the price during the contract period will be entertained by AYCL.
- (viii) Notwithstanding anything stated elsewhere in this tender document, AYCL reserves the right to terminate the contract by giving one week notice and in that case AYCL will not be liable to pay any further amounts for the remaining part of the work which is yet to be carried out by the contractor even though the same is part of schedule mentioned in the work order.

**ANDREW YULE & COMPANY LIMITED**  
**TENDER NO.: AYCL/GD/CP/2018-19/003**

- (ix) **Arbitration:** 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.
- (x) ANDREW YULE & COMPANY LIMITED reserves the right to alter /amend any of the above provisions in the tender document, at its discretion, before finalization of the tender.
- (xi) ANDREW YULE & COMPANY LIMITED shall be under no obligation to accept the lowest or any other offer, including those received late or incomplete offers, without assigning any reason whatsoever.
- (xii) The work will broadly comprise of the following phases:-
- For all purposes, the date of award of Work Order either by post or e-mail shall be treated as the Day 1.
- (xiii) **Time Schedule:** The certification process is proposed to be completed in four months' time.
- (xiv) **Term of Payment:** Lumpsum price for the work will be paid to the contractor and the stage payments are as under: -

Stage of Completion of work	Timeline	% of lumpsum to be released by AYCL
Formulation of ISO 27001 – ISMS policies, procedures & information security objectives including all legal, physical and technical controls in an organization’s risk management process to manage information risks, such as cyber-attack, hack, data leaks or threats etc. and Ascertaining financial implication for implementation of companywide ISO 27001	T+15 days	20
Preparation of draft ISMS Manual and “Statement of Applicability (SoA)”	T+45 days	20
1st. Internal Audit & 1st. Management Review Meeting as per ISO 27001	T+90 days	25
Final Certification Audit by the Certifying Agency	T+120 days	35

[ Note: T – Indicates the 1<sup>st</sup> Day of award of work order.]

**ANDREW YULE & COMPANY LIMITED**  
**TENDER NO.: AYCL/GD/CP/2018-19/003**

- (xv) All rules and regulations governing the Andrew Yule & Company Limited will be applicable.
- (xvi) Printing and generation of all forms, questionnaires, response sheets, etc will be the responsibility of the contractor at his cost.
- (xvii) Optimum leveraging of technology / internet should be targeted to restrict logistical and incidental expenses on journeys, hotel stays, etc to the minimum.
- (xviii) Contractor has to clearly inform in advance the proposed number of visits, composition of team members, expected number of days of hotel stay, expected expenditure towards flights, local transportation, boarding and lodging etc which will form part of the work order.
- (xix) Contractor has to clearly inform in advance the mode of payment of fees/charges and schedule of payment of the instalments will be mutually decided by the Management and the Contractor.
- (xx) Any cost or time overshoot is liable to be rejected by the Management.
- (xxi) ANDREW YULE & COMPANY LIMITED will not be responsible for any violation/infringement of copyrights/trademark relating to the ISO certification (Annexure-VI).
- (xxii) For the purposes of this transaction, the bidders/contractor shall ascertain the applicability of all Indian laws and shall ensure compliance with the same.
- (xxiii) Consultant shall not use or disclose any confidential information during the validity of agreement and thereafter without prior approval from AYCL in writing. The reports/recommendations/implementation modules/any data and all records or documents pertaining to this tender including soft copies thereof, shall be treated as confidential by bidder /contractor and shall not, without written consent of AYCL, be made available to any person and shall be delivered to AYCL upon completion of the work and shall become the property of AYCL.
- (xxiv) The Tenderer will have to give a certificate that he is not related to any Officer of AYCL. The Tenderer should give a declaration along with his tender about the names of the relatives, who are employed in the Andrew Yule & Company Limited. (Annexure-III).
- (xxv) The Tenderer shall give an undertaking that he has not made any payment or illegal gratification to any person /authority connected with the bid process so as to influence the bid process and has not committed any offence under the Prevention of Corruption Act in connection with the bid. (Annexure-IV).

**ANDREW YULE & COMPANY LIMITED**  
**TENDER NO.: AYCL/GD/CP/2018-19/003**

- (xxvi) The Tenderer shall disclose any payments made or proposed to be made to any intermediaries (agents etc.) in connection with the bid.
- (xxvii) The Tenderer shall disclose any information regarding any current litigation in which the tenderer is involved (Annexure-V).
- (xxviii) The contractor is expected to carry out its assignment with due diligence and in accordance with the prevailing standards of the profession.
- (xxix) The Tenderer/ contractor will cooperate fully with any legitimately provided /constituted investigative body, conducting inquiry into processing or execution of this contract/any other matter related with the discharge of contractual obligations by the Tenderer/contractor .
- (xxx) All payments will be made by the Company through online mode only. The Company will release each instalment of payment within 15 working days from the date receipt of valid invoice from the Contractor after completion of each stage of the work. However, the Company will not be responsible for reasons beyond its control of the Company . Company is not liable to pay any interest/penalty /damages in this regard.
- (xxxi) The tender process shall be governed by, and construed in accordance with, the laws of India and the Courts at Kolkata shall have exclusive jurisdiction overall disputes arising under, pursuant to and/ or in connection with the tender process.

**ANDREW YULE & COMPANY LIMITED  
TENDER NO.: AYCL/GD/CP/2018-19/003**

**Format - I**

**TECHNICAL BID**

<b>Sl. No.</b>	<b>Work to be done</b>	<b>Yes/ No, if yes then details of documents attached</b>
1	Name of the Company/ Firm/ Individual	
2	Full Address: Phone No: Fax No: Email ID:	
3	Full Address of the Registered Office (If any) Phone No: Fax No: Email ID:	
4	Full Name of Contact Person Phone No: Fax No: Email ID:	
5	Date of Establishment of the firm and the names of the partners or Corporate Status. (A copy of partnership Deed or Articles of Association to be enclosed)	
6	Earnest Money	Rs. 2,000/-
7	Details of Earnest Money	
8	PAN of income tax/ service tax department (Photocopy)	
9	GST No. (copy of registration certificate to be enclosed)	
11	Bank Details Name of the Bank: Name of the Branch: Bank Address: Bank Account No: IFSC Code/ RTGS Code (copy of Bank pass book page having relevant information to be enclosed)	
12	Brief description about the consultant	

**ANDREW YULE & COMPANY LIMITED**  
**TENDER NO.: AYCL/GD/CP/2018-19/003**

<b>SI. No.</b>	<b>Work to be done</b>	<b>Yes/ No, if yes then details of documents attached</b>
13	Consultant Experience: In addition to overall experience of the consultant, details of specific consultancy projects/ study undertaken may be provided including assignments/ project name, description of services provided, approx value of assignment, country & location, duration of assignment, name of client, starting & completion dates, name of associates (other than employees) if any. Consultancy Experience of helping Governments Departments/ PSUs/ Large Public Organization to obtain ISO Certification may be specially mentioned.	
14	Track of being in the Business for at least 3 financial years (copies IT returns and audited financial results to be enclosed)	
15	Work Approach	
16	Work Methodology	
17	Work plan and schedule	
18	Members of the consultant with details	
19	Annexure – I to be enclosed Annexure – II to be enclosed Annexure – III to be enclosed Annexure – IV to be enclosed Annexure – V to be enclosed Annexure – VI to be enclosed Format – I to be enclosed Format – II to be enclosed Stamp & signed copy of the tender documents as a sign of unconditional acceptance of tender.	

SIGNATURE OF THE TENDERER WITH SEAL

**ANDREW YULE & COMPANY LIMITED  
TENDER NO.: AYCL/GD/CP/2018-19/003**

**Format-II**

**PRICE BID**

<p>CONSOLIDATED PROFESSIONAL FEES FOR CONSULTANCY SERVICE REGARDING IMPLEMENTATION OF ISO 27001 (PROFESSIONAL FEES should be all inclusive covering consultation fees, air fare/train fare/taxi fare /boarding and lodging/stationery charges / telephone charges, etc). Nothing will be paid separately</p>	<p>Rs. _____ Ps</p> <p>In words Rupees _____ and Paise _____</p> <p>GST Rs. . _____ Ps</p> <p>In words Rupees _____ and Paise _____</p> <p>Total Rs. . _____ Ps</p> <p>In words Rupees _____ and Paise _____</p>
<p>The above amounts are subject to recovery/deduction of Income Tax / any other taxes by the Company as applicable as per Law</p>	

**SCHEDULE OF PAYMENT**

<b>Stage of Completion of work</b>	<b>% of lumpsum to be released by AYCL</b>	<b><u>Amount in Rs</u></b>	<b><u>GST</u></b>	<b><u>Total Amount</u></b>
Formulation of ISO 270001 – ISMS Policy & Information Security Objectives and Ascertaining financial implication for implementation of ISO 27001	20			
Preparation of draft ISMS Manual and “Statement of Applicability (SoA)”	20			
1st. Internal Audit & 1st. Management Review Meeting as per ISO 27001	25			
Final Certification Audit by the Certifying Agency	35			

SIGNATURE OF THE TENDERER WITH SEAL

**ANDREW YULE & COMPANY LIMITED**  
**TENDER NO.: AYCL/GD/CP/2018-19/003**

**Annexure-I**

COVERING LETTER AND UNDERTAKING AS TO COMPLIANCE OF CONDITIONS  
AND NO COUNTER CONDITIONS

To  
MANAGER (CORPORATE PLANNING)  
ANDREW YULE & COMPANY LIMITED,  
Yule House,  
8, Dr Rajendra Prasad Sarani,  
Kolkata 700 001  
Sir,

Sub: Tender for Carrying out Consultancy Service Regarding Implementation  
of ISO 27001 - Reg

Ref: TENDER NO.: AYCL/GD/CP/2018-19/003

\*\*\*\*\*

I/We hereby confirm having read by me/us read and/or explained to me/us so far all the terms and conditions stated in the tender documents and agree to abide unconditionally the terms and conditions stated therein.

2. Should this tender be accepted, I/We hereby agree to abide by and fulfil the terms and conditions and other provisions contained in the tender documents, which have been read by me/us read and/or explained to me/us so far as they are applicable. In default of compliance any of these conditions, I/We agree to set off the extra cost if any, for carrying out the work at my/our risk and cost and to pay the AYCL or its successors on demand as debt due any amount required to meet the extra cost of carrying out the work.

3. I/We hereby confirm having read and understood all the terms and conditions of the tender and abide by these terms and conditions. All the pages in the tender documents have been initiated/signed and stamped in token of acceptance of the terms and conditions of the tender documents.

4. I/ We hereby confirm that I/we have not put/ specified/ laid down any counter conditions and I/we accept the tender conditions and agree to abide by the same

Thanking you,

Yours faithfully,

**SIGNATURE OF THE TENDERER**  
**WITH SEAL NAME AND ADDRESS**

Place :  
Date :

**ANDREW YULE & COMPANY LIMITED**  
**TENDER NO.: AYCL/GD/CP/2018-19/003**

**Annexure-II**

To,  
MANAGER (CORPORATE PLANNING)  
ANDREW YULE & COMPANY LIMITED,  
Yule House,  
8, Dr Rajendra Prasad Sarani,  
Kolkata 700 001

Sir,

Sub: Tender for Carrying out Consultancy Service Regarding Implementation of ISO 27001 - Reg

Ref: TENDER NO.: AYCL/GD/CP/2018-19/003

\*\*\*\*

A. With reference to your Tender No.: AYCL/GD/CP/2018-19/003 dated: 27/12/2018, I/ we hereby certify that I/we/any of our partners, directors, Board Members has not been black listed by any Government /Semi Government Organization/statuary body  
'Or'

B. I/We hereby certify that I/ we hereby certify that I/we/any of our partners, directors, Board Members has been black listed by the following Government /Semi Government Organization/statuary body:-

- 1.....
- 2.....
- 3.....

Thanking you,

Yours faithfully,

SIGNATURE OF THE TENDERER WITH SEAL

\*Strike out 'A' or 'B', whichever is not applicable.

Place :

Date :

**ANDREW YULE & COMPANY LIMITED**  
**TENDER NO.: AYCL/GD/CP/2018-19/003**

**Annexure-III**

To,  
MANAGER (CORPORATE PLANNING)  
ANDREW YULE & COMPANY LIMITED,  
Yule House, 8, Dr Rajendra Prasad Sarani,  
Kolkata 700 001

Sir,

Sub: Tender for Carrying out Consultancy Service Regarding Implementation  
of ISO 27001 - Reg

Ref: TENDER NO.: AYCL/GD/CP/2018-19/003

\*\*\*\*

A. With reference to your Tender No.: AYCL/GD/CP/2018-19/003 dated: 27/12/2018 and as per Cl. No.(xxiv) of Other Terms and Conditions of this Tender, I/we hereby certify that, we are not related to any Officer of Andrew Yule & Company Limited and also certify that I/we do not have any relatives employed in the Andrew Yule & Company Limited.

‘Or’

B. I/We hereby certify that my relative(s) working as Officer in Andrew Yule & Company Limited., or any Officers of the rank of the Asst. Secretary or above in the Ministry of Shipping, Government of India is given below:-

1.....

2.....

3.....

Thanking you.

Yours faithfully,

SIGNATURE OF THE TENDERER WITH SEAL

\* Strike out “A” or “B”, whichever is not applicable.

Place :

Date :

**ANDREW YULE & COMPANY LIMITED**  
**TENDER NO.: AYCL/GD/CP/2018-19/003**

**Annexure-IV**

To,  
MANAGER (CORPORATE PLANNING)  
ANDREW YULE & COMPANY LIMITED,  
Yule House,  
8, Dr Rajendra Prasad Sarani,  
Kolkata 700 001

Sir,

Sub: Tender for Carrying out Consultancy Service Regarding Implementation  
of ISO 27001 - Reg

Ref: TENDER NO.: AYCL/GD/CP/2018-19/003

\*\*\*\*

A. With reference to your Tender No.: AYCL/GD/CP/2018-19/003 dated: 27/12/2018 and as per Cl. No.(xxv) of Other Terms and Conditions of this Tender, I/we hereby undertake that, I/we have not made any payment or illegal gratification to any person/ authority connected with the bid process so as to influence the bid process and I/we have not committed any offence under the Prevention of Corruption Act in connection with the bid.

and

B. As per Cl. No.(xxv) of Other Terms and Conditions of this Tender, I/we hereby certify that I/we have nothing to disclose any payments made or proposed to be made to any intermediaries (agents etc.) in connection with the bid.

Thanking you.

Yours faithfully,

SIGNATURE OF THE TENDERER WITH SEAL

Place :

Date :

**ANDREW YULE & COMPANY LIMITED**  
**TENDER NO.: AYCL/GD/CP/2018-19/003**

**Annexure-V**

To,  
MANAGER (CORPORATE PLANNING)  
ANDREW YULE & COMPANY LIMITED,  
Yule House,  
8, Dr Rajendra Prasad Sarani,  
Kolkata 700 001

Sir,

Sub: Tender for Carrying out Consultancy Service Regarding Implementation  
of ISO 27001 - Reg

Ref: TENDER NO.: AYCL/GD/CP/2018-19/003

\*\*\*\*\*

A. With reference to your Tender No.: AYCL/GD/CP/2018-19/003 dated: 27/12/2018 and as per Cl. No. (xxvii) of Other Terms and Conditions of this Tender, I/ we hereby certify that, I/we do not have any current litigation with any party/ firms.

‘Or’

B. I/We hereby certify that presently I/we are having litigation with the following party/ firms:-

1.....

2.....

3.....

Thanking you,

Yours faithfully,

SIGNATURE OF THE TENDERER WITH SEAL

\*Strike out ‘A’ or ‘B’, whichever is not applicable.

Place :

Date :

**ANDREW YULE & COMPANY LIMITED**  
**TENDER NO.: AYCL/GD/CP/2018-19/003**

**Annexure-VI**

To,  
MANAGER (CORPORATE PLANNING)  
ANDREW YULE & COMPANY LIMITED,  
Yule House,  
8, Dr Rajendra Prasad Sarani,  
Kolkata 700 001

Sir,

Sub: Tender for Carrying out Consultancy Service Regarding Implementation  
of ISO 27001 - Reg

Ref: TENDER NO.: AYCL/GD/CP/2018-19/003

\*\*\*\*\*

With reference to your Tender No.: AYCL/GD/CP/2018-19/003 dated: 27/12/2018 and as per Cl. No. (xxi) of Other Terms and Conditions of this Tender, I/we hereby certify that by carrying out this work there will not be any violation/infringement of copyrights/trademark relating to the ISO Certification by me/us and I/we hereby indemnify the ANDREW YULE & COMPANY LIMITED against any such violation/infringement.

Thanking you.

Yours faithfully,

SIGNATURE OF THE TENDERER WITH SEAL

Place :

Date :