

ANDREW YULE & COMPANY LIMITED
(A Government of India Enterprise)
Tea Division
8, Dr. Rajendra Prasad Sarani
Kolkata – 700 001

NOTICE INVITING TENDERS

ANDREW YULE & CO. LTD. invites e-Tender under two part system (**Part I: Techno-Commercial Bid and Part II: Price Bid**) from bona fide and reputed **Company/Firm** for supply, the details of which are available in Annexure-III “**Scope of Work / Technical Specification**” as specified in this tender document.

Tender document may be downloaded from MSTC website www.mstcecommerce.com/eprochome/aycl or www.andrewyule.com. Corrigenda or clarifications, if any, shall be hosted on the above mentioned websites only. AYCL reserves the right to accept or reject any tender.

Schedule of Tender

1.	TENDER NO.	TED/AYCL/TEA KIOSK/19-20 Dated. : 16/10/2019
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/9/19-20/ET/156
4.	Date of publication of e-Tender through publication MSTC/AYCL websites and Central Public Procurement Portal	16/10/2019
5.	Date of availability of NIT to the Vendors for downloading	16/10/2019
6.	Earnest Money and other document	<ul style="list-style-type: none"> • “Earnest Money Deposit” of Rs.2500.00 (Rupees two thousand five hundred only) may be paid by Cheque/D.D. favouring Andrew Yule &Co Ltd., payable at Kolkata. • Other document as described in Annexure – I, Sl. No. 2

7.	Last date of submission of EMD & other documents to AYCL Ltd.	29/10/2019
8.	Date of Starting of e-Tender for submission of Online Techno-Commercial Bid and Price Bid at www.mstcecommerce.com/eprochome/aycl	To be intimated to the eligible vendor separately by email as well as through Corrigendum in the website.
9.	Date of closing of Online e-tender for submission of Techno-Commercial Bid & Price Bid at www.mstcecommerce.com/eprochome/aycl	To be intimated to the eligible vendor separately by email as well as through Corrigendum in the website.
10.	Date & time of opening of Part-I (Techno-Commercial Bid)	To be intimated to the eligible vendor separately by email as well as through Corrigendum in the website.
11.	Date & time of opening of Part-II (Price Bid)	To be intimated to the eligible vendor separately by email as well as through Corrigendum in the website.

List of Annexure

Important Instructions for E-procurement -	- Annexure-I
General Information	- Annexure-II
Scope of Work / Technical Specification	- Annexure-III
General Terms& Conditions	- Annexure-IV

ANDREW YULE & COMPANY LIMITED
Tea Division
Important Instructions for E-procurement
Ref.E-Tender No.: AYCL/TEA DIVISION/9/19-20/ET/156
Ref. Tender No.: TED/AYCL/TEA KOSK/19-20

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

- 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. Sukrit Mukhopadhyay
Senior Manager(Retail Marketing)
Mobile No: 9830278757
Email:sukrit.mukhopadhyay@andrewyule.com

Contact person (E-Commerce, MSTC Ltd):

- | | |
|---|---|
| <p>1. Mr. Pritam Biswas
Asst. Manager (ERO)
MobileNo: 09903248755
Email: pbiswas@mstcindia.co.in</p> | <p>2. Mr. Mayank Jain,
Asst. Manager (ERO)
Mobile- 09721277969
Email:mhjain@mstcindia.co.in</p> |
| <p>3. Ms Vikash Kumar Jaiswal
Regional Manager (ERO)
Mobile-09903042449
Email: vikash@mstcindia.co.in</p> | <p>4. Helpline: (033) 22901004</p> |

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)

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

Within 14 days from the publication of advertisement the vendor must submit the following documents to Sr Manager(Retail Marketing), Tea Division, Andrew Yule & Co. Ltd., 8 Dr. Rajendra Prasad Sarani, Kolkata – 700001. Off-line.

- Earnest Money of Rs.2500/- (Rupees two 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 Specification, under Annexure-III. Along with desired information/Data.
- Acceptance of General Terms & Conditions, under Annexure-IV. Along with 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 → 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.
- i. During the entire e-tender process, the bidders will remain completely anonymous to one another and also to everybody else.

- j. The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.
- k. Techno-Commercial bid will be opened electronically on specified date and time as given in the NIT. Bidder(s) can download Technical Comparative statement.
- l. Price bid will be opened electronically on specified date and time given in the NIT. Bidder(s) can download Price Comparative statement.
- m. All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.
- n. 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**.
- o. It is mandatory that all the bids are submitted with Digital Signature Certificate otherwise the same will not be accepted by the system.
- p. 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.
- q. 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.
- r. Unit of Measure (UOM) is indicated in the e-tender Floor. Rate to be quoted should be in Indian Rupee as per UOM indicated in the e-tender floor/tender document.

E-tender cannot be accessed after the due date and time mentioned in NIT.

All notices / corrigendum and correspondence to the bidder(s) shall be sent by email only during the process till finalization of tender by ANDREW YULE & COMPANY LTD/MSTC LTD. Hence the bidders are required to ensure that their corporate email I.D. provided is valid and updated at the stage of registration of vendor with MSTC. Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate).

Any order resulting from this open e-tender shall be governed by the terms and conditions mentioned therein.

No deviation to the technical and commercial terms & conditions are allowed.

ANDREW YULE & COMPANY LTD has the right to cancel this e-Tender without assigning any reason thereof.

The online tender should be submitted strictly as per the terms and conditions and procedures laid down in the website www.mstcecommerce.com/eprochome/aycl of MSTC Ltd.

The bidders must upload all the documents required as per terms of NIT. Any other document uploaded which is not required as per the terms of the NIT shall not be considered.

The bid will be evaluated based on the filled-in technical & commercial formats.

Bidders are requested to read the vendor guide and see the video in the page www.mstcecommerce.com/eprochome/mstc of MSTC Ltd. to familiarize them with the system before bidding.

ANDREW YULE & COMPANY LIMITED
Tea Division

General Information

Ref.E-Tender No.: AYCL/TEA DIVISION/9/19-20/ET/156

Ref. Tender No.: TED/AYCL/TEA KOSK/19-20

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

The applicants are required to furnish full information to the queries included in this form. In giving the particulars, the supporting documents/certificates as called for per queries at places, must be tagged with the application for evidencing the information furnished in the application.

1. Name of the firm in full :

2. Address, Telephone No.,
Fax No. & E-mail :
a) Address :

b) Telephone No. :

c) Fax No. :

d) E-mail ID :

3. Status of the organization :

4. Trade Licence No. :
(Please attach photocopy of the licence)

5. Banker's name
(a) Name of the Bank :

(b) Name of the Branch :

(c) Account No. :

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

6. GST Registration No. :
(Please attach photocopy GST Registration Certificate/Acknowledgement of GST Enrolment Form

7. I. T. Permanent Account No.:
(Please attach photocopy of PAN Card)

8. Financial Capacity : Year (2018-2019)
(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

Scope of Work / Technical Specification

Ref.E-Tender No.: AYCL/TEA DIVISION/9/19-20/ET/156

Ref. Tender No.: TED/AYCL/TEA KOSK/19-20

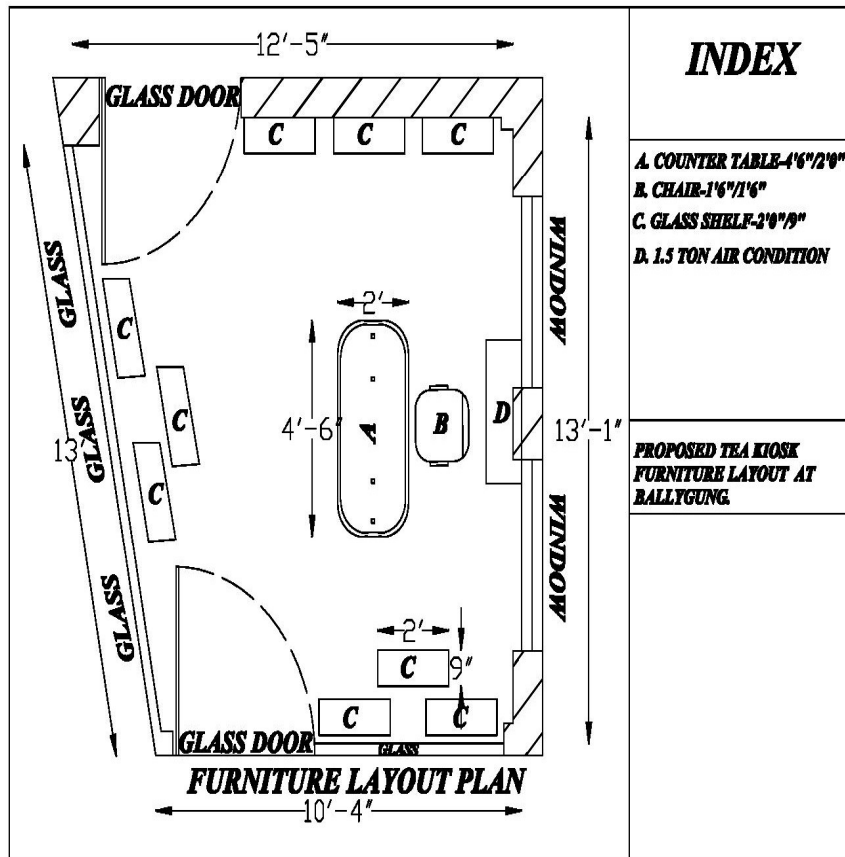
1. **Scope of Work**

Supply as per specification, FOR Site including its erection, painting & other jobs at site.

2. **Specification**

- **False Ceiling Work** : Providing and fixing False Ceiling with 12 mm ISI mark Gypsum board 12 mm thick with light fittings for horizontals & verticals fixed over G.I frame work including finishing with White Plastic Emulsion Paint etc. Complete in all respects
Approx 170 sft
- **Plaster of Paris** : Providing and applying ISI mark Plaster of Paris on wall & column and false ceiling
Approx 300 sft
- **Panel Work** : Providing and erection of Plywood Panel in the wall by 1 " wooden frame work at 2' x 2' CC clad with 6 mm ISI Mark Plywood and with 1mm laminate with partly glazed .
Approx 120 sft
- **Provision of Counter Table** :Providing & fixing in position on counter table 4'6" wide as per drawing comprising of the following complete in all respects i) Working top made with 19 mm thick plywood finished with .8mm thick laminate with Drawer units provided with multipurpose locks in each drawer. Facia of drawer unit shall be finished with .8mm thick laminate and all other sides shall be finished with laminates. drawers will be provided with handles (stainless steel finish) and channels as per requirements The item to include all relevant ISI Mark SS hardware and fittings
2 Sets
- **Provision of Round Shaped Table** :Providing& fixing in position on modular round shaped table of 3' diagonally wide comprising of the following complete in all respects
 - a)) Table top made with 19 mm thick ISI plywood finished with 8mm thick laminate.
 - b) Table top decorative with 6mm polished / glass.
3 Sets
- **Painting** :Providing and applying plastic emulation paint of Asian paint/ICI Dulux /Berger paint as per approved shade . Bi- colour plastic paint should be used. The wall surface has to duly prepared by scraping , removing the damaged plaster and applying ISI mark Plaster of Paris in wall as well as in false ceiling for smooth surface .
Approx. 300 sft
- **Hanging Fittings**: Providing & fixing in position on ceiling of G.I. wire cable hanging fittings with 8mm polished glass as per drawing comprising of the all complete SS hardware fittings .
16 Sets
- **Artificial Tea Creeper Leaves** :Providing& fixing of artificial tea creepers leaves on the false ceiling comprising of the all complete ISI mark SS hardware and fitting
Approx 40 sft
- Providing & fixing of 8mm polished glass with necessary hardware fitting
24 Sets
- **Decorative Tea Creepesr Sun Films** :Providing & fixing of decorative tea creepers sun films with necessary adhesive.
Approx 200 sft
- **Vinyl Glow Sign Board** :Supply, Installation & commissioning of Vinyl Glow Sign Board with LED light
Approx 25 sft
- **Lighting Arrangement** :Supply, Installation, testing & commissioning of surface mounted or suspended light fixtures with lamps, ballast & all necessary mounting & supporting accessories
20 Sets
- Supply, Installation, testing & commissioning of 1.5 TON SPLIT A/Cwith supporting accessories
2 Sets

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Tea Division
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3. Information / Data required to be furnished

- The Bidder should provide Tender Specific credentials
- The Bidder should have Resident Setup in Kolkata.
- Client list for last 3 years.

ANDREW YULE & COMPANY LIMITED
Tea Division
Ref.E-Tender No.: AYCL/TEA DIVISION/9/19-20/ET/156
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LIST OF APPROVED MATERIALS FOR INTERIOR DECORATION WORK

SL.NO	ITEM	APPROVED BRAND
1.	False Ceiling GYP/MODULAR	India Gypsum Ceiling/ Armstrong or equivalent
2.	Inter mediate Channel/Ceiling Section	Gypsteel or equivalent
2A.	Putty.	Asian/Burger or equivalent
3.	Wood Frame World Wood Section All wood must be well seasoned, free from knots, other defects, decay and defects due to handling and transportation. Wherever necessary, provide with anti —termite Treatment	Kapoor/Hard Wood
4.	Plywood BWR COMMERCIAL grade	Mukut /Archid/Sampark Ply. Or equivalent.
5.	Wire Rope Hanging fittings.	Jiangsu /Chongqing, China (ISO 9001,9000)
6.	Artificial Tea Creepers Leaves	Lagom/PE materials or equivalent.
7.	Clear Decorative Films	2 mm
8.	Laminates	Amulaya/Formica/Greenlam.
9.	Drawer/Storage Handle	Ebco/Hettich or equivalent
10.	Drawer/Storage Lock	Godrej/Hettich or equivalent
11.	Screw	GKW or equivalent
12.	Hinges	CIEF/Hettich/woodshad or equivalent.
13.	Sliding Channel	CIEF/Ebco/Hettich or equivalent
14.	Adhasive	Fevicol SH
15.	Wall Papers	Minerva/Green/Legend or equivalent.
16.	Polished Glass	Modiguard / Saint Gobain or equivalent
17.	Paints (Enamel / Acrylic Emulsion)	Asian Paints/Berger (Colour world)

18.	Mirror	Modiguard / Saint Gobain
19.	Chairs	Decor — X/Spacewood
20.	PVC Tape	Anchor/Steelgrip or equivalent.
21.	Wire PVC insulated flexible wire	Finolex/Havell's or equivalent
22.	Light Fittings.	Havell's/Philips/Anchor or equivalent.
23.	Air Conditioning	Samsung/Voltas or equivalent.
24.	Vinyl Glow Sign Board.	Sharp Sign
	Any other items not covered above	On approval

ANDREW YULE & COMPANY LIMITED
Tea Division
General Terms & Conditions
Ref.E-Tender No.: AYCL/TEA DIVISION/9/19-20/ET/156
Ref. Tender No.: TED/AYCL/TEA KOSK/19-20

1. **Scope of Work**
Supply as per specification, FOR Site including its erection, painting & other jobs at site.
2. **Location of Site**
Tea Kiosk, Andrew Yule & Co. Ltd.,HPCL Petrol Pump , 7,Old Ballygunge Road Kolkata - 700019, West Bengal
3. **Delivery**
The entire work of supply, fabrication & painting is to be completed within 30 days from issue of valid contract order.
4. **Liquidated Damage**
In the event of failure on your part to complete the entire scope of correct, specific work against the contract to our satisfaction within the specified period of completion, we may recover as L/D a sum equivalent to ½% of the material value for each week or any part thereof default, where the delivery thereof will be accepted after expiry of the date stipulated for this purpose, but limited to a maximum of 10% of material value.
5. **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.
6. **Force Majeure**
Any delay or failure in the performance of either party hereto will not constitute default there under 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.
7. **Terms of Payment**
 - 20 % of material value as advance against Bank Guarantee of equivalent amount to be valid till entire material reaches site.
 - 50 % of material value together with 100% taxes & duties, on receipt of complete material at **site** in good condition, duly certified by Site In charge ,within 15 days from date of receipt.
 - Balance 50% of materials value with 100% charges towards fabrication and commissioning will be made within 30 days from the date of successful commissioning duly certified by Site In charge
 - Statutory deduction will be made as per rules.
8. **Validity**
The offer must be valid for a period of 60 days from last date of submission.

9. Earnest Money Deposit

The Tenderers must ensure Earnest Money Deposit in the following manner which will be converted into Security Deposit for the successful bidder and will be released on completion of contract.

E.M.D value – Rs.2,500/-

- EMD must be submitted by Cheque/D.D. favouring Andrew Yule &Co Ltd, payable at Kolkata.

10. Price variation

The quoted price should remain Firm during pendency of the contract

11. Incomplete “Quotation/Offer” is liable to be rejected.