

ANDREW YULE & COMPANY LIMITED
(A Government of India Enterprise)
ELECTRICAL DIVISION, SWITCHGEAR UNIT
14, MAYURBHANJ ROAD, KOLKATA - 700023

**TENDER DOCUMENTS FOR ANNUAL SUBSCRIPTION FOR AUTOCAD INCLUDING
SPECIALISED TOOLSETS COMMERCIAL ,SINGLE USER**

ANDREW YULE & CO. LTD. invites open e-Tender under single stage 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. Corrigenda or clarifications, if any, shall be hosted on the above mentioned websites only.

AYCL reserves the right to accept or reject any tender.

Sl. No.	Item Description	Qty
1	ANNUAL SUBSCRIPTION FOR AUTOCAD INCLUDING SPECIALISED TOOLSETS COMMERCIAL,SINGLE USER	5NOS

Schedule of Tender

1.	TENDER NO.	AYCL/Electrical Division KO/32/19-20/ET/228
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/Electrical Division KO/32/19-20/ET/228
4.	Date of publication of e-Tender through publication in MSTC website	07/01/2020
5.	Date of availability of NIT to the Vendors for downloading	07/01/2020
6.	Earnest Money Deposit	<ul style="list-style-type: none"> • “Earnest Money Deposit” of 1% of the bid value may be paid by Cash Receipt/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.	21/01/2020 up to 2.00pm
8.	Date & time of opening of Part-II (Price Bid)	Price Bid will be opened after finalization of Techno-Commercial bid. Date & Time of opening of Price Bids will be intimated to the eligible vendor separately by email.

List of Annexure

Important Instructions for E-procurement -

Annexure-I

General Information -

Annexure-II

Online Techno commercial terms

Annexure-III

General Terms& Conditions

Annexure-IV

Price Sheet

Annexure-V

Important Instructions for E-procurement

This is an e-procurement event of ANDREW YULE & COMPANY LTD Ltd.

You are requested to read the Terms & Conditions (Annexure- II, III, and 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 (ANDREW YULE & COMPANY LTD):

- | | |
|---|--|
| 1. Mr. Bhaskar Bandopadhyay
Sr. Manager (Materials)
Ph. No: (033) 2449-1601 | 2) Mr. Pallab Naskar
Asst. Manager (Materials)
Ph. No.: (033) 2449-1770
Email: pallab.naskar@andrewyule.com |
|---|--|
- Email: bhaskar.bandopadhyay@andrewyule.com

Contact person (E-Commerce, MSTC Ltd):

Mr. Pritam Biswas, Assistant Manager (ERO)
Mobile- 9903248755, email- pbiswas@mstcindia.co.in

Mr. Mayank Jain, Assistant Manager (ERO)
Mobile- 9721277969, email- mhjain@mstcindia.co.in

Mr. Vikash Kumar Jaiswal, Regional Manager (ERO)
Mobile- 9903042449, email- vikash@mstcindia.co.in

HELP LINE NO. (033) 2290 1004

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 updates 79 software to be downloaded and installed in the system. Security level should be medium
- v) To enable ALL active X controls and disable 'use pop up blocker' under Tools → Internet Options → custom level (Please run IE settings from the page www.mstcecommerce.com once)

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

Within specified Date & time the vendor must submit the following documents to Sr. Manager (Materials) Electrical Division, Andrew Yule & Co. Ltd., 14, Mayurbhanj Road Kolkata-23. Off-line.

- Earnest Money of 1% of bid value to be submitted by Cheque/DD favouring Andrew Yule & Co. Ltd. Payable at Kolkata.
- General information, under Annexure-II complete in all respect alongwith desired document.
- In case of failure to submit the EMD 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.

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 within the last date as mentioned in Schedule of Tender.
- 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 above fees and submitted documents to Andrew Yule will be short listed by Andrew 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 en Apple by accepting the risk and clicking on run. This exercise has to be done twice immediately after opening of Bid floor. Then they have to fill up Common terms /Commercial specification and save the same. After that clicking on the Techno-Commercial bid, if this application is not run then the bidder will not be able to save / submit his Techno-Commercial bid.
- 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 be 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 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.

The following are to be submitted to Sr. Manager (Materials), Andrew Yule, Electrical Division, Kolkata Operation, Switchgear Unit, in a sealed envelope.

1. EMD :1% of bid value.

*Bidder may request for exemption from submitting EMD (Refer details given in Sl No 1 of Annexure-IV, General terms & condition).

Our Bank details for making RTGS payment.

Bank Name and Address	IDBI BANK, GROUND FLOOR 101, PARK STREET, KOLKATA, WEST BENGAL-700016
IFSC Code	IBKL0000012
Account No	012103000000718
Account Name	ANDREW YULE & COMPANY LIMITED

Annexure-III

TECHNO-COMMERCIAL TERMS
(*To be filled online in mstc portal*).

SL NO	TERMS & CONDITIONS	VENDOR RESPONSE
1	The price quoted should be firm & FOR KOLKATA	AGREE
2	GST rate and GST no to be indicated by the bidder.	REMARKS
3	Liquidated damage - If the delivery is delayed beyond the date of scheduled date of despatch in the purchase order, penalty will be levied @ 1/2% per week subject to a maximum of 5%. Please confirm acceptance.	AGREE
4	Guarantee:12months	AGREE
5	Payment Terms: 90 days' direct credit from the date of invoice after successful installation & commissioning. However acceptance of any deviation of the payment terms will be at the sole discretion of AYCL & if the deviation is accepted price of bidders who quote other payment terms will be loaded as per AYCL norms. Any advance payment terms will not be accepted.	REMARKS
6	Risk purchase clause: The company reserve the right to impose risk purchase clause as " For delay in execution / supply we shall have every right to do the same through some other agency/s which shall deemed fit and the additional cost of the same (Incidental/Consequential) shall be to your account which with respect to our intimation or observation whatsoever. Please confirm acceptance.	AGREE
7	Arbitration clause: All disputes relating to this offer or relating to the price of the goods supplied hereunder or otherwise arising between the seller and buyer shall be subject to and referred to the court or competent jurisdiction situated within the limits of the city of Kolkata neither the seller nor the buyer shall take or adopt any legal proceedings to enforce any claim against the order relating to this order or arising there from in any court other than the court of competent jurisdiction within the limit of the city of Kolkata.	AGREE
8	Validity of offer: Offer should be valid for a period of 90days from the date of offer.	AGREE
9	Note: Proper loading in the price shall be made by us for important terms e.g. "payment terms" cost of deliver to the destination, GST, ,others having financial implication.	AGREE
10	Delivery: Delivery should be within 7days from date of order	AGREE WITH REMARKS.
11	EMD to be paid by DD/RTGS within scheduled date. Please mention DD no. or RTGS details in the remarks.	REMARKS
12	EMD to be adjusted against the outstanding dues between the vendor & AYCL. Please write accepted in the remarks field if agreed.	REMARKS
13	EMD -to be waived as vendor's turnover more than Rs50crore. Please mention the turnover of last year in the remarks. Also upload supporting document.	REMARKS
14	EMD to be waived as per vendor's attached MSME certificate. Copy of certificate to be attached.	REMARKS
15	AYCL reserves the right to terminate the contract at any time if the supplier fails to deliver the goods within schedule delivery period or major contract terms & conditions are violated by the supplier/bidder.	AGREE

16	As per attached Vendor Registration Form, New Vendor has to register with AYCL. However, Existing vendor needs no further registration.	AGREE
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Annexure-IV

GENERAL TERMS AND CONDITIONS

EMD : 1% of bid value by way of Cash Receipt/ Demand Draft drawn in favour of M/S ANDREW YULE & CO.LTD Payable at KOLKATA. Bank Guarantee from any nationalised / Scheduled / Multinational Bank for the EMD amount can also be accepted.

For bidders already enlisted with AYCL- Electrical Division, having outstanding amount more than the EMD amount or who have already submitted the EMD against our earlier tenders or those who have security deposit with Andrew Yule may apply for adjustment of the same.

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.

Bidders whose turnover is more than Rs: 50 crores 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.

PRICE FORMAT:

Sl. No.	DESCRIPTION	UO M	Basic Price (RS./NO)	CGST (%)	SGST (%)	IGST (%)	Total per unit cost (T) (In Rs)
1	ANNUAL SUBSCRIPTION FOR AUTOCAD INCLUDING SPECIALISED TOOLSETS COMMERCIAL,SINGLE USER	NO	(a)	(b)	(c)	(d)	$T = \frac{a + a*b/100 + a*c/100 + a*d/100}{1}$

L-1 DETERMINED BASED ON ABOVE FORMULA IS PROVITIONAL.

ACTUAL L-1 WILL BE DETERMINED CONSIDERING OTHER CHARGES DUE TO CHANGE IN PAYMENT TERMS, TAX ETC.

ANDREW YULE & COMPANY LIMITED
NAME OF THE UNIT.....

Application for Enlistment Form

The application form should be submitted along with the registration fee of Rs.100/- (Rupees Hundred) only by crossed Postal Order/Bank Draft No..... dated..... in favour of Andrew Yule & Company Ltd.

1) Date of Advertisement for Registration :

2) Name of the Firm in Full :

3) Address of the Firm :

a)

b)

c)

d)

e)

4) Telephone/Telegram/Fax No./E-mail :

a)

b)

c)

d)

e)

5) Status of the Organization :

6) Whether Manufacturer/Contractor/Fabricator/Sub-
Contractor/Stockist/Agent/Dealer :

7) Item for which enlistment is sought :

8) Banker's Name :

a)

b)

c)

Note: Confidential Report of financial position will be requested for by AY & Co. Ltd from the Bankers

9) Trade License No. :
(Please attach a Xerox copy)

- 10) Factory License No. :
(Please attach a Xerox copy)
- 11) Whether registered as an SSI Unit. :
If yes, Registration No.
(Please attach a Xerox copy)
- 12) Sales Tax Registration No. :
a)
b)
(Please attach a Xerox copy of Registration :
Certificate)
- 13) I.T. Permanent Account No. :
- 14) Photo copies of current I.T. & Tax clearance :
Certificates are to be attached
- 15) Whether the applicant is already enlisted in this :
enterprise. If so, the details are to be furnished
stating the types of jobs executed, etc. i.e.
- (a) Description of the job (b) Year (c) Amount & :
(d) Authorized by
- 16) Whether the applicant is enlisted with any other :
Public Sector Undertaking/other reputed
manufacturers.
If so, the details are to be furnished
- 17) Financial Capacity (Year) :
a)
b)
(Copies of Balance Sheet & Profit & Loss A/c for :
last 3 years should be attached)
- 18) Technical capacity :
(i)
(ii)
- 19) Manpower on Rolls :

Total Manpower in Roll:

- a)
- b)
- c)
- d)
- e)

20) Name & Residential address of :
Partners/Directors/Proprietors, as the case may
be

21) Whether any Govt. Servant(s) or dismissed :
Employee(s) of Andrew Yule & Co. Ltd/any other
Govt. Undertaking is in employment under the
applicant

22) Whether the applicant or any of its :
Partners/Directors has been banned or removed
from the approved list of suppliers by the
Enterprise or Undertaking/any other Enterprise or
Undertaking in the past

I/We hereby certify that the particulars furnished by me/us above are true to the best of my/our knowledge and belief and misrepresentations of facts will render me/us liable to any action as may be deemed fit by Andrew Yule & Co. Ltd.....Unit/Division have the sole discretion to reject or accept my/our candidature for enlistment.

Place:

(Signature of the Applicant)
Office Stamp/Seal

Date:

FOR OFFICE USE ONLY

- (a) Technical assessment of capabilities to perform as per Units's /Divisions's requirements.
(To be done and signed by Technical Dept.)
- (b) Financial Strength analysis to be made and signed by Finance.
- (c) Comments to Banker's Confidential Report to be made and signed by Finance (to be attached)
- (d) Purchase Dept's Recommendation (to be made by Purchase Dept.)
- (e) Tender Committee's comments for approval.

Sd/-

(Signature of the members of
Tender Committee)

TO BE ALLOTTED BY PURCHASE DEPT.

Reg.....

Folio Ref. No.....

Enlistment Register