

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

NOTICE FOR EXPRESSION OF INTEREST

ANDREW YULE & COMPANY LIMITED, is seeking to prequalify reputed Company / Firm /Agency for implementation of **ENTERPRISE RESOURCE PLANNING (ERP)** with Supply, Installation, Configuration, Customization (as required) and tailored to our specific industry or business needs followed by implementation and training of the solution conforming to Microsoft Dynamics NAV 2016 /Microsoft D-365 Business Central on a turnkey basis on the terms and conditions mentioned in the tender document.

Tender document may be downloaded from www.andrewyule.com or <https://eprocure.gov.in/> or Corrigenda or clarifications, if any, shall be posted on the above mentioned websites only.

AYCL reserves the right to accept or reject any tender.

Schedule of Tender

1.	Ref. No.	TEA/ERP/2020-21/48
2.	Date of publication of NIT through publication AYCL/CPP web portal	25.11.2020
3.	Date of availability of NIT to the Vendors for downloading	25.11.2020
4.	Last date of submission of duly filled Annexure-I with desired documents as mentioned in Annexure-II to AYCL.	16.12.2020

Within specified Date, interested applicants must submit the following documents to General Manager, Tea Division, Andrew Yule & Company Limited, YULE HOUSE, 8 Dr. Rajendra Prasad Sarani, Kolkata – 700001.

- Duly filled General information, under Annexure-I complete in all respect along with desired information as mentioned in Annexure-II & duly signed Annexure III.
- Company Profile

In case of failure to submit any documents within the stipulated time, the offer may be rejected.

List of Annexures

General Information	- Annexure-I
General Guidelines	- Annexure-II
Scope of Work	- Annexure-III

ANDREW YULE & COMPANY LIMITED

General Information

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

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) Mobile No. (if any) :

d) E-mail ID :

3. a) Ownership Status of the organization:
b) Branch locations:

4. Trade License No.
**(Please attach a photo
copy of the license)** :

5. Bankers name
(a) Name of the Bank :
(b) Name of the Branch :
(c) Account No. :

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

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

7. I. T. Permanent Account No. :

8. Financial Parameters : Please attach Annual Report (Audited)
(If 2019-20report is not available yet then furnish
2018-19 report and figures)

- (a) Turnover :
- (b) Fixed capital :
- (c) Working capital :

9. Total monetary value of contract works performed for each of last three years for individual project of similar nature (Separate Sheet to be attached)

10. Details of works of similar nature and magnitude executed within last three years in the following manner(Separate Sheet to be attached)

- a) Name of the client & contact details:
- b) Nature of the job :
- c) Year of commencement and contractual period :

12. Qualification and experience of Key Technical Personnel in the organization in the following manner (Separate Sheet to be attached):

<u>Name</u>	<u>Brief Profile</u>	<u>Experience</u>
-------------	----------------------	-------------------

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 my/our action as may be deemed fit by Andrew Yule & Company Limited & have the sole discretion to reject or accept my/our candidature.

(Signature of the Applicant)
Office Stamp/Seal.

Place :

Date ;

List of Enclosures:

Annexure - II

ANDREW YULE & COMPANY LIMITED **General Guidelines**

Eligibility criteria –

1	The applicant must have a minimum turnover of Rs. 40 Crores each in the last three financial years	Audited Financial Statements.
2	The bidder firm should be registered in India. The bidder may be sole proprietary concern, partnership concern or company and should be registered with the Registrar of Firms/Registrar of Companies as applicable.	Copy of the Certificate of Incorporation.
3	The bidder must have a valid GST Registration in India.	Copy of Registration Certificate
4	The bidder must be an Authorized/Certified Partner of Microsoft Dynamics NAV 2016 / Microsoft D-365 Business Central	Copy of Certificate
5	The bidder should have at least 150 Full Time employees of IT / Finance / Accounts / HR / ERP Experts on its payroll.	Self Certificate
6	The bidder should have been in operations for at least 15 years on the date of application and should have successfully implemented a minimum of 10 ERP projects including business process study in the last five years in India.	Self Certificate along with details of work executed
7	Out of those 10 projects at least one should be implemented in a Tea Company having turnover of more than Rs 500 crores	Satisfactory certificate/Work order issued by client for whom the work was done.
8	The bidder company should either have office in Kolkata or shall have its support staff in AYCL during the period of implementation & period of warrantee.	Address of Office with contact details (if available) or undertaking for deputing manpower support as specified.
9	The bidder should not have been blacklisted by any Government or Public Sector agency in the past	Self certificate

1. A brief note on the constitution/ ownership of the agency as well as available human resources and implementation methodology to undertake the proposed project should be submitted.
2. All documents submitted with the EOI to be submitted by an authorized official of the responding applicants

NB : Responding applicant should ensure submission of all pages (including Annexure I and duly signed Annexure-II& III (with office stamp/seal) along with self-attested copies of all supporting documents

ANDREW YULE & COMPANY LIMITED

Scope of Work

1. Supply, Installation, Configuration, Customization (as required), Implementation and training of the ERP solution consisting of Sales & Marketing Module, Production Planning Module, Purchase Module, Inventory Management Module, Vendor Management Module, HR / HRM / Payroll Module, Finance & Accounts module, Fixed Asset Management Module, Tea Garden - Accounts with inter-connectivity of Payroll & Inventory along with HO consolidation, Payroll, Procurement, Inventory, Production, MIS, Packet Tea; confirming to Microsoft Dynamics NAV 2016 / Microsoft D-365 Business Central.
2. Supply of the ERP product and database licenses for requisite users in line with AYCL's business requirements. Bidder shall deliver one hard and one soft copy of all legal licenses, registration documents, user manuals, technical manuals, and systems manuals.
3. Online Payment Gateway to be provided which shall be integrated in the ERP System.
4. Provision for all Indian Statutory Requirements should be integral part of the ERP System viz., GST, TCS etc. and up gradation as and when required for changes in Government statutory norms.
5. Provision for integration with any third party application software required for managing the ERP System.
6. The Implementation partner should support the ERP Software Product version supplied to AYCL for a period of 36 calendar months (One year on-site and 2-year remote support) from the date of Go-Live duly certified by AYCL. Bidders are to give detailed information covering each of the above points along with timeframe as part of the proposal.
7. The Implementation Partner shall implement all required upgrades, patches, bug fixes etc. until the end of support period.
8. The Implementation Partner will give adequate training at all locations to different personnel at various levels of the organization.
9. Hardware and Networking are not included in the scope of work. However, the bidder should submit details of Computer Hardware and necessary networking environment to support the ERP Application.
10. The ERP solution should provide seamless integration with other third party web portals as required by AYCL.
11. Migration of existing data from the current system to the proposed ERP.
12. In spite of the above, some changes might have to be made to meet the unique operational and business requirements. Such customizations, shall be identified by AYCL during the implementation and will be executed by the Implementation Partner.

Such customization will be limited to the development of additional forms, reports, graphs and queries.

13. The Implementation Partner will have to provide support during the period of Warranty, as well as, post warranty (viz. AMC) of the proposed ERP.
14. Entire ERP solution should have an audit trail, password hierarchy and other modern features in vogue.
15. Detail %Scope Of Work+shall be communicated before submission of final offer.
 - Backup and Archiving Policy
 - There shall be industry standard Back up policy with enough precaution to eliminate permanent data loss under any circumstances including disaster. Implementation Partner shall prepare detailed Backup policy for the same in co-ordination with DBA.
 - The backup processes within the Data Centre shall ensure that all lost data can be recovered in the event of data centre failure. The Implementation Partner shall assume responsibility for verifying the recovered data of ERP application.

Delivery & Terms of Payment

Applicants are requested to indicate their best possible delivery period mentioned in the scope of work with time schedule.

The Applicants are also requested to indicate payment terms which will be finalized as per prevalent norms of the Company which shall be notified before submission of final offer on being found eligible post submission of documents for Prequalification Bid for EOI
