

ANDREW YULE & CO. LTD.

(A Govt. of India Enterprise)

8, Dr. Rajendra Prasad Sarani, Kolkata - 700001

Phone No. (033) 2242-8210/8550 Fax No. (033) 2242-9770

Website: www.andrewyule.com

NOTICE INVITING TENDER No.: AYCL/HO/GD/IT-LAP/06/2020 dated 27.11.2020

M/s. Andrew Yule & Company Limited – a Central Public Sector Enterprise (CPSE) under the Ministry of Heavy Industries, invites sealed tenders in two parts - i) Technical Bid and ii) Price Bid from Vendors / Suppliers for supply of Laptop and License version of MS Office.

SCHEDULE OF TENDER (SOT)

a. NIT Number	AYCL/HO/GD/IT-LAP/06/2020
b. NIT Date	27.11.2020
c. Mode of Tender	Offline submission of Part I - Techno-Commercial Bid and Part II - Price Bid
d. Date of publication of Tender through AYCL websites and Central Public Procurement Portal	27.11.2020
e. Date of availability of NIT to the Vendors for downloading	27.11.2020
f. Earnest Money Deposit	<ul style="list-style-type: none"> • Bid Securing Declaration is to be submitted in the format given in Annexure IV • Relevant documents (List of Documents given in Sl. No. 2 of Page No. 4,) to be submitted in a sealed envelope marked as Technical Bid. • Annexure III to be submitted in a separate sealed envelope marked as Financial Bid.
g. Last date of submission of Tender Document	11.12.2020 upto 18:00 Hrs.
h. Date of opening of Part-I Technical Bid	14.12.2020
i. Date of opening of Part- II Financial Bid	To be intimated to the technically eligible vendors only by e mail
j. Validity of Rate	60 Days

List of Annexure

Important Instructions for Bidders	: - Annexure – I
Eligibility Criteria, Rules & Regulation for the Bidder	: - Annexure – II
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Declaration for Non- Ineligibility	: - Annexure – V
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Annexure-I

Important instructions for Bidders

You are requested to read the Terms & Conditions (Annexure- II) of this tender before submitting your tender. Bidders who do not comply with the conditions with documentary proof (wherever required) will not qualify in the Tender for opening of price bid.

01. In case of any bidding related clarification, please contact:

Contact Person (Andrew Yule & Co. Ltd.)

- | | |
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| <p>1. Mr. Souvik Guha
Dy.Manager(Co-ordination & Purchase)
Email: pna@andrewyule.com
Phone No.: (033) 2242-8210/8550;</p> | <p>2. Mr.Subham Mazumdar
NUS (Technical)
Fax No.: (033) 2242-9770</p> |
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02. (A) Part I Techno-Commercial bid will be opened on specified date and time as given in the NIT. Bidder(s) can witness the opening of bid.

(B) Part II Price bid will be opened for only those bidder(s) whose Part I Techno-Commercial Bid is found to be Techno-Commercially acceptable by AYCL. Such bidder(s) will be intimated date of opening of Part II Price Bid, through valid email confirmed by them.

Note:

The Bidders are advised to offer their best possible rates. There would generally be no negotiation, hence most competitive prices to be quoted while submitting the Price Bid. However, in case the lowest rate appears to be reasonable taking into account the prevailing market conditions, the Order may be awarded to the lowest Bidder and if the rate is still considered high, action as per prevailing instruction/guideline shall be taken.

03. All entries in the Tender should be entered in Technical & Commercial Formats without any ambiguity.

- 04.** No tender will be accepted after the due date and time mentioned in NIT.
- 05.** No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the tender floor by any bidder confirms his acceptance of terms & conditions for the tender.
- 06.** Unit of Measure (UOM) is indicated in the NIT. Rate to be quoted should be in Indian Rupee as per UOM indicated in the NIT.
- 07.** AYCL has 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.
- 08.** No deviation to the technical and commercial terms & conditions are allowed.
- 09.** The bidders must submit all the documents required as per terms of NIT. Any other document submitted which is not required as per the terms of the NIT shall not be considered.
- 10.** The documents submitted by bidder(s) will be scrutinized. In case any of the information furnished by the bidder is found to be false during scrutiny, punitive action including suspension and banning of business can also be taken against defaulting bidders.
- 11.** The successful bidder will be required to submit Performance Security/Security Deposit of Rs 1500/- in the form of NEFT/RTGS, within 10 days of email notification sent from Corporate office regarding selection of the Vendor/ Supplier and refund of which (without any interest thereon) will be made only on successful completion of all jobs and the contractual period, unless forfeited for breach of any contract term, any lack of performance as may be decided by AYCL Management or damage to AYCL as may be relevant to the contract.
- 12.** The Bidder must submit their Bid in two separate sealed envelopes marked as Technical Bid and Financial Bid. Further these two sealed envelopes must be sealed in a final envelope marked as the category in which the Bidder is intended to participate.

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NOTICE INVITING TENDER No.: AYCL/HO/GD/IT-LAP/06/2020 dated 27.11.2020

M/s. Andrew Yule & Company Limited – a Central Public Sector Enterprise (CPSE) invites sealed tenders from different Vendors / Suppliers for supply of Laptop and License version of MS Office. Offers should be submitted in two parts i.e. i) Technical Bid and ii) Price Bid.

1. Eligibility Criteria:

i) Bidders must have prior working experience of atleast 2 years preferably with any Government Department. (Documentary proof to be uploaded with the techno-commercial Bids).

ii) Bidders' registered office should be in and around Kolkata, West Bengal. (Documentary proof to be uploaded with the techno-commercial Bids.)

2. Documents to be submitted in the Technical Bid:

- a)** Proof of Address
- b)** Client List
- c)** Particulars in respect of Permanent Account Number
- d)** Trade Licence in respective categories
- e)** Details of Bank Account
- f)** Statement of Accounts and copy of Income Tax Return for last Three Years
- g)** GST Registration Certificate
- h)** Acceptance of Payment Terms
- i)** Detailed Profile of the Intended Bidders
- j)** Bid Securing Declaration
- k)** Declaration for Non- Ineligibility
- l)** MSME Certificate (if applicable)

3. Terms & Conditions:

a) Bidders will be allocated jobs on the basis of their equipments, manpower, working & storage space.

b) Bidders should have all statutory registration such as Trade Licence, VAT Registration, GST Registration.

c) The vendor (if applicable) shall ensure compliance with all labour laws relating to Workmen Compensation Act, Payment of Wages Act, Minimum Wages Act, Employees' Provident Fund Act, Employees' State Insurance Act, and Factories Act etc. The Company will not be responsible for any obligation, financial or otherwise which may arise due to non compliance of the aforesaid labour laws by the sub-contractor.

- 4. Rate:** Rates quoted should be exclusive of all taxes and duties. Taxes if any to be stated separately.
- 5. Validity:** The rates quoted should remain valid for 60 days. The period of the validity may be extended on mutual consent for further periods of Six months.
- 6. Payment Terms:** 30 (Thirty) days credit. Credit period to commence from the date of submission of invoice along with receipted challan. Income Tax and/or GST shall be deducted at source as per existing rules.
- 7. Submission of Offers:** Last date for Submission of Offers is 11.12.2020 by 18.00 Hrs.
- 8. Confidentiality Agreement:** The Vendors/Suppliers shall maintain strict confidentiality of the jobs awarded. A Confidentiality Agreement will have to be signed by the sub-contractor.
- 9. Supply & Installation:** Immediately.
- 10. Warranty:** 36 Months from the date of purchase.
- 11. Dispute Resolution:** Any dispute arising out of these transactions shall be subject to the jurisdiction of competent Court at Kolkata. The Management reserves the right to cancel the tender and/or to accept or reject any or all the offers and/or to divide the quantity ordered between one or more bidders without assigning any reason whatsoever.

Date: 27.11.2020

For Andrew Yule & Co. Ltd.

Place: Kolkata

Sr.Manager (Admin & IR)

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Financial Bid to be submitted in a separate envelope

SL. No.	Description of Items	Qty.	Total Amount
1	Laptop Processor : 10 th Generation Intel® Core™ i7-10510U, Processor (4 Cores/ 8 Threads, 1.80 GHz, up to 4.90 GHz with Turbo Boost, 8 MB Cache) RAM : 16 GB RAM, HDD : 512GB SSD M.2 PCIe, Display : 33.78cms (13.3) HD TN Anti-glare, Graphics : 4GB Integrated Intel® UHD Graphics, Camera : 720P HD Camera with Microphone, Pointing Device : ClickPad Fingerprint Reader, Warranty : 3 Years Onsite Warranty	1 item	
2	License Ms Office Home & Business – Single User/Life Time –(In Media)	2 items	
Total			
Amount of GST			
Grand Total			

In Rupees:

(Seal & Signature of the Bidder)

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Bid Securing Declaration

We, M/s
(Name of bidder) hereby declare that if we withdraw or modify our bids during the period of validity 60 days in case of selection, if we fail to either sign the contract or submit the performance security i.e. Rs 1500/- (Rupees One Thousand-Five Hundred only) before the deadline defined in Sl. No 11 of Annexure-I, of the NIT, the tender inviting Authority i.e. Andrew Yule & Company Limited may suspend us from being eligible to submit bids for contracts with the Company till the completion of the contract.

(Seal & Signature of the Bidder)

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Declaration of Non-Ineligibility (By the Bidder)

I/ We, M/s (Name of bidder) hereby certify that I/we have not been banned/de-listed/de-barred from business by any PSU/Govt. Department during last 03 (three) years.

(Seal & Signature of the Bidder)

Annexure-VI**ANDREW YULE & CO. LTD.**

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Detailed Profile of the Intended Bidders

(This document should be dully filled up and attached along with Bid Securing Declaration)

Sl. No.	Particulars	Details
1.	Name of the Firm	
2.	Address Head Office	
3.	Phone. No.	
4.	Email ID	
5.	Name of the Authorized Signatory of the Bid	
6.	Contact No. of the Authorized Signatory	
7.	Firm Registration No.	
8.	Date of Incorporation	
9.	PAN of the Firm	
10.	GSTN of the Firm	

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. (General Division) & have the sole discretion to reject or accept my/our candidature.

(Signature of the Authorized Signatory)
Office Stamp/Seal.

Place :

Date :
