

ANDREW YULE & COMPANY LIMITED
(A Government of India Enterprise)
KHOWANG TEA ESTATE
P.O. Khowang, Dist Dibrugarh, Assam – 785675

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 **provision of Bus for transportation of School/College going children of the garden** , 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.	KHG/REVENUE/2017-18/01 Dated. : 08.06.2017
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/5/17-18/ET/48
4.	Date of publication of e-Tender through publication MSTC/AYCL websites and Central Public Procurement Portal	17/06/2017
5.	Date of availability of NIT to the Vendors for downloading	17/06/2017
6.	Earnest Money and other document	<ul style="list-style-type: none"> • “Earnest Money Deposit” of Rs.10000.00 (Rupees ten thousand 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.	08/07/2017
8.	Date of Starting of e-Tender for submission of Online Techno-Commercial Bid and Price Bid	To be intimated to the eligible vendor separately by email as well as through

	at www.mstcecommerce.com/eprochome/aycl	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
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Scope of Work / Technical Specification/ General Terms& Conditions	- Annexure-III

ANDREW YULE & COMPANY LIMITED
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Important Instructions for E-procurement
Ref.E-Tender No.: AYCL/TEA DIVISION/5/17-18/ET/48
Ref. Tender No.: KHG/REVENUE/2017-18/01

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. Ranjan Saikia**
Dy. General Manager,
Khowang Tea Estate, Dibrugarh.
Mobile No: 98642 56184
Email: yule.khowang@gmail.com

Contact person (E-Commerce, MSTC Ltd):

- | | |
|---|---|
| <p>1. Mr. Arindam Bhattacharjee
MobileNo: 09330102643
Email: arindam@mstcindia.co.in</p> | <p>2. Mr. Sabyasachi Mukherjee
Mobile- 07278030407
Email:smukherjee@mstcindia.co.in</p> |
| <p>3. Ms Sumona Maity
Mobile-09831155225
Email: smaity@mstcindia.co.in
Landline: (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 21 days from the publication of advertisement the vendor must submit the following documents to Dy. General Manager, Khowang Tea Estate, Andrew Yule & Co. Ltd P.O. Khowang, Dist Dibrugarh, Assam – 785675. Off-line.

- Earnest Money of Rs.10000/- (Rupees twenty thousand 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. alongwith 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.
- 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.

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**General Information
Ref.E-Tender No.: AYCL/TEA DIVISION/5/17-18/ET/48
Ref. Tender No.: KHG/REVENUE/2017-18/01
(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 a photo
copy 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. Sales tax Registration No.
(a) Central :
(b) State / VAT :

7. I. T. Permanent Account No.:

8. Financial Capacity : Year (2016-2017)

(a) Fixed capital :

(b) Working capital :

9. Number of Buses available :

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 :

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**Scope of Work / Technical Specification
Ref.E-Tender No.: AYCL/TEA DIVISION/5/17-18/ET/48
Ref. Tender No.: KHG/REVENUE/2017-18/01**

This document to be signed and sealed on all pages and submitted along with Part-I document.

1. Scope of Work

The work is to operate 1 No. Bus with a seating capacity of not less than 42 to transport School/College going children as per the timing fixed by the Garden Management between Khowang Tea Estate to Moran town and Khowang Ghat for 6 trips per day to and fro. Billing may be made on daily basis with payments on monthly basis

2. Location of Site

The bus has to be operated between Khowang Tea Estate to Moran Town & Khowang Ghat for 6 Trips to and fro if school/colleges are open.

3. Requirement

Bus having capacity of not less than 42 Seat and models not earlier than August 2012.

4. Period of contract

This is a 3 (three) years contract w.e.f. the day of first service, on monthly basis payment system.

5. Liquidated Damage

In the event of failure on the part of the contractor to provide bus, we may recover from the contractor as liquidated damages, a sum equivalent to ½% of contract value for each week or any part thereof default, but limited to a maximum of 5% of contract value.

6. Force Majeure

Any delay or failure in the performance of either party hereto will not constitute default thereunder 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. Risk Purchase

In case the contractor fails to execute the contract fully or partly, the Garden Management shall have the right to execute the work through other agencies, as decided by them at the contractor's cost and risk after giving two weeks' notice in writing.

8. Terms of payment

- No advance will be given.
- A monthly rental will be paid inclusive of all taxes but excluding fuel.
- Statutory deductions will be made as per rules.

9. Price Variation

The quoted price should **free from any "price escalation clause"** for one calendar year.

10. The tenderers are requested to ensure Earnest Money Deposit along with the Tender in the following manner, which will be converted into Security Deposit for the successful bidder/s and will be released on completion of delivery.

EMD Amount --- Rs.10,000/-

EMD to be submitted by D.D.favouring Andrew Yule & Co. Ltd. A/C Khowang Tea Estate payable at Moran.

12. Decision for awarding contract/job is vested with the Management so as to reject.
13. Security deposit
The service provider shall have to deposit security Rs..50,000/- (EMD Rs.10,000.00 plus additional Rs 40,000.00 as Security deposit) to the Garden Authorities before commencement of contract which will be utilised by the Management for hiring Vehicle in case the service provider fails to do so and this arrangement will be binding for Tenderer/Vendor/Service provider. This will be returned on satisfactory expiry of agreement without any interest after deduction of hiring charges for substitute Vehicle in case of failure on Contractor/vendor's part during the contractual period, this fund if utilised for the above reason will be replenished from the bill of the Vendor to ensure the deposit always remains at Rs.50,000/-at any time during the contractual period.
14. Incomplete "Quotation/Offer" is liable to be rejected.
15. The offer must be valid for a minimum of 6 months from the date of E-Bidding.
16. Certified Photostat copy of the Registration Certificate of the Bus in control of the tenderer with valid contract carriage permit should be submitted alongwith the technical bid otherwise offer will be rejected.
17. The crew / vehicle shall be at the disposal of the Garden Authority as per requirement. In case of engagement of new workers as replacement prior permission has to be taken from Garden Manager. Frequent changing of crew is not allowed.
18. The contractor shall produce the Bus for inspection by Garden Authority before placing the same for work. Replacement of vehicle will subject to prior inspection.
19. The contractor shall not assign, transfer or sublet this contract to any party.
20. The contractor shall obtained all permits licenses and other authorization as required for the work from Transport Authorities and Government.
21. Insurance of the vehicle and risk of passengers travelling in the vehicle should be covered by the contractor to the extent of liability specified in Motor Vehicle Act or any other relevant act and rules made there under.
22. The trip timings shall be intimated time to time.
23. The Garden Authority reserve the right to alter the route.
24. All disputes are subject to Dibrugarh Jurisdiction only.