

ENQUIRY NO: AYCL/ELECTRICAL DIVISION KO/5/19-20/ET/32

ANDREW YULE & CO. LTD. Invites – Tender under single stage two part system (**Part I : Techno-Commercial Bid and Part II: Price Bid**) for Engagement of an Agency for deploying 1 no technically competent & experienced person in the field of design of SWGR for Andrew Yule & Co Ltd , 14, Mayurbhanj Road, Kolkata 700023. as per “Scope of work / Technical specification” as specified in this tender document.

Tender document may be downloaded from MSTC website www.mstcecommerce.com/eprichome/aycl. Corrigenda or clarifications, if any, shall be hosted on the above mentioned websites only.

We request you to submit your offer for Engagement of an Agency for deploying of 1 no technically competent & experienced person in the field of design of switchgears of Andrew Yule & Co Ltd, 14, Mayurbhanj Road, Kolkata -700023

Schedule of Tender

1.	E-TENDER NO.	AYCL/Electrical Division KO/5/19-20/ET/32
2.	MODE OF TENDER	<u>e-Procurement System</u> - Online submission of Part I - Techno-Commercial Bid and Part II - Price Bid through www.mstcecommerce.com/eprichome/aycl The interested bidders are requested to submit their offer electronically through this e-tendering portal. No physical tender is acceptable by AYCL/MSTC
3.	Date of publication of e-Tender through publication MSTC/AYCL websites and Central Public Procurement Portal	02.05.19 – 03.00 PM
4.	Date of availability of NIT to the Vendors for downloading	02.05.19 – 03.00 PM
5.	Earnest Money Deposit and uploading of documents	As described in Annexure II
6.	Date of Starting of e-Tender for submission of Online Techno-Commercial Bid and Price Bid at www.mstcecommerce.com/eprichome/aycl	02.05.19 – 03.00 PM
7.	Date of closing of Online e-tender for submission of Techno-Commercial Bid & Price Bid at www.mstcecommerce.com/eprichome/aycl	16.05.2019 – 05.00 PM
8.	Last date of submission/ uploading details of EMD & other documents at www.mstcecommerce.com/eprichome/aycl	16.05.2019 – 05.00 PM
9.	Date & time of opening of Part-I (Techno-Commercial Bid)	17.05.2019 - 11.00 AM

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Annexure-I

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) 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 ONLINE 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).

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Contact person (ANDREW YULE & COMPANY LTD):

1. Mr. Bhaskar Bandopadhyay
Sr. Manager (Materials)
Ph. No: (033) 2449-1601 Mobile No: 9433360670
Email: bhaskar.bandopadhyay@andrewyule.com
2. Mr. Pradip Majumder
Manager (Procurement)
Mobile No: 9831001118
Email: pradip.majumder@andrewyule.com
3. Pallab Naskar
Asst. Manager (Purchase)
Mobile. No: 9434605933
Email: pallab.naskar@andrewyule.com

Contact person (E-Commerce, MSTC Ltd):

- | | |
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| <ol style="list-style-type: none">1. Mr. Arindam Bhattacharjee
Deputy Manager (E-commerce)
Mobile No: 09330102643
Email: arindam@mstcindia.co.in3. Ms Sumona Maity
Management Trainee (E-Commerce)
Mobile-09831155225
Email: smaity@mstcindia.co.in | <ol style="list-style-type: none">2) Mr. Sabyasachi Mukherjee
Assistant Manager (E-commerce)
Mobile- 07278030407
Email: smukherjee@mstcindia.co.in

Landline: (033) 22901004 |
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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)

2. Part-I: Uploading of Documents:

Bidding in e-Tender:

- a. The process involves Electronic Bidding for submission of Techno Commercial Bid as well as Price Bid.

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- b. The bidder(s) who are authorized dealers of L&T for supply of Eutectic rod 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.
- c. 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.
- d. **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.
- e. **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.
- f. 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.
- g. In all cases, bidder should use their own ID and Password along with Digital Signature at the **time** of submission of their bid.
- h. During the entire e-tender process, the bidders will remain completely anonymous to one another and also to everybody else.
- i. The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.
- j. Techno-Commercial bid will be opened electronically on specified date and time as given in the NIT. Bidder(s) can download Technical Comparative statement.
- k. Price bid will be opened electronically on specified date and time given in the NIT. Bidder(s) can download Price Comparative statement.

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- l. All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.
- m. 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 bidder shall be called hereafter **SUPPLIER**.
- n. It is mandatory that all the bids are submitted with Digital Signature Certificate otherwise the same will not be accepted by the system.
- o. 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.
- p. 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.
- q. 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 the 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.

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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.

Annexure-II

Item Requirement

SI No	Description of Job	Quantity
1	ENGAGEMENT OF AN AGENCY FOR DEPLOYING 1 NO TECHNICALLY COMPETENT & EXPERIENCED PERSON IN THE FIELD OF DESIN OF SWGR AT LEAST 20 YEARS IN THE FIELD OF MEDIUM VOLTAGE SWITCHGEAR & LT CONTROLGEAR.	1 NO

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Annexure-III

TECHNO-COMMERCIAL TERMS

(To be filled online in mstc portal)

General Terms & Conditions

SI No	<u>TERMS & CONDITIONS</u>	<u>VENDOR RESPONSE</u>
<u>1</u>	<u>THE SCOPE OF DESIGN PROFESSIONAL</u> <u>JOB DESCRIPTION</u> A) <u>PRIMARY</u>	
	a) To design and development of Medium Voltage Switchgear & LT Control Gear considering manufacturing and assembly process.	Agree
	b) To design with process, part and assembly costs kept to a minimum , without compromising the quality and the function of the new Switchgear products.	Agree
	c) To interface with purchasing and vendors in the modification and approval of parts and assemblies.	Agree
	d) To ensure upkeep of design project files and design documentation up to date.	Agree
	B) <u>Secondary:</u> a) To undertake any other duties and responsibility as required / instructed in order to maintain and improve the efficiency, quality and service provided by the Engineering section.	Agree

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SI No	<u>TERMS & CONDITIONS</u>	<u>VENDOR RESPONSE</u>
2	<u>Qualification and Knowledge required:</u>	
	a) Minimum diploma Engineering in Mechanical / Electrical or equivalent.	Agree
	b) Knowledge of creating drawings, models and assemblies on drafting software is necessary	Agree
	c) Knowledge of MS Windows, Word, Excel is required.	Agree
3	<u>Working Experience:</u>	
	A) <u>Essential:</u>	
	a) Minimum experience of 20 years in design of Medium Voltage Switchgear, and 5 years in design of LT Control Gear.	Agree
	b) Knowledge of Vacuum Circuit Breakers, LT Contractors and Switches.	Agree
	B) <u>Desirable:</u>	
	a) Understanding of Switchgear protection and automation system.	Agree
4	Design professional acknowledges and agrees to abide by the policy of AYCL. He shall comply rules and regulations governing work place safely, conduct and behavior, for any portion of the work performed on the premises of the unit.	Agree
5	Confidentiality: a) Design professional shall treat all information as confidential and proprietary to AYCL. He shall treat all records and work product prepared or maintained as confidential.	Agree
	b) He agrees that it will not use any information obtained for any purpose other than fulfillment of scope of work. It should not be used for any unauthorized purpose or disclosed to unauthorized persons.	Agree

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SI No	<u>TERMS & CONDITIONS</u>	<u>VENDOR RESPONSE</u>
6	Day to day presence from 08.00 hrs. to 16.30 hrs. in six working days by design professional. During extreme emergency, schedule may be beyond working hours as stated above for which no claim for extra period will be entertained.	Agree
7	In case of official tour outside Kolkata by design professional., consolidated amount as per agreement will be reimbursed.	Agree
8	The agency shall be solely responsible for any accident / medical / health related liability / compensation for the deployed person. AYCL shall have no liability in this regard.	Agree
9	AYCL reserves the right to accept / reject any or all quotations without assigning any reasons.	Agree
10	The agency shall pay all applicable taxes etc.	Agree
11	There would be no increase in rates payable to the Agency during the contact period.	Agree
12	The Agency shall be solely liable for all payments / dues to the deployed person.	Agree
13	Any violation of instructions / agreement or suppression of facts will attract cancellation of agreement without any reference.	Agree
14	The Agency can be terminated by giving one month notice on either side.	Agree
15	The same person should be deployed during the contract period.	Agree
16	Decision of AYCL in regard to interpretation of the Terms and Conditions and the agreement shall be final and binding on the Agency.	Agree

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SI No	<u>TERMS & CONDITIONS</u>	<u>VENDOR RESPONSE</u>
17	Price – Lump sum & FIRM till the execution of the contract	AGREE
18	The quoted price should be FOR 14, Mayurbhanj Road works Andrew Yule, Kolkata	AGREE
19	GST rate to be indicated by the bidder.	REMARKS
20	Payment Terms: 30 days direct credit from the date of submission of bill. 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
21	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
22	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
23	Validity of offer& price: Your offer should be valid for a period of 3 months from tender opening.	AGREE
24	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 and other taxes and duties etc. having financial implication.	AGREE
25	EMD of 1% of the bid value to be paid by DD/RTGS within scheduled date. Please mention DD no. or RTGS details in the remarks.	REMARKS
26	EMD of 1% of the bid value to be adjusted against the outstanding dues between the vendor & AYCL. Please write accepted in the remarks field if agreed.	REMARKS
27	EMD of 1% of the bid value to be waived as vendor's turnover more than Rs. 50crore. Please mention the turnover of last year in the remarks. Also upload supporting document.	REMARKS
28	EMD of 1% of the bid value to be waived as per vendor's attached MSME certificate. Copy of certificate to be attached.	REMARKS
29	PAN no of the contractor.	REMARKS
30	TIN no of the Firm	REMARKS
31	GST : Please mention GST rate and GST registration no. Also mention the HSN code.	REMARKS
32	Security Deposit – The EMD amount of the successful bidders will be retained as security deposit towards execution of the order, and the same would be released after completion of order.	AGREE

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Annexure-IV

PRICE FORMAT

Sl. NO	DESCRIPTION	Qty	Lump sum (Rs)
1	ENGAGEMENT OF AN AGENCY FOR DEPLOYING 1 NO TECHNICALLY COMPETENT & EXPERIENCED PERSON IN THE FIELD OF DESIGN OF SWITCHGEAR AT LEAST 20 YEARS IN THE FIELD OF MEDIUM VOLTAGE SWITCHGEAR & LT CONTROLGEAR	1 No	a