

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

NOTICE INVITING TENDERS

ANDREW YULE & CO. LTD, a listed Central Public Sector Enterprise (CPSE), under Ministry of Heavy Industries, Government of India. invites tender for preparation of Business Responsibility and Sustainability Reporting (BRSR) as per the mandatory requirement of SEBI for the Financial Year 2022-23 in two-part system (**Techno-Commercial Bid and Financial Bid**), the details of which regarding eligibility criteria, scope of work, method of evaluation etc. are available in annexures specified in list of Annexures. Interested party who comply with the eligibility criteria mentioned hereinafter, may quote as per the specified instructions furnished hereunder.

Tender documents may be downloaded from AYCL website www.andrewyule.com. Corrigendum, addendum or clarifications, if any, shall be hosted on the above-mentioned website only.

SCHEDULE OF TENDER(SOT)

1.	NIT Number	AYCL/GD/CONSULTANT/01/2023
	NIT Date and Time	21.03.2023
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/1/23-24/ET/1
4.	Earnest Money and other document	<ul style="list-style-type: none"> • “Earnest Money Deposit” of Rs.4000/- (Rupees four 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
5.	Last date of submission of EMD & other documents to AYCL Ltd.	13.04.2023 within 3.00 P.M.
6.	Date of Starting of e-Tender for submission of Online Techno-Commercial Bid and Price Bid at www.mstcecommerce.com/eprochome/aycl	23.03.2023 at 06.00 P.M.
7.	Date of closing of Online e-tender for submission of Techno-Commercial Bid & Price Bid at www.mstcecommerce.com/eprochome/aycl	19.04.2023 at 03.00 P.M.
8.	Date & time of opening of Part-I (Techno-Commercial Bid)	19.04.2023 at 03.30 P.M.
9.	Date & time of opening of Part-II (Price Bid)	To be intimated to the eligible vendor separately by email.
10.	Validity of Rate	30 days

List of Annexure

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ANDREW YULE & COMPANY LIMITED
Important Instructions for E-procurement
Ref.E-Tender No.: AYCL/TEA DIVISION/1/23-24/ET/1
Ref. Tender No.: AYCL/GD/CONSULTANT/01/2023

This is an e-procurement event of **ANDREW YULE & COMPANY LTD**,

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. Ayan Dutta
Dy. Company Secretary
Mobile No: 033-2842-8210 (Extn.209)
Email: ayan.dutta@andrewyule.com

Contact person (E-Commerce, MSTC Ltd):

- | | |
|--|--|
| <ol style="list-style-type: none">1. Mr. K. Kranthi Kumar,
Mobile- 9174009882
Email:kkkumar@mstcindia.co.in | <ol style="list-style-type: none">2. Mr. Sabyasachi Mukherjee
Mobile- 07278030407
Email:smukherjee@mstcindia.co.in |
|--|--|
3. Helpline: (033) 22901004

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 specified Date & time the vendor must submit the following documents to Dy. Company Secretary, Andrew Yule & Co. Ltd., 8 Dr. Rajendra Prasad Sarani, Kolkata – 700001. Off-line.

- Earnest Money of Rs.4000 (Rupees four thousand only) by Cheque/DD favouring Andrew Yule & Co. Ltd. Payable at Kolkata

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 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 an Application 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/eprhome/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/eprhome/mstc of MSTC Ltd. to familiarize them with the system before bidding.

ANDREW YULE & COMPANY LIMITED
Scope of Work / Technical Specification/Requirement
Ref.E-Tender No.: AYCL/TEA DIVISION/1/23-24/ET/1
Ref. Tender No.: AYCL/GD/CONSULTANT/01/2023

BRIEF BACKGROUND OF THE COMPANY:

The present business of Andrew Yule comprises of Tea, Electrical and Engineering.

The Company's Engineering Division manufactures and supply (industrial activity code-wise) Industrial Fans, Air Pollution and Water Pollution Control equipment, Tea Machinery Spares, Turn-key projects involving the above products under NIC CODE 29199.

The Company's Electrical-Chennai Operation manufactures Power Transformers from 5MVA 11kV to 63 MVA 220 kV Class, Auto Transformers up to 100 MVA 220 kV Class and Generator Transformer up to 40 MVA 132 kV Class under NIC Code of 27102.

The Company's Tea Division is engaged in the business of tea growing and manufacturing under NIC Code of 01271.

Manufacturing activities are undertaken in the following units:

- 1) Electrical- Chennai Operations (Perungudi, Chennai, Tamilnadu)
- 2) Engineering Division (Kalyani, West Bengal)
- 3) Tea Division (West Bengal and Assam)

Selling activities are undertaken on PAN India basis.

SCOPE OF WORK I- ESG AND BRSR REPORT

AYCL wishes to appoint a consultant for preparation of BRSR disclosure report as per the mandatory requirement of SEBI. The scope of work for the Consultant will be as mentioned hereinbelow:

THE KEY BRSR STRUCTURE ELEMENTS

BRSR reporting format includes:

Section A . General Disclosure (Product, services, employees, grievance redressal etc.)
Section B . Management and Process Disclosure (Policy, certification, governance, and leadership etc.)
Section C . Performance Disclosure (Essential indicators . 63, Leadership indicators . 42 covering nine principles of BRSR as per NGRBC i.e., P1, P2, P3, P4, P5, P6, P7, P8, P9)

Primary Tasks

General scope of services shall cover the following major tasks:

- review of all available data and published information provided by the AYCL.
- preparation of BRSR disclosure report as per the mandatory requirement of SEBI.

Standards and Codes of Practices

- All activities related to data collection, designing and documentation shall be as per the latest guidelines/ circulars and relevant publications of SEBI.

List of Tasks and Details of range of tasks involved

- Collect various reports, data points, content elements currently residing in the organization in various forms from AYCL
- Develop a structure on the basis of current data/ information available.

- Align the available information with BRSR requirements.
- The Consultants shall prepare the proposed ESG Report(s) and Business Responsibility and Sustainability Report (BRSR) of AYCL in line with guidelines issued by Securities & Exchange Board of India (SEBI), Global Reporting Initiative (GRI) benchmarks, United Nations Sustainable Development Goals (UN SDGs).
- The Consultants will make an interim presentation before AYCL's Board/Sub Committee on progress of sustainability related agenda relating to reporting and other key issues on ESG disclosure front.

ELIGIBILITY CRITERIA

- a) The Consultant must have multi-disciplinary expertise in the field of Business Responsibility and Sustainability reporting. **[Job experience certificate to be attached].**
- b) Preference will be given to those who has experience in services for Govt/ PSU's/Corporate in this field with documentary evidence, **Self-attested copy of work order issued by Govt/ PSU's/Corporate in this field of preparation of BRSR.**
- c) The Consultant should be registered with valid Trade license for Consultancy services. **Trade License copy to be attached.**
- d) The Consultant's preferably have office at Kolkata. **Self-attested copy of document showing location of Headquarters/ Branch Office at Kolkata.**
- e) Average Annual Turnover of Rs. 5 lakh or more in the past 3 years till 31st March, 2022. **Self-attested copy of Annual Income Tax Returns of the last 3 years i.e. for financial years 2019-20, 2020-21 & 2021-22 to be attached.**
- f) Bidders must submit proper KYC documents like certificate of incorporation, PAN, Trade License and GST certificate (optional), to qualify for the bidding process.

TIMELINE OF THE PROJECT

- The period of work will be 8 weeks from the date of commencement of the study i.e. date of receipt of the offer for job.
- Consultants would deploy required quantum of personnel and teams with applicable skill sets (as per suitably identified requirements) and additional expert consultants.
- The time for completion of study in every aspect depends on cooperation to be provided from both the side across all departments and levels such that necessary data and information is made available and suitable investments are made by AYCL to generate data that would be needed to address the BRSR compliance requirements and to fulfil the checklist requirements that may be applicable.
- The time frame is under normal situation and in case any constraints arise beyond the purview or due to factors / regulatory aspects imposed by State Government / Central Government be it with respect to ongoing pandemic or other environmental concerns, suitable extension is to be given and shall be chargeable on pro-rata basis.

FINANCIALS / BUDGET

The payments shall be made as per following two(2) instalments.

1. first instalment of 30% after submission of draft BRSR report as per available data inputs in desired formats for the financial year 2022-23.
2. final instalment of 70% after submission of final BRSR report for the financial year 2022-23 based on suggestion for alteration /modification received from AYCL.
 - The cost towards Laboratory analysis in case of Energy and Environment study to be borne by AYCL, if required.
 - In case of consultant team's travel to AYCL regional offices and project locations from AYCL HQ Kolkata, it shall be arranged by AYCL along with lodging and boarding.

OTHER TERMS & CONDITIONS:**CONFIDENTIALITY OF DATA AND DOCUMENTS:**

- i) The Consultant engaged, shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of his assignment or during the course of assignment for AYCL, without the express written consent of the Competent Authority.
- ii) The Consultant shall be bound to return/hand-over all the records of assignment to authorized officer/ authority before the expiry of the contract and before the final payment is released by AYCL.

CONFLICT OF INTEREST:

- a) The shortlisted consultant engaged by AYCL shall in no case represent or give opinion or advise others in any matter which is averse to the interest of AYCL nor he will indulge in any activity outside the terms of contractual assignments.
- b) In case the services of consultant are found in conflict with the interest of the Company, his/her services will be discontinued by terminating the contract without assigning any reason.

TERMINATION OF ENGAGEMENT:

- a) AYCL may terminate the contract of engagement of the consultant in following conditions:
 - i) Consultant is unable to address the assigned work;
 - ii) Quality of the work is not satisfaction of the concerned division/units;
 - iii) The consultant fails in timely achievement of the milestones as finally decided by the Management.
 - iv) Consultant is found lacking in honesty and integrity.
- b) AYCL reserves the right to terminate the engagement by serving 15 days written notice on the consultant. Termination shall be affected on the day right after the completion of 15 days of delivery of such notice.

RESOLUTION OF DISPUTES:

In the event of any dispute, question of difference arising during the contractual period, efforts will be first made to settle the dispute by amicable settlement through discussion, failing which the decision of the Chairman and Managing Director and/or Director-Finance, Andrew Yule & Company Limited will be considered as final. All the disputes are subjected to Kolkata jurisdiction only.

ASSIGNMENT OF CONTRACT:

The bidder shall not assign the contract or any part thereof to anyone else.

VALIDITY OF THE PROPOSAL

Validity of this proposal is for two months from date of proposal submission.

ANDREW YULE & COMPANY LIMITED
Ref.E-Tender No.: AYCL/TEA DIVISION/1/23-24/ET/1
Ref. Tender No.: AYCL/GD/CONSULTANT/01/2023

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 the last 03 (three) financial years (2019-20 to 2021-22).

(Signature of the Authorized Signatory)
Office Stamp/Seal

Place:
Date:

ANDREW YULE & COMPANY LIMITED
Ref.E-Tender No.: AYCL/TEA DIVISION/1/23-24/ET/1
Ref. Tender No.: AYCL/GD/CONSULTANT/01/2023

Bid Securing Declaration

We, M/s [Name of bidder] hereby declare that if we withdraw or modify our bids during the period of validity i.e. two months from the due date of the tender, or in case of selection, if we fail to either sign the contract or submit the performance security i.e. Rs.5300/- (Rupees five thousand three hundred only) before the deadline defined in tender, the tender inviting Authority i.e. Andrew Yule & Company Limited may suspend us from being eligible to submit bids for contracts with the Company.

(Seal & Signature of the Bidder)