

Bid Document

Bid Details	
Bid End Date/Time	30-09-2022 12:00:00
Bid Opening Date/Time	30-09-2022 12:30:00
Bid Offer Validity (From End Date)	90 (Days)
Ministry/State Name	Ministry Of Heavy Industries And Public Enterprises
Department Name	Department Of Heavy Industry
Organisation Name	Andrew Yule Company Limited
Office Name	Registered Office
Total Quantity	1
Item Category	ENGAGEMENT OF AUDIT FIRM FO PHYSICAL VERIFICATION OF FIXED ASSETS OF TEA GARDENS (Q3)
Minimum Average Annual Turnover of the bidder (For 3 Years)	25 Lakh (s)
Years of Past Experience Required for same/similar service	3 Year (s)
MSE Exemption for Years of Experience and Turnover	No
Startup Exemption for Years of Experience and Turnover	No
Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled	No
Time allowed for Technical Clarifications during technical evaluation	3 Days
Evaluation Method	Total value wise evaluation

EMD Detail

Required	No
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ePBG Detail

Required	No
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Splitting

Bid splitting not applied.

Reserved for Make In India products

Reserved for Make In India products	Yes
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MSE Purchase Preference

MSE Purchase Preference	Yes
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1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

2. Experience Criteria: In respect of the filter applied for experience criteria, the Bidder or its OEM {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU / Public Listed Company for number of Financial years as indicated above in the bid document before the bid opening date. Copies of relevant contracts to be submitted along with bid in support of having supplied some quantity during each of the Financial year. In case of bunch bids, the category of primary product having highest value should meet this criterion.

3. Bid reserved for Make In India products: : Procurement under this bid is reserved for purchase from Class 1 local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. However, eligible micro and small enterprises will be allowed to participate. The minimum local content to qualify as a class 1 local supplier is denoted in the bid document. All bidders must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which the bid is liable to be rejected. In case the bid value is more than Rs 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in -India) order 2017 dated 04.06.2020 . In case Buyer has selected Purchase preference to Micro and Small Enterprises clause in the bid, the same will get precedence over this clause.

4. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service. If L-1 is not an MSE and MSE Seller (s) has/have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for 25%(selected by Buyer) percentage of total QUANTITY.

ENGAGEMENT OF AUDIT FIRM FOR PHYSICAL VERIFICATION OF FIXED ASSETS OF TEA GARDENS (1 set)

(Minimum 100% Local Content required for qualifying as Class 1 Local Supplier)

Brand Type	Unbranded
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Technical Specifications

Buyer Specification Document	Download
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Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Satyendra Kumar Pandey	700001,Andrew Yule & Company Limited, Yule House, 8, Dr. Rajendra Prasad Sarani, Kolkata - 700001	1	90

Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

2. Generic

Bidder shall submit the following documents along with their bid for Vendor Code Creation:

- a. Copy of PAN Card.
- b. Copy of GSTIN.
- c. Copy of Cancelled Cheque.
- d. Copy of EFT Mandate duly certified by Bank.

3. Scope of Supply

Scope of supply (Bid price to include all cost components) : Only supply of Goods

4. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

ANDREW YULE & CO. Ltd invites e-tender from bonafide CA/CMA/CS firms for conducting "PHYSICAL VERIFICATION OF FIXED ASSETS OF TEA GARDENS IN WB & ASSAM AND CORRECTION OF FIXED ASSET REGISTER".

Interested CA/CMA/CS firms who comply with the eligibility criteria mentioned herein after, may quote as per the specified instruction furnished below.

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Brief Background of the Company:

Andrew Yule & Company Ltd (AYCL) is an Indian manufacturing and industrial conglomerate, with majori

shareholding by Government of India and headquartered in Kolkata (formerly Calcutta). It became a Central Public Sector Enterprise (CPSE) in 1979 and is presently having three major Divisions, viz., Engineering (near Kolkata), Electrical (Chennai) and Tea (15 Gardens in Assam and West Bengal). The Company maintains five Guest Houses in Kolkata, Kalyani, Kalimpong, Puri & New Delhi. The Annual Turnover of the Company is around Rs. 325 Crores and more than 50% of it is generated from Tea business and the rest through other businesses of the Company i.e. electrical equipment manufacturing as Transformer, Industrial Fans etc.

Annexure

Andrew Yule & Company Ltd

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Detailed Profile of the Intended Firms

(This document should be dully filled up)

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Sl.No.	Particulars	Details
1	Name of the Firm	
2	Address Head Office	
3	Details of the Branch	

	a)	
	b)	
4	Phone. No.	
5	Email ID	
6	Name of the Authorized Signatory of the Bid	
7	Contact No. of the Authorized Signatory	
8	Firm Registration No.	
9	Date of Incorporation	
10	PAN of the Firm	
11	GST no. of the Firm	
12	No. of Partners along with the membership no. and name	
13	No. of qualified assistants with name and membership no.	
14	No. of semi qualified assistants, Article assistants and other Audit staff	
15	Bank details of the bidder for return of EMD to the unsuccessful bidders	Bank Name: Branch Name & Address: IFSC Code:

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 ;

Minimum Eligibility Criteria

- The prospective Firm should be registered with ICAI/ICMAI for more than 10 Years.
- The firm should have net annual revenue receipts of more than Rs 25 Lakhs.
- The firm should have more than 5 fulltime partners.
- The firm should have Head/Branch office in the same city of the Unit/Division of AYCL for which

has applied.

The scope of work of the above job is as follows:

PHYSICAL VERIFICATION OF FIXED ASSETS OF TEA GARDENS IN WB & ASSAM AND ALSO CORRECTION OF FIXED ASSET REGISTER

1. Physical identification of all fixed assets in all places in each garden as per the assets recorded in the Fixed Asset register/list as on 31.03.22(audited).
2. Putting of some temporary tag (identification mark) on the assets verified to segregate them from those not yet verified.
3. Segregate those assets which are damaged/broken beyond repair/obsolete and put temporary non-removal tag (identification mark) so that these can be easily identified and get the same stacked wherever possible for action in the future.
4. Segregate those assets which are damaged/broken but repairable and put temporary non-removal tag (identification mark) so that these can be easily identified and get the same stacked at a designated place for repairing and reinstallation.
5. Match the assets physically verified with the list of fixed assets as on 31.03.22 for the name and description and put the words "verified and found physically (good condition/damaged condition)" in the list.
6. Identify those assets in the list which are not found physically and mark them as "not found physically" in the list.
7. Identify those assets physically verified but not found in the list and put temporary non-removal tag (identification mark) so that these can be easily identified and later on included in the FA register.
8. Put the location of physically verified assets in the list against particular assets.
9. Correction of the FA register currently available with the division as on 31.03.22 with the classification, names, descriptions, quantity, estimated life as per Schedule II and rate of depreciation after the draft list of physically verified assets is being approved by the management in writing. (To be discussed with management and rectified later on)
10. Preparing of FA register by management on the basis of approved draft.

The tentative time required to complete the job is 3 months from the date of selection.

Andrew Yule & Company Limited

General Terms & conditions

1. Firms are required to submit their detailed profile in the format enclosed in Annexure-I.
2. Firms fulfilling the minimum eligibility criteria and having the supporting documents as required as per Annexure-II, are only eligible to quote.
3. The Bidder must give declaration for "Bid Securing" in the format enclosed as per Annexure-III.

4. **Assignment of Contract:** The bidder shall not assign the contract or any part thereof to anyone else.

5. **Obligations of the firm:**
 - a) The Firm undertakes to perform the Services with the highest standards of professional and ethic competence and integrity. The Firm shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory.

 - b) The Firm and his Personnel shall not, disclose any proprietary or confidential information relating to the Services, this Contract, or the Client's business or operations without the prior written consent of the Client during the term.

6. **Performance of the Firm:**
 - a) In case of unsatisfactory performance of the assignment, considered by the Management, within the tenure of the contract for any reason thereof, the same shall be liable for penal action as decided by AYCL Management.

 - b) In case of discontinuation by the Firm selected the additional cost (incidental/consequential) for engagement of fresh Audit Firm is to be borne by the defaulter Firm.

7. **Submission of report:** Once the draft report is finalized from corporate office the final report should be submitted within 1 week of completion of assignment and the same should be addressed to Director (Finance).

8. **Payment terms:** Bill is to be raised within a week of submission of the assignment report and the same will be paid within 30 days.

9. **Evaluation Criteria:**

Firm fulfilling all the General Terms and Conditions and Eligibility Criteria and quoting minimum fees will be adjudicated as the best bidder.

10. **Bid rejection terms and conditions:**

Bidders not submitting the required documents as per the tender document
11. The bidders are required to give a declaration in Annexure-IV to the fact that the bidding Firm/Company has not been banned/de-listed/debarred by any PSU/Govt. Dept during last 3(three) years.
12. All the disputes are subjected to Kolkata jurisdiction only.

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ANNEXURE-II

<u>Sl. No.</u>	<u>Eligibility Criteria</u>	<u>Documents to be submitted</u>
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1	Firm should be registered with ICAI/ICSI/ICMAI for more than 10 years	Firms registration certificate
2	The Firm should have annual revenue receipts of more than Rs 25 Lakhs duly authenticated by an undertaking and supported by the copy of Income tax return	Documentary evidence of Net revenue receipts certified by a Chartered Accountant
3	Firm should have more than 5 Partners	Declaration by the partners who are currently associated with the Firm

ANNEXURE-III

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. 90 days 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. 1% of the Offered Price before the deadline, the tender inviting Authority i.e. Andrew Yule & Company Limited may suspend us from being eligib to submit bids for contracts with the Company.

(Seal & Signature of the Bidder)

Annexure-IV

Declaration of 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 Bidde

Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity/restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and/or terms and conditions governing the bid. Any clause incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSM policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents/clauses shall also be null and void. If any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations. Also, GeM does not permit collection of Tender fee / Auction fee in case of Bids / Forward Auction as the case may be. Any stipulation by the Buyer seeking payment of Tender Fee / Auction fee through ATC clauses would be treated as null and void.

[This Bid is also governed by the General Terms and Conditions](#)

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which share land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---Thank You---