

## **TECHNO COMMERCIAL BID**

### **ELIGIBILITY CONDITIONS:**

1. The tenderer should have minimum continuous experience of 3 (Three) years in providing man power services (proof for having continuous service of minimum 3 years to be enclosed).
2. The bidding firm should have registered the firm under relevant law – proof of registration (certificate of incorporation/Firm registration Certificate to be enclosed; for partnership firm certificate copy of registered partnership deed to be enclosed).
3. The firm should have valid ESI & PF registration numbers. Copy of allocation letter and copy of latest remitted challan shall be enclosed.
4. The firm should have valid service tax certificate. Copy of registration certificate under service tax shall be enclosed.
5. EMD for Rs: 1,200/= (Rupees One Thousand Two Hundred Only) to be enclosed. Tenders without EMD will be rejected.

### **GENERAL CONDITIONS**

1. Qualification for the driver : SSLC or equivalent examination Passed
2. The driver should have valid LIGHT MOTOR VEHICLE LICENCE. The driver should have at least 2 to 3 years experience after obtaining driving license.
4. Age: Between 20 years & 40 years of age with good physique
5. Language known: Should be conversant with English and Tamil languages.
6. The Contractor shall not appoint any sub-contractor or sublet or assign or transfer any of his rights under the agreement to other persons. In the event of any such transfer or assignment, the agreement shall, at the option of company, stand terminated and security deposit deposited by the contractor will be forfeited.
7. Tender documents shall be signed on each page.
8. The salary quoted should be in compliance with minimum wages Act.
9. The rate quoted should be valid for 90 days from the date of tender opening.

### **EMD.**

The tenderer shall be required to deposit a sum of Rs.1,200/- (One thousand two hundred only) as Earnest Money by crossed Demand Draft made –out in favour of 'ANDREW YULE & COMPANY LIMITED' payable at Chennai. No tender will be accepted or considered without the remittance of Earnest Money Deposit. Earnest Money Deposit is to be sent in a SECURED SEALED COVER.

**SECURITY DEPOSIT:**

The EMD paid by the successful bidder will be converted into SECURITY DEPOSIT and it will be returned after successful completion of the contract.

The tenderer whose tender is accepted should commence the work with effect from the date as notified by the company. If he fails to do within the stipulated time, the Earnest Money deposited by him will be forfeited.

**TERMS AND CONDITIONS OF DEPLOYMENT**

1. The contractor shall comply with all the provisions as required under the appropriate acts of Government and also statutory requirements as applicable.
2. The contract will be for a period of twelve months with a provision to extend by one more year, if mutually agreed upon. However, the first three months will be considered as probation/trial and during this period, if any lapse/inadequacy is noticed the contract can be terminated by the management without any notice. On successful completion of probation/trial the contract will be confirmed for the remaining nine months.

Office Time : 9.00 a.m. to 6.00 p.m.

Weekly Off : Sunday

However, the management reserve the right to change the timing any time during the pendency of the contract.

3. Income-Tax as applicable will be deducted from the wage /salary bills payable. The tenderer on awarding contract, shall produce the firm's PAN no.
4. Payment will be made on monthly basis after receipt of pre-receipted invoice along with proof (Challan copy) of ESI & PF contribution paid and with attendance particulars duly certified by the personnel department. Subject to this compliance only monthly payment shall be released. Normally, payment for any month will be released before end of next month.
5. The company reserves the right to terminate the contract by giving one month notice without assigning any reason thereof.
6. The tenderer shall own the responsibility for the behaviour of their employee and any loss on account of misdeeds of your employee, shall be fully compensated by you.
7. The company shall not be responsible for your lapses and failures with regard to compliance of statutory provisions with respect of Driver deployed by you. You will be totally responsible for this aspect and you shall indemnify the company of any consequential loss.
8. Your employee shall strictly adhere to factory Rules and Regulations framed from time to time.
9. Your employee shall be well disciplined and you shall exercise total control of their work and monitor properly.

## **THE RIGHTS OF THE COMPANY**

The company reserves the right to accept any tender irrespective of whether it is lowest or otherwise or to reject any or all tenders without assigning any reason thereof.

## **ARBITRATION**

If any dispute arises between the company and the contractor as to the terms and conditions of the agreement or method of compliance thereof, the matter shall be placed before the General Manager, (TSU), Chennai-96, as the sole arbitrator and his decision thereon will be final and binding on both the parties. The procedure laid down in Indian Arbitration Act 1940 under the rules there under from time to time shall apply in the matter of reference. Only court at Chennai shall have jurisdiction to entertain a claim or for enforcement of award. Notwithstanding references of any matter for arbitration the contractor shall continue to execute itself is a subject matter for arbitration.

## **FORCE MAJEURE**

In case of strike, accident, natural calamity, acts of god and other unforeseen Contingencies causing stoppage of production at Andrew Yule Factory, Andrew Yule reserves the right to cancel and/or modify this contract without liability for compensation and/or claim of any description..

### **NOTE:-**

**This is a two part tender viz. Techno Commercial bid and Price bid. Hence quotation should be submitted in separate sealed covers super scribing the envelope as a) Techno Commercial Bid with reference number as given in our advertisement and b) Price bid with reference number as given in our advertisement. Both the covers mentioned in items (a) & (b) should be put together in a cover super scribing the tender number and due date of submission of tender.**

**Techno Commercial Bid should contain the documents in support of the 1.Eligibility condition & 2.Earnest Money Deposit (EMD). As a measure of accepting all the terms and conditions the authorized signatory of the bidder shall sign all the pages of the tender document with their Company seal.**

**Price bid should be as per the format in the tender document.**

**The basic requirements for Techno Commercial Bid are detailed in Annexure (A). All bidders should fill up the techno commercial bid details in Annexure (A) and enclose the same.**

**Any Techno Commercial bid and Price Bid not in proper order will be summarily rejected.**

**TECHNO COMMERICAL BID**

ANNEXURE (A)

**REQUIREMENT**

1. Minimum Continuous Experience of  
3 years of service in providing  
Passenger car driver : YES/NO  
IF YES PROOF TO BE ENCLOSED
  
2. Registration certificate of firm;  
for partnership firm registered  
partnership deed. : YES/NO  
IF YES PROOF TO BE ENCLOSED
  
- 3 .ESI code No.& Challan for  
amount last remitted : YES/NO  
IF YES PROOF TO BE ENCLOSED
  
4. PF code No.& Challan for  
amount last remitted : YES/NO  
IF YES PROOF TO BE ENCLOSED
  
5. EMD : DD for Rs.1200/= to be enclosed  
( DD No. Date & on Bank  
on which drawn )
  
6. Service Tax Registration No. : YES/NO  
IF YES PROOF TO BE ENCLOSED
  
7. Income Tax Pan No. : YES/NO  
IF YES PROOF TO BE ENCLOSED

**PRICE BID**

**1. SALARY : RS**

**2. ESI % : RS**

**3. EPF % : RS**

**4. SERVICE CHARGES % : RS**

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**SUB TOTAL : RS**

**SERVICE TAX % : RS**

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**TOTAL RS**

**DATE**

**SEAL & SIGNATURE OF  
AUTHORIZED SIGNATORY**

**PLACE**