

**ANDREW YULE & COMPANY LIMITED  
(A GOVERNMENT OF INDIA ENTERPRISE)  
ELECTRICAL DIVISION  
TRANSFORMER & SWITCHGEAR UNIT  
5/346, OLD MAHABALIPURAM ROAD  
PERUNGUDI  
CHENNAI-600 096**

TELEPHONE: 24960595/24960121  
EMAIL: [atepandian@andrewyuletsu.com](mailto:atepandian@andrewyuletsu.com)

FAX :044 24960903  
[www.andrewyule.com](http://www.andrewyule.com)

**TENDER NO. T-22 /14-15  
TENDER FOR "HIRED CARS"**

Last Date of submission of Tender: 15.04.2015 up to 10.45 A.M.

Tender will be opened on 15.04.2015 at 11.00 A.M

**Bidders are requested to be present at the time of tender opening**

EMD Rs: 4,000/- (Rupees Four Thousand Only)

Cost of Tender documents: Rs: 200/- (Rupees Two Hundred Only)

## **GENERAL TERMS AND CONDITIONS OF THE TENDER**

Sealed tenders are invited from reputed / Government approved tourist taxi operator for arranging Hired Cars for local transportation. We require one number of Car (Type of cars, A/C -INDICA, ETIOS, FORD ICON, INNOVA & TAVERA) .We may require vehicle occasionally for out of the state trip also. During such trips you have to arrange the vehicle with necessary permits.

The offer should be submitted as per two parts bids as follows:

1. Commercial bid along with DD/Cash receipt for EMD and necessary copies of certificates/details in a separate sealed cover Super scribing "QUOTATION FOR HIRED CARS T-22 /14-15 DUE ON 15/04/2015 (COMMERCIAL BID)"
2. Price bid in a separate sealed cover Super scribing "QUOTATION FOR HIRED CARS T-22 /14-15 DUE ON 15/04/2015 (PRICE BID)".
3. Both the Sealed cover containing Commercial Bid and Price Bid should be put in one cover Super scribing "QUOTATION FOR HIRED CARS T-22 /14-15 DUE ON 15/04/2015 (COMMERCIAL BID AND PRICE BID)".
4. EMD: The tenderers should enclose a Demand Draft / cash receipt for Rs: 4,000/= towards EMD. Price bid of tenderers who have not submitted EMD will not be opened.

For bidders already enlisted with AYCL- T&S Unit, having outstanding amount more than the EMD amount or who have already submitted the EMD against our earlier tenders or who have security deposit available with us, may apply for adjustment of the same. The total EMD should be as mentioned in the tender

This EMD amount will be converted into Security Deposit. This Security amount will not carry any interest.

EMD amount of the unsuccessful bidders will be returned after finalization of the contract.

### **5. Qualifying Requirement:**

Tenderers who are quoting for hired cars should own a minimum 2 cars in the name of the owner or company name & copy of ownership proof to be submitted along with the tender.

6. Offers sent thro' email, fax and envelopes without super scribing the envelope with the due date and enquiry reference will not be considered.
7. The company reserves the right to accept or reject any or all the tenders or to waive any informality, minor deviation or omission without signing any reason whatsoever.
8. The contract is valid for a period of a minimum period of one year from the date of our award of contract with a provision to extend by one more year. If the contract is not fulfilled the security Deposit will be forfeited
9. The tenderer should quote their rates as per Price Bid (Annexure-A) attached.
10. The contractor should be able to arrange vehicle with driver who can speak Tamil and English/ Hindi
11. The necessary fuel and oil for running the car and the maintenance of the car are in the tenderers scope.
12. In case the vehicle breakdown during use, driver's negligent etc. contractor should provide an alternate car in good condition immediately.
13. Dead kilometer distance and time (for conveyance of the vehicle from the contractor's office to Andrew Yule, Perungudi and back) will be considered at actual distance or 6 kilometers whichever is lesser and time allowed is 30 minutes.
14. In case of reporting / releasing point is other than Andrew Yule, Perungudi, distance from contractor's office to the reporting/releasing point at actual kilometer and actual time in hours will be considered.
15. Your bill should be sent along with the Trip Sheet. Your trip sheet should be signed by both the driver as well as by the user of the car at the time of closing the car with details such as starting Km, time & place and closing Km, time & place etc.  
  
You will be provided with a list, indicating the persons who are authorized to engage the car for Company's use.
16. The name of the person who had booked the car should be mentioned in the trip sheet, without mentioning the user name in the trip sheet, the bill will not be processed for payment.
17. Your bill along with the trip sheet with full details should reach us before 15<sup>th</sup> of every month for payment process.

18. The payment will be made in 90 days from the date of receipt of your bill.

Bidders who have not accepted the payment terms given above will not be qualified and their price bid will not be opened. However acceptance of any deviation in the above payment terms will be at the sole discretion of Andrew Yule & if the deviation is accepted, price of bidders who quote other payment terms will be loaded as per Andrew Yule's norms

19. Any bill raised and delivered to us after 31 days from the last date of previous month will not be entertained.

20. The contract shall have price variation clause for providing increase/decrease in contract price in proportion to the increase/decrease in fuel price over time to time as shown below,

- i) For any change in the cost of diesel, the hiring rate shall increase /decrease for every one rupee or part thereof per litre increase / decrease in the cost of diesel, the changes will be as per following rates:

Sl. No	Type of fuel	PVC Terms
1	Diesel	7 paise per km per rupee of increase/decrease in fuel (Non Branded Diesel) rates.

In case there is an increase in fuel price by one rupee then

a) New rental rate for 10 hours 100 km = Existing rental rate in Rs + (100 km X 0.07)

b) New rate per extra km = Existing rate per extra Km in Rs. +0.07.

- ii) The cost of fuel (Indian oil price of Non-Branded Diesel in Chennai) prevailing on the date of technical bid opening will be the base price for price variation clause.

21. The contract is awarded for a period of one year with a provision to extend by one more year. If the service provided by the contractor is not satisfactory in any respect, the company will have the right to terminate the contract without giving any notice and assigning any reason.

22. In case the contractor is not able to provide cars as per the contract, the company will have the right to get the requirements from other sources and any additional cost will be recovered from the pending bills /security deposit.

If the claim is more than the pending bills & Security Deposit then the contractor has to settle the balance amount by means of DD.

23. **Service Tax**: The applicable service tax should be indicated in your offer. A copy of service tax registration certificate has to be enclosed.

No other statutory levies of State /Central government present or future will be borne by the company.

24. **Income Tax**: Income Tax on gross amount billed will be deducted from the contractor's bills as per section 194(c) of I.T.Act.

25. **Penalty clause**: If there is any delay in deploying the car as per the stipulated time and for breakdown due to poor upkeep of vehicles, appropriate penalty will be levied

26. Advance information will be given to the contractor about the requirement of cars. The contractor shall provide the required number of vehicles as & when required as per the requisition.

27. The tenderer whose offer is accepted should be prepared to take up the work with effect from the date as notified by the company.

28. The prospective tenderer whose tender is accepted will get the Award of Contract, in duplicate. As a token of acceptance the duplicate copy of the award letter is to be acknowledged and returned to us duly signed by the Authorized Signatories with company seal.

29. **Validity period of the offer**: Your offer should be valid for acceptance for a minimum period of 90 days from the date of tender opening.

30. **Force majeure**: In case of strike, accident, natural calamity, acts of god, and / or 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.

31. **Legal condition**: It is recorded that this purchase order / contract / agreement is executed and concluded by and between the parties hereto at premises No. 5/346, Old Mahabalipuram Road, Perungudi, Chennai 600 096 and in the event any dispute arises out of this agreement between the parties only the appropriate Civil Court in the City of Kolkata shall have the exclusive jurisdiction to entertain, try and determine the said proceedings in exclusion of all other courts.

32. Bidders who have down loaded this tender document from our web site should enclose a DD for Rs: 200 /= in favour of ANDREW YULE & CO.LTD, Payable at Chennai towards cost of tender document

**COMMERCIAL BID**

1). a) E.M.D. remittance details

BANK NAME : DD NO.:

AMOUNT :Rs. DATE :

Or

b) Cash Receipt No : Dt

2) Proof for owning a minimum 2 cars in the:  
name of the owner or company name

3) We are accepting the price variation clause as mentioned in the tender.

4) Our offer is valid for acceptance for a minimum period of 90 days from the date of tender opening

PLACE:

(SIGNATURE OF THE APPLICANT (S))

DATE :

(OFFICE STAMP/SEAL )

**ANNEXURE-A**

**PRICE BID**

"HIRED CARS T-22/14-15 DUE ON: 15.04.15"

Sl.No		INDICA (A/C)	ETIOS ( A/C)	FORD ICON (A/C)	INNOVA (A/C)	TAVERA (A/C)
1	5 HOURS 50 KM					
2	10 HOURS 100 KM					
3	EXTRA HOUR					
4	EXTRA PER KM					
5	Driver Batta for out of station per Day					
6	Interstate permit charges					
7	Service Tax					

PLACE:

(SIGNATURE OF THE APPLICANT (S))

DATE :

(OFFICE STAMP/SEAL )