

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

ENLISTMENT OF AGENCIES FOR HIRED CARS/VEHICLES.

M/s. Andrew Yule & Company Limited – a Central Public Sector Enterprise (CPSE) under the Ministry of Heavy Industries and Public Enterprises having significant presence in the segment of Electrical & Engineering operations vis-à-vis Tea manufacturing is looking for quotations from agencies for hiring cars/vehicles in respect of its Registered Office situate at “Yule House” 8, Dr. Rajendra Prasad Sarani, Kolkata – 700 001.

- (i) AC Honda City ;
- (ii) AC Indica;
- (iii) Indigo ;
- (iv) AC Swift Dzire ;
- (v) Ambassador (AC and Non-AC);
- (vi) Tata Sumo (AC and Non-AC) ;
- (vii) AC – Bolero;
- (viii) AC – Innova;

- (i) All the cars/vehicles must have commercial registration.
- (ii) All the cars/vehicles should be fuel efficient, roadworthy and without complaints.
- (iii) All the cars/vehicles should comply EURO norms as per guidelines issued by the Public Vehicles Department of the appropriate government.
- (iv) All the cars/vehicles must have the valid Road Tax Token, Pollution Certificate and valid Insurance coverage.
- (v) The agency will have to supply as many cars/vehicles as are required by the Company on demand within one hour prior notice irrespective of working and/or holidays.
- (vi) Driver(s) should have valid Driving Licence.
- (vii) Non-AC/Luxurious AC cars/vehicles which is/are to be supplied should not be more than four years old with good running condition having valid documents as per norms of the Public Vehicles Department of the appropriate Government. The Driver should be well dressed and should carry Mobile Phone. The agency will be duty bound to inform the car number, name of Driver and his mobile number well in advance. The agency must provide clean white seat cover for the cars/vehicles.
- (viii) It will be agency's responsibility to manage the unusual situation like payment of subscription of puja or other, penalty charged by police or by others (if any) etc. during execution of the job against this tender / order. M/s. Andrew Yule & Company Limited shall not be liable to reimburse such payment under any circumstances.
- (ix) Driver(s) related liabilities shall be on agency's account. M/s. Andrew Yule & Company Limited will not be responsible for any loss or damage to any person and/or property that may be sustained by agency in the course of running of vehicles. All claims by any person shall be settled by agency including loss or injury or death to any third party and all liabilities resulting from the negligence or default of their employees/drivers shall have to be settled by agency. M/s. Andrew Yule & Company Limited will also not be responsible for any compensation on account of drivers under any circumstances and at any point of time.

- (x) The entire job is to be done as per the instruction and under supervision of Administration Department of the Company. Any deviation / failure to that will invite penalty as deemed fit by the Company.
- (xi) In the event of failure to provide vehicle for any full trip(s) or part on any day, an equivalent alternative arrangement must be made by the agency within half an hour failing which, the cost of transport by Taxi or by any means, incurred by the Company pro rata hiring charge which is higher plus 50% thereon, will be deducted from agency's bill.
- (xii) In case of BANDH/STRIKE, on prior instruction, the agency should arrange to provide as many cars as required by us and all these cars shall have to report at the destination point at a particular time. No additional cost for night halt, if any shall be payable by the Company.
- (xiii) For any other clarification, the party may contact the Administration Department, M/s. Andrew Yule & Company Limited within 07 (Seven) days prior to the closing of tender.
- (xiv) The agency should not assign or sublet the contract either in part or in full to any other person / agency without prior approval in writing from the Company.
- (xv) Payment will be made on the basis of Hour/Kilometers (whichever is higher) from the reporting point to releasing point plus additional kilometre or hour (whichever is higher) is to be considered for Garage out & Garage in factor for calculation of billing/ monthly basis.
- (xvi) Payment will be approved upon submission of bills along with supporting documents viz. Duty slips duly signed by the users, receipt of parking fees etc.
- (xvii) Quoted rate(s) should be inclusive of taxes & duties. However, rates structure and taxes & duties (if any) is to be mentioned in the quotation.
- (xviii) The rates will remain firm for three years with effect from 01.04.2016 to 31.03.2019. No request for change of rates, in any circumstances, would be entertained by the Company. Any failure for providing car/s due to rates factor during the contract period will be compensated by alternate arrangement by the agency for which the extra cost, if any, to be deducted from the bill/s. This may also be considered an adverse effect on the credibility and the said agency may liable to be blacklisted.
- (xix) With a view to have contracts with more than one Vendors for all the category of cars/vehicles, at lowest acceptable prices, M/s. Andrew Yule & Company Limited may consider offering proposals to the other acceptable bidders for accepting the lowest prices for providing the respective cars. It is at the discretion of M/s. Andrew Yule & Company Limited.
- (xx) Company reserves the right to terminate the contract without prior notice at any point of time during contract period.

The following documents to be enclosed.

- 1) Up to date Client List.
- 2) Photo-copy of the current Municipal Licence and authenticated proof of address viz: Telephone Bill, Electricity Bill, Rent Receipt, Tax Receipt.
- 3) In case it is a Partnership Firm or a Company, the relevant certificate of Registration / incorporation issued by the Registrar of Firms, Non Trading Corporations, West Bengal, Registrar of Companies to establish the identity. Sole Proprietorship organization must submit the Photo-copy of the PAN Card.

- 4) Photo-copy of the Service Tax Registration.
- 5) Particulars of Bank Account viz: Account Number, Branch Address and Code.

The party while quoting must take into account that the Company is a Central Public Sector Enterprise and it follows the approved rate of the Government. The application complete in all respect to be submitted superscribing the envelope with **“APPLICATION FOR ENLISTMENT OF AGENCIES FOR HIRED CARS/VEHICLES”**. The Tenders will be opened after the expiration of the period of 20 days from the date of publication.

Interested parties may apply to Director (Personnel) at 8, Dr. Rajendra Prasad Sarani, Kolkata-700001 within 20 (twenty) days from the date of publication of the advertisement. Canvassing in any form will be treated as a disqualification. The Company reserves the right to reject all or any of the Applications received without assigning any reason. Applications received incomplete and / or after due date will be summarily rejected. The Company will not be responsible for any postal delay.