

## **ANDREW YULE & COMPANY LIMITED**

(A Government of India Enterprise)  
8, Dr.Rajendra Prasad Sarani,  
Kolkata – 700 001

### **EMPANELMENT 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-a-vis Tea manufacturing is looking for quotations from agencies for hiring cars/vehicles for regular car, monthly car (including driver and fuel) and Dry car (excluding driver and fuel) on monthly basis in respect of its Registered Office situated at “Yule House”, 8 Dr.Rajendra Prasad Sarani, Kolkata – 700 001.

- (i) AC /Non AC Honda City
- (ii) AC /Non AC Indica
- (iii) AC /Non AC Indigo
- (iv) AC /Non AC Swift Dzire
- (v) AC /Non AC Ambassador
- (vi) AC /Non AC Tata Sumo
- (vii) AC /Non AC Bolero
- (viii) AC /Non AC Innova
- (ix) AC /Non AC Corolla Altis

While sending the quotations, the Agencies must submit the following :-

- (a) Proof of Address
- (b) Client List
- (c) Particulars in respect of Permanent Account Number
- (d) Particulars in respect of Service Tax Registration Number
- (e) Municipal Licence as renewed on date
- (f) Details of Bank Account
- (g) In case the Agency is a limited Company, copy of the Memorandum And Articles of Association duly certified by the Director or any other Officer
- (h) Statement of Audited Accounts and Financial Results for last 3 (three) years
- (i) GST Registration Certificate
- (j) EMD of Rs.10,000/- (Rupees ten thousand) only in crossed cheque/demand draft in favour of Andrew Yule & Co. Ltd.

1. All the cars / vehicles must have commercial registration.
2. The Vendors should submit the quotations with all terms and conditions including payment terms for regular car, monthly car (including driver and fuel) and Dry car (monthly basis) for all abovementioned categories of cars.
3. All the cars / vehicles should be fuel efficient, roadworthy and without complaints.

4. All the cars / vehicles should comply EURO norms as per guidelines issued by the Public Vehicles Department of the appropriate government.
5. All the cars / vehicles must have the valid Road Tax Token, Pollution Certificate and valid Insurance coverage.
6. 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.
7. Driver(s) should have valid Driving Licence.
8. Non-AC/Luxurious AC cars / vehicles which is/are to be supplied on regular basis should not be more than four years old with good running condition and for monthly and dry car should not be more than one year old 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.
9. It will be agency's responsibility to manage any 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.
10. 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.
11. The entire job is to be done as per the instruction and under supervision of the Administration Department of the Company. Any deviation/failure from doing so will invite penalty as deemed fit by the Company.
12. 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 the agency's bill.
13. In case of BANDH/STRIKE, on prior instruction, the agency should arrange to provide as many cars as required by the Company 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.
14. 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.
15. The agency should not assign or sublet the contract whether in part or in full to any other person /agency without prior approval in writing from the Company.

16. Payment will be made on the basis of Hours/Kilometres (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.
17. 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.
18. Quoted rate(s) should be inclusive of taxes & duties. However, rates structure and taxes & duties (if any) is to be mentioned in the quotation.
19. The rates will remain firm for three years with effect from the letter of order. 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, will be deducted from the bill/s. This will also have an adverse effect on the credibility and the said agency is liable to be blacklisted.
20. With a view to have contract 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 price for providing the respective cars. It is at the discretion of M/s. Andrew Yule & Company Limited.
21. Company reserves the right to terminate the contract without prior notice at any point of time during the contract period.

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 respects is to be submitted superscribing the envelope with **“APPLICATION FOR EMPANELMENT OF AGENCIES FOR HIRED CARS/VEHICLES”**. The Tenders will be opened after the expiration of the stipulated date.

Interested parties may apply to General Manager (P&A) at ‘Yule House’ 8, Dr.Rajendra Prasad Sarani, Kolkata – 700001 within 30<sup>th</sup> April, 2019 at 06.00 pm. 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.