

| Auction Details            |   |                                       |
|----------------------------|---|---------------------------------------|
| Auction No                 | MSTC/ERO/Andrew Yule & Co Ltd/1/Kolkata/25-26/178[495609] |                                       |
| Opening Date & Time        | 10-04-2025::12:00:00                                      |                                       |
| Closing Date & Time        | Scheduled Time <u>10-04-2025::16:00:00</u>                | Closed At <u>10-04-2025::16:00:00</u> |
| Inspection From Date       | 18-03-2025  |                                       |
| Inspection Closing Date    | 04-04-2025  |                                       |
| Upload Docs Start Date     | 18-03-2025  |                                       |
| Upload Docs Close Date     | 07-04-2025  |                                       |
| Auto Extension(In minutes) | 8   |                                       |
| Auction Status             | Not Activated   |                                       |

| Seller Details       |                               |
|----------------------|-------------------------------|
| Seller /Company Name | Andrew Yule & Co Ltd          |
| Location             | Kolkata                       |
| Street               | 8 Dr R P Sarani               |
| City                 | Kolkata-700001                |
| Country              | INDIA                         |
| Telephone            | (033)22311212                 |
| Fax                  |                               |
| Email                | shantanu.boral@andrewyule.com |
| Contact Person       | SHANTANU BORAL                |

| LOT NO[PCB GRP]/LOT NAME  | LOT DESC  | QUANTITY       | ED/(ST/VAT)                  | LOCATION  | Bid Valid Till (DD-MM-YYYY) |
|---|---|----------------|------------------------------|---|-----------------------------|
| Lot No. :1<br>Lot Name :Letting out AYCL Office Premises (2nd Floor of their Head Office) | Monthly Leave & License Fee (without GST) towards letting out AYCL Office Premises (2nd Floor of their Head Office located at Dalhousie area of Kolkata, 2nd Floor, Yule House, 8, Dr. Rajendra Prasad Sarani, Kolkata 700001) on leave & license basis. The semi-furnished office space will be provided on monthly license and on As is where is basis. The area of space (Carpet Area) to be offered will be 5008 sq. ft. <a href="#">CLICK HERE FOR IMAGE</a><br>Contact Person : Mr Souvik Guha, Email : | 11.0 Per Month | As Applicable /As Applicable | 2nd Floor, Yule House, 8, Dr Rajendra Prasad Sarani, Kolkata 700001<br>State :West Bengal | 09-07-2025                  |

|  |   |  |  |  |  |
|--|---|--|--|--|--|
|  | <b>souvik.guha@andrewyule.com,</b><br><b>Mr. Amit Dutta, Email :</b><br><b>amit.dutta@andrewyule.com.</b><br><b>Last date of online submission</b><br><b>of documents as per clause 6.</b><br><b>XXII : 07.04.2025</b><br><b>Evaluation: on H-1 Basis for</b><br><b>highest offered Leave &amp;</b><br><b>License Fee to AYCL</b> |  |  |  |  |
|--|---|--|--|--|--|

**ANDREW YULE & COMPANY LIMITED**  
**(A Government of India Enterprise)**  
**YULE HOUSE**  
**8, Dr. Rajendra Prasad Sarani**  
**Kolkata-700001.**

**NOTICE INVITING TENDER**

**TENDER Ref. No: TENDER/HO 2<sup>nd</sup> FL/2024-25**

**Date: 17.03.2025**

**ANDREW YULE & CO. LTD. (A Govt. of India Enterprise)** invites TENDER for letting out Office Premises (2<sup>nd</sup> Floor of their Head Office located at Dalhousie area of Kolkata) on leave & license basis. The semi-furnished (with cabins & cubicles, photographs attached) office space will be provided on monthly license and on “As is where is” basis to the intended bidder:

| <b>Sl. No</b> | <b>Details of Space</b>  | <b>Total Office Space (Carpet Area) in Sq ft. (approx.)</b> |
|---------------|--|---|
| 1             | 2 <sup>nd</sup> Floor, Yule House, 8, Dr. Rajendra Prasad Sarani, Kolkata 700001 | <b>5008</b>   |

Schedule of TENDER

|           |   |  |
|-----------|---|--|
| <b>1.</b> | TENDER Ref No.  | <b>TENDER/HO 2<sup>nd</sup> FL/2024-25</b> |
| <b>2.</b> | Date of publication of TENDER through publication AYCL web portal & MSTC portal | <b>17.03.2025</b>                          |
| <b>3.</b> | Date of availability of TENDER to the Bidders for downloading                   | <b>17.03.2025</b>                          |
| <b>4.</b> | Last Date of 1 <sup>st</sup> stage bidding (Techno Commercial)                  | <b>07.04.2025</b>                          |
| <b>5.</b> | Date of 2 <sup>nd</sup> stage bidding (Tentative date for Auction through MSTC) | <b>10.04.2025</b>                          |
| <b>6.</b> | Pre-bid meeting   | <b>24.03.2025 at 15:30 hr.</b>             |

In addition to the above, parking space of 5 Cars will be made available. Interested parties may submit their TENDER on MSTC Portal before 25.03.2025 along with the requisite documents. Prospective bidders can download the TENDER document from our website: [www.andrewyule.com](http://www.andrewyule.com). Corrigenda or clarifications, if any, shall be posted on our website –**www.andrewyule.com & MSTC portal** only.

AYCL reserves the right to accept or reject any BID at any point of time without assigning any reason thereof.

## General Guidelines

- 1) Interested applicants intending to acquire the space on Leave & License agreement basis from AYCL at the location mentioned in 1<sup>st</sup> page of this TENDER, are requested to go through the **TENDER** document and furnish their proposal accordingly. Along with the space, 5 nos. of Parking space shall be allotted to the acquirer. The tentative layout of the floor is attached with the tender document.
- 2) **Purpose of the TENDER:** AYCL is intending for letting out the office space as per details given.
- 3) **Application fees:** Non Refundable fee of Rs. 2,500/- + GST (18%) in favor of “ANDREW YULE AND CO. LTD” through NEFT/ RTGS payable at KOLKATA. ACCOUNT NUMBER 0101050013341, Punjab National Bank, N. S. Road Branch, Kolkata – 700001, IFSC CODE: PUNB0010120).
- 4) **Pre-Bid meeting:** A Pre-Bid Meeting will be held on 24.03.2025 at 3:30 p.m. at Yule House, 8, Dr. Rajendra Prasad Sarani, Kolkata 700001. The bidders are requested to send their queries for the pre-bid meeting to amit.dutta@andrewyule.com latest by 22.03.2025. Queries received through any other means shall not be acceptable.
- 5) **MSTC e-tender stages:** The tender shall be carried out on MSTC portal. Hence, intended bidders are requested to get themselves registered in MSTC.  
Stage I: - Online submission of Techno Commercial bid with all enclosures with proof of application fee and EMD payment,  
Stage II – Online submission of Financial bid- in INR indicating maximum monthly license fees + applicable GST. The Techno Commercially qualified bidders shall be allowed to participate in Stage II (Financial Bidding).

### 6) Details:

- I. Interested party may visit the location during all office working days i.e. Monday to Friday between 10:00 a.m to 5:00 p.m from 18.03.2025 to 04.04.2025 on prior intimation. The contact details of the concerned officials for site visit are given below.

| Sl. No. | Name of the Property   | Contact Details   |
|---------|--|---|
| 1       | 2 <sup>nd</sup> Floor, Yule House,<br>8, Dr. Rajendra Prasad Sarani,<br>Kolkata 700001 | Mr. Souvik Guha<br>Manager (Business Development<br>& Coordination)<br>Telephone: 033-2242 8210 |

- II. The area of space (Carpet Area) to be offered will be 5008 sq. ft. The occupier shall be allowed to use the common passage, staircase, lift (for officials only) & common toilets (situated in the same floor).
- III. **The offer shall remain valid for a period of 90 days from the last date of opening of tenders.**
- IV. Earnest money amounting to **Rs. 1,20,000 /- (Rupees One Lac Twenty Thousand only)** to be paid online in favor of “ANDREW YULE AND CO. LTD (AYCL)” through NEFT/ RTGS payable at KOLKATA. ACCOUNT NUMBER 0101050013341, Punjab National Bank, N.S. Road Branch, Kolkata – 700001, IFSC CODE: PUNB0010120.
- V. The EMD of unsuccessful bidders shall be returned within one month of finalization of tender, or within three months of opening of financial bids, whichever is earlier. No interest shall be payable on EMD. EMD shall be forfeited in case the bidder either submits bid with

incorrect information or emerges successful but does not enter into agreement within stipulated time, after finalization of tender.

- VI. Mere submission of TENDER does not qualify any party for allotment of premises. Selection of suitable parties shall be based on the evaluation of responses received in TENDER.
- VII. The interested parties should make their own independent inquiries and satisfy themselves.
- VIII. The agreement shall be for a period of 11 months which will be treated as one term on leave & license basis. However, same agreement shall be renewed for 03 terms with a provision of extension for another maximum 2 terms subject to the mutual consent of both the parties.
- IX. The H1 bid emerged during 2<sup>nd</sup> Stage bidding shall be declared as successful bidder. AYCL reserves the right to go for forward auction bidding as per their discretion.
- X. The bidder shall quote the maximum monthly license fee in INR + applicable GST (currently 18%) and the same shall be a guiding factor in decision making. The payment of license fees shall only be paid by electronic mode and no separate receipt shall be issued for each payment, but an annual statement shall be given, if required.
- XI. The monthly license fees + applicable GST shall be payable in advance and the first such payment shall be made on or before the date of execution of the Leave and License agreement. The next advance license fees shall be payable between 01 day and 05<sup>th</sup> Day of the succeeding months.
- XII. The licensee shall be required to deposit Three Months' Fees + applicable GST as Security Deposit within 15 days from date of issue of letter of acceptance which shall be returned after completion of the agreement (provided, all the monthly fees have been paid off as per schedule) without any interest after deducting pending dues & services, damages to the property, if any.
- XIII. AYCL reserves the right to accept or reject any or all the offers without assigning any reasons thereof. No contractual obligation whatsoever shall arise from the TENDER process unless and until a formal leave & license agreement is executed between AYCL and the successful bidder.
- XIV. The License fees shall be revised upwards @ 10% after lapse of leave & license agreement (11 months) each time and the Licensee shall be required to pay such revised license fees as above.
- XV. The Licensee shall also be liable to pay the GST, as applicable from time to time on the license fees payable, which shall be over and above the license fees fixed.
- XVI. The said property shall be used for office purposes (like Bank/ CA/ Cost Accounting firm/ Insurance Company etc.).
- XVII. The successful bidder shall be required to execute the leave & license agreement on standard format of AYCL within 30 days from date of issue of letter of acceptance by AYCL.
- XVIII. The successful bidder shall be required to pay all charges such as electricity & water charges etc. on consumption basis along with the leave & license fee. A sub meter shall be installed.
- XIX. Security and housekeeping for the rented premises shall be carried out by the successful Party.

- XX. The legal and statutory licenses and approvals, if any, to be obtained by the party. The selected agency has to do all documentations and expense for incurring such license/ approvals.
- XXI. The licensee shall not be allowed to sub-let the premises.
- XXII. Interested parties should submit/upload the followings in Techno commercial bidding (Stage I):
- (i) Proof of submission of Application Fees & EMD.
  - (ii) Credentials of the proposer
  - (iii) Certificate of Incorporation (if applicable)
  - (iv) Copy of a valid PAN/ TAN/GST NO & other statutory document.
  - (v) Board resolution/ Power of Attorney (POA) approving participation and authorization for representing in the process along with their BID document.
  - (vi) Signed & stamped copy of NIT as an acceptance of tender terms.
  - (vii) Duly filled up Annexure 1 & 2.
- XXIII. **Responsibility for executing Contract:**
1. The bidder is to be entirely responsible for the execution of the contract in all respects in accordance with the terms and conditions which will be specified in the leave & license agreement.
  2. The bidder shall not sublet, transfer, or, assign the contract to any part thereof without the written permission of AYCL. In the event of the bidder contravening this condition, the agreement will be cancelled and the bidder shall be liable for any loss or damage, in consequence or arising out of such cancellation.
- XXIV. Applications that are incomplete in any respect including submission of certified copies of documents as asked for or those that are not consistent with the requirements as specified in this document or those that do not adhere to formats, wherever specified may be considered non-responsive and may be liable for rejection and no further correspondences will be entertained with such bidders. AYCL reserves the right to call for any clarifications/ Additional papers/documents required for scrutiny from anyone of the Bidder.
- XXV. The selected party may carry out minor, non-structural modifications to the interior of the property, like painting, installing partitions, changing flooring, or adding fixtures, but must always obtain prior written consent from the AYCL before making any significant alterations; any modifications should be done without damaging the property's structural integrity and must be restored to their original condition upon termination of leave & license agreement.
- XXVI. The licensor must pay the license fee within 5<sup>th</sup> day of every calendar month.

**Disclaimer:**

1. The purpose of this document is to provide the Parties, with information to assist the formulation of their offer/ bid against tender. Each Party should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this document and where necessary obtain independent advice from appropriate sources. AYCL, its employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the document.
2. AYCL may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this TENDER.

3. The issue of this TENDER does not imply that the AYCL is bound to select a Party. No contractual obligation whatsoever shall arise from the TENDER process unless and until a formal contract is signed and executed between AYCL and the concerned applicant(s).
4. AYCL reserve the right not to proceed with the TENDER or invite afresh with or without amendments at any stage without assigning any reasons thereof, or to change the process or procedure to be applied.

5. **Severability:**

If any provision of this Agreement is held to be invalid, illegal or unenforceable, such provision will be struck from the Agreement and the remaining provisions of this Agreement shall remain in full force and effect. Further, the Parties shall endeavor to replace such provision with a valid, legally enforceable provision that reflects the original intent of the Parties.

6. **TERMINATION:**

The parties may at any time terminate the Contract in whole or in part for its convenience by serving atleast 3 months prior written notice during the currency of the Contract. Notice shall also indicate inter-alia, the extent to which the selected bidder performance under the contract is terminated and the date with effect from which such termination become effective. However, any change in status of AYCL vis-à-vis the ministry or any direction to AYCL or concerned ministry, Govt. of India or any specific direction to the industry thereof with regard to business segment or property shall be applicable & binding upon the selected party.

AYCL may at any time terminate the contract if there will be any breach of the agreement by serving one month of prior written notice.

7. **Governing Law and Jurisdiction:**

The AGREEMENT shall be governed by and construed in accordance with the laws of India and jurisdiction of Courts at Kolkata.

**ANNEXURE-1**

| <b>No.</b> | <b>Description</b>  | <b>Details (as applicable)</b> |
|------------|---|--------------------------------|
| 1.         | Name of the Applicant   |                                |
| 2.         | Address   |                                |
| 3.         | Contact Details   |                                |
|            | a) Name of Contact Person   |                                |
|            | b) Tel. No. with STD Code   |                                |
|            | c) Mobile No.   |                                |
|            | d) E-mail Id  |                                |
| 4.         | PAN No./ TAN No./ CIN No./ GST Regn. No./ Shops & Establishment Regn. No. (Enclose copy of each document)                                 |                                |
| 5.         | Type of Bidder<br>A) Indian Govt. Company/ Public Sector Undertaking  |                                |
|            | B) Central/ State Govt.   |                                |
|            | C) Central/ State Govt. Dept.   |                                |
|            | D) Other Depts./ Organization   |                                |
|            | E) Private  |                                |
| 6.         | Company Registration Details  |                                |
| 7.         | Activities of the Bidder  |                                |
| 8.         | POA/ Authorization Letter (to be submitted)   |                                |
| 9.         | Any other information or remarks which the bidder thinks are appropriate to disclose as per the transparency norms may be mentioned here. |                                |

**DETAILS OF THE INTERESTED PARTY (BIDDER)**

Place:  
Date:

Signature of authorized of person  
Full Name & Designation:  
Company's Seal

## **Undertaking**

**(To be executed on a non-judicial stamp paper of Rs. 50/ - duly attested by notary public)**

We understand that:

- 1) All payments would be made through digital mode only in connection with the Leave & License.
- 2) I/We confirm having fully inspected the property and photocopies of available documents.
- 3) I/ We hereby confirm that, all the terms and conditions specified in this offer and / or the standard format of leave & license agreement to be executed are acceptable to me/us and will form part of the leave & license agreement.
- 4) I/We have read and understood the terms & of conditions of the Tender and I/We unequivocally accept the same.

Place:

Date:

Signature of authorized person

Full Name & Designation:

Company's Seal




# FLOOR LAYOUT



INSIDE AREA - 465.267 SQ.MTR. OR 5008.092 SQ. FEET (WITHOUT OUTSIDE WALL)  
 525.959 SQ.MTR. OR 5661.375 SQ. FEET (WITH OUTSIDE WALL)

## FLOOR DIAGRAM ( 2ND. FLOOR )



ANDREW YULE & CO. LTD.  
 "YULE HOUSE"  
 8, DR. RAJENDRA PRASAD SARANI  
 KOLKATA - 700 001

## Details of Space available

| <b>Sl. No.</b> | <b>Details</b>                         | <b>Number</b> | <b>Accommodating no of people</b> | <b>Size (Approx.)</b> |
|----------------|--|---------------|-----------------------------------|-----------------------|
| <b>1.</b>      | Glass Cabins                           | 1             | 1                                 | 10.6 Ft X 9.8 Ft      |
|                |  | 1             | 1                                 | 10.6 Ft X 8 Ft        |
|                |  | 1             | 1                                 | 10.6 Ft X 8 Ft        |
|                |  | 1             | 1                                 | 10 Ft X 8 Ft          |
|                |  | 1             | 1                                 | 10 Ft X 8 Ft          |
|                |  | 1             | 1                                 | 9.5 Ft X 7 Ft         |
| <b>2.</b>      | Conference Hall<br>(with Anti Chamber) | 1             | 20                                | 33.6 Ft X 17 Ft       |
|                |  | 1             | -                                 | 7.6 Ft X 17 Ft        |
| <b>3.</b>      | Meeting Room                           | 1             | 7                                 | 15 Ft X 9.5 Ft        |
|                |  | 1             | 7                                 | 15 Ft X 9.5 Ft        |
| <b>4.</b>      | Modular Workstation                    | 14            | 14                                | 5 Ft X 5 Ft           |
| <b>5.</b>      | Single Workstation                     | 7             | 7                                 | 4 Ft X 3 Ft           |
| <b>6.</b>      | Server Room/<br>Cabin for UPS          | 1             | -                                 | 8.6 Ft X 8 Ft         |
| <b>7.</b>      | Cafeteria                              | 1             | -                                 | 8.2 Ft X 8 Ft         |
| <b>8.</b>      | Rest Room                              | 1             | -                                 | 16.8 Ft X 6 Ft        |
| <b>9.</b>      | Big Office Room                        | 1             | -                                 | 16.2 Ft X 17 Ft       |
|                |  | 1             | -                                 | 11.3 Ft X 17 Ft       |