**Scope of work: Hiring of Vehicle Services at GPPL for Environment Section of HSSE (Monthly Basis Hiring)**

**Name of Vehicle (Category)-** Mahindra Neo/ Mahindra Bolero/Mahindra TUV or equivalent with AC.

**SCOPE, TERMS AND CONDITIONS OF THE CONTRACT**

1. The Car/vehicle will be required by the Env Office for its daily official work and carrying Officers/Guest or other dignitaries to their official destinations within the territorial limit of GPPL Port.
2. They may also be required for other types of journeys such as carrying officials on outgoing trips to Bhavnagar/Gandhinagar etc.
3. Car will be required during the working days in a month, however, may be required on holidays and weekends also if need arises.
4. The contractor shall be responsible to provide the same if ordered by the Authority.
5. The rates for regular vehicle may be quoted on monthly basis for 3000 kms, 10 hours per day. Rates for extra Kms and extra hours of duty need to be quoted separately.
6. The services will be counted from duty point to duty point and no zero mileage will be allowed.
7. The drivers should possess valid driving license issued by appropriate authority and should be well mannered/disciplined and adequately educated so as to maintain logbook.
8. Contractor shall maintain a logbook of duty performed in scheduled format given by the office.
9. Meter reading for the purpose of payment will start/terminate from the point of Office/Residence of the Officer to the point of Office/Residence of the Officer or reporting place or releasing place whichever is applicable.
10. Cars to be provided by the Contractor should be of recent purchase and well maintained in perfectly sound working condition and suitable for use by senior officers.
11. Driver should be in proper uniform with safety gears like jacket, shoes etc., well versed with knowledge of routes and places and should be courteous, well and soberly behaved to the officials/guests. He should have a mandatory mobile connection with him with good working conditions.
12. ADMIN OFFICE, GPPL shall not bear any expense on their mobile facility.
13. No mileage will be allowed for car to be taken outside of the office premises by the driver for his lunch/tea.
14. Driver should carry his own lunch etc. and will not leave the office premises without permission of the competent authority.
15. No advance payment is permissible under the provisions of GPPL Payment clause. Payment will be made after the bills are duly verified and cleared by the Admin Office, which is expected to take two to three weeks’ time on an average.
16. If the payment is delayed due to any reason whatsoever, the contractor shall not charge any interest on the amount due for payment and shall not stop the car for hiring under the contract and therefore this will not become the ground for refusal to provide the car as well as the services.
17. Rates once finalized will be fixed at least for a period of two years. Upward Any reason, the cost of litigation and all the liability and damages, if any, change in rates will not be considered due to any hike in petrol/diesel/CNG prices or taxes by the Government during the contract period.
18. The period of contract may be extended on the same finalized terms and conditions for a further period of One more year at the discretion of the Admin Office.
19. Vehicle should be covered under Comprehensive insurance. In any circumstances, if the hired Car is involved in an accident resulting in loss or damage to property or life with respect to vehicle, driver, passenger or any third party as per the liability under relevant sections of Motor Vehicle Act1968 and IPC, the hiring authority shall have no responsibility of whatsoever and will not entertain any claim in this regard under the said provision of the Law.
20. The contractor shall be solely responsible for any such or other legal or financial implications. However, in case the hiring authority is made a party to any litigation due to any reason, the cost of litigation and all the liability and damages, if any, granted by the courts against the hiring authority shall be borne by the contractor.
21. The employment of drivers and payment of wages thereof as per existing statutory provisions of various laws and regulations is the sole responsibility of the contractor and any breach of such laws or regulations shall be deemed to be breach of this contract.
22. Admin OFFICE, GPPL may ask the contractor to produce documents to verify that the contractor complies with these provisions/laws. However, in case the hiring authority is made a party to any litigation due to any reason, the cost of litigation and all the liability and damages, if any, granted by the courts against the hiring authority shall be borne by the contractor.
23. As and when desired by the hirer, the contractor shall submit the proof of payment of Service Tax/ESI/EPF deposit and any other document showing the concerned Govt. Authority, to ADMIN OFFICE, GPPL.
24. The vehicles deployed during the contractual period at any point of time should be well maintained and in perfect running condition as per GPPL Admin office requirement with proper pollution check and valid pollution certificate.
25. The vehicle shall always be provided with decent upholstery, clean seat covers, comfortable seat cushions and other basic fittings / accessories and safety gears like back gear horn for maximum comfort of passengers.
26. In case of break down / servicing / repair, the contractor shall provide alternate vehicle of same Make and model or higher failing which vehicle shall be hired from any other source / sources at the risk and cost of the contractor.
27. The Vehicle sent to GPPL office on requisition must have all relevant documents like registration Book / Driving license / Insurance / Road Tax Receipt / Permit fee / pollution certificates / Passenger Tax / Border Tax /mobile phone etc. all time in vehicle.
28. The vehicle should be licensed and shall conform to all Govt. rules and regulation being in force from time to time.
29. If the vehicle does not report at the requisitioned time or is not found in good condition or without proper documents, the vehicle may be rejected and sent back. No payment shall be made on account of car so rejected.

**Annexure B**

**Standard Rates**

|  |  |  |
| --- | --- | --- |
| Description | Unit | Rate |
| 1. Hire charges with 1 driver for 26 days in the month, including taxi passing charges.
 | Maximum running of 4,000 KM | Rs. /- per month |
| 1. Running of vehicle above 3,000 km
 | Per KMs | Rs. /- per KM |
| 1. Extra days charges above 26 days
 |  | Rs. /- per day |
| 1. Night allowance will be applicable, if vehicle goes outside the port or stay for duty in night.
 |  | Rs. /- per night |
| 1. Diesel cost will reimburse by GPPL considering average of 10 KM per Littre up to 4,000 KM
 |  |  |
| 1. Lube oil cost will reimburse @ 1.5 ltr per 1,000 km, up to 4,000 km
 |  |  |
| 1. Availability of Vehicle
 |  | 24 hours basis |
| 1. Duty hours of driver. Key of Car will be handover in MTO after 2000 Hrs
 |  | General Shift |
| 1. Common mobile number for car driver
 |  |  |
| Your vehicle can be used in any department as per instruction of Administration dept. |

Payment :The vendor shall raise monthly bills duly certified by GPPL’s authorized representative and shall be made within a period of 30 days of submission of monthly bill duly certified and endorsed by authorized representative of GPPL.

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| **Contact Details** |
| **Company Name** |  |
| **Contact Person** |  |
| **Contact number** |  |
| **E-mail ID** |  |