

Annexure A

Scope of work of the Vendor

Hiring of Utility with Power Steering, Air Conditioner, Music System.

The vehicle is to have contract carriage permit, valid taxi-passing & GST registration.

The contractor shall specifically ensure properly regularized document in respect of as follows, insurance of the vehicle, fitness (CPI) of the vehicle, pollution free certificate, and proper road tax, registration documents and compliance of all safety requirement at the port etc. documents of the vehicle will be shown from time to time whenever and wherever required by GPPL.

The contractor shall employ experience and competent drivers as per port order and ensure that the vehicle is always in excellent working condition. In case any misconduct or misbehavior of your personnel observed by any of our officer, penalty up to a maximum of 10% on monthly bill value will be recoverable from your bill.

The rates are inclusive of all taxes except GST and no extra payment will be made up to running of 4000 km. The contractor 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.

The contractor shall ensure and maintain properly attired, neat & clean drivers' conscious of personal health & hygiene standards.

The contractor shall be liable & keep GPPL indemnified from all costs & consequences arising due negligence/accident ensuring proper cover for 3rd party risks.

The contractor shall ensure that drivers deputed by them do not engage themselves in carting passengers while on duty/out station assignments. It is observed that drivers at times allow passengers to board company vehicle when returning empty for commercial gain. All risks, cost & consequences arising hereof shall be contractors risks/liability. Moreover, such indulgence will be viewed seriously by the management resulting in termination of contract, if need arises.

The age of equipment should not exceed more than 3 year. Monthly inspection by Port HSSE team will be carried out and equipment to be changed earlier than 4 year if found not safe to carry load.

Chinese tyre and parts will not be accepted, only genuine parts to fitted in vehicle

Diesel rate of 16th day of each month will be taken for diesel reimbursement in monthly bill.

Your vehicle can be used in any department as per instruction of Administration dept.

**Annexure B
Standard Rates**

Description	Unit	Rate
1. Hire charges with two driver for 26 days in the month, including taxi passing charges	Maximum running of 4,000 KM	Rs. per month
2. Running of vehicle above 4,000 km	Per KM	Rs. /- per KM
3. Extra days charges above 26 days		Rs. /- per day
4. Diesel cost will reimburse by GPPL considering average of 8 KM per Litre up to 4,000 KM		As applicable
5. Lube oil cost will reimburse @ 1.5 ltr per 1,000 km, up to 4,000 km		As applicable
6. Availability of vehicle		24 Hous basis
7. Duty hours of driver		2 drivers on shift basis.

ANNEXURE C

Non Conformity Discount Structure

1. In the event of a non -availability of a service, non-conformity discount shall be deducted from admissible payment as described hereunder.
2. In the event of unsatisfactory service or any failure to comply with terms of this Agreement by the vendor, the following penalty clauses will be applicable if there are lacunae in contractor’s performance.

Particulars	Remarks
If any of the jobs related to vehicle entrusted and remains incomplete or not up to the satisfaction or any job is denied resulting in loss to company work.	In such case penalty of Rs. 2500/- per complaint or as assessed by the company be deducted from the bill. GPPL decision in this regard will be final and binding
Penalty for absentees, non-availability of driver during duty hour	Penalty of Rs. 300/- per person per hour, if the same is repetitive, Rs. 500/- per person per hour
Any misconduct or misbehavior of personnel observed by any of GPPL officer	Penalty of Rs. 1,000 per complaint will be deducted from the monthly payment

3. In the event, continuous services are not provided or trained personnel are not deployed continuously or in the event of strike by the vendor’s employees affecting The performance of the services, then, it shall attract non-conformity discount per incidence as per the provisions of this Agreement.