

## Annexure-II

### **TERMS & CONDITIONS FOR HIRING OF VEHICLES**

The following terms and conditions must be fulfilled by the successful bidder for providing a vehicle on hire on monthly basis.

1.	The hired vehicles, during period of contract, shall have all necessary valid MV documents such as valid Registration Certificates, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit. Proof of up-to-date tax payment and D.L. of the driver available all the time. The Department/Office, hiring the vehicle shall not be responsible for any damage/loss caused to hire vehicle or loss of life/injury made to any person or damaged to any property on account of use of hired vehicle any manner whatsoever. The hirer shall be responsible for all such litigations.
2.	The hire charges to be paid for monthly basis is final but does not include cost of petrol/diesel which is to be paid separately basing on actual consumption and lubricants as per existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box & differential Coolant, Tyres & Tubes, Battery etc. will be borne by the bidder.
3.	It shall be responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the owner.
4.	The vehicle must have a valid commercial License including interstate permit.
5.	In case of break down for reasons whatsoever the replacement of the vehicle of the same or better model shall be provided by the bidder/owner of the vehicle.
6.	In case of vehicle does not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source
7.	The vehicle shall report for duty for minimum of 25 days in a month.
8.	In case of emergency, the driver will have to report for duty as per requirement of the hirer, no extra payment shall be demanded
9.	Monthly hire charges and reimbursement towards cost of petrol/diesel(as per actual) and lubricants (as per Govt. norms) of selected bidder will be paid in every succeeding month, as far as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
10.	The vehicle shall not be more than 3 years old from the initial registration and also in good running condition during the period of contract.

11.	FASTag must be affixed on windshield of the vehicle for online Highway Toll payment.
12.	If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
13.	In case service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to grant one month notice before such withdrawal of service and termination of agreement.
14.	If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

**GENERAL INFORMATION FOR HIRING VEHICLES**

- 1 Registration No. of the Vehicle
- 2 Type of Vehicle(AC/ Non AC)
- 3 Year of Manufacture
- 4 Model
- 5 Date of Registration
- 6 Name & Complete address of the Vehicle owner
- 7 Fitness Certificate Validity
- 8 Permit Validity
- 9 Insurance Validity
- 10 Name & address of the Driver
- 11 D.L. No. & validity of D.L. of Driver
- 12 Proposed hire charge of the vehicle per month  
excluding fuel cost
- 13 Rate of fuel consumption /Mileage per liter
- 14 Contact number of the Service provider(Bidder)      Mobile :  
Telephone:

"Certified that the information above is true to the best of my knowledge and belief".

Seal & Signature of the  
Quotationer/ Tenderer