**Annexure A**

**Scope of work of the Vendor for hire Innova Crysta**

Hiring of **Innova Crysta** with Power Steering, 4 Air Bags, Air Conditioner, Music System, Taxi Passing.

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 & as per RTO 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 misbehaviour of your personnel observed by any of our officer, penalty up to a maximum of 10% on bill value will be recoverable from your bill.

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 commercials 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 years. Monthly inspection by Port HSSE team will be carried out and equipment to be changed earlier than 3 year if found not safe to carry load.

Chinee’s tyre and parts will not be accepted, only genuine parts to fitted in vehicle

Your vehicle can be used in any department at Ahmedabad as per instruction of Administration dept. (MTO).

**Annexure B**

**Standard Rates**

|  |  |  |
| --- | --- | --- |
| **Description** | **Unit** | **Rate** |
| 1. Hire charges with driver, including taxi passing charges. Replacement car to be provided by contractor as & when their car breakdown. | Maximum running of 4,000 KM | Rs.\_\_\_\_\_\_\_ /- per month |
| 2. Running of vehicle above 4,000 km | Per KM | Rs. \_\_\_/- per KM |
| 3. Toll Tax charges | As actual | Reimburse on bill submitted with actual basis |
| 4. Driver food & stay charges paid by car owner | NA |  |
| 5. Night Allowance | per Night | Rs. /- per Night |
| 6. Night driving is prohibited |  |  |

**Payments:**

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

The contractor shall raise monthly/ Per trip bills which will have to be duly certified by GPPL’s officer & authorized representative. The payment for such bills shall be made within a period of 30 days from the date of submission of duly certified bill, endorsed by authorized representative of GPPL.**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. | Penalty of Rs. 500/- per hour |
| Any misconduct or misbehaviour of personnel observed by any of GPPL officer | Penalty of Rs. 1,000 per complaint will be deducted from the monthly payment |

1. 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.