

NAME OF WORK: Providing one No. Car with Driver on rent (AC, 4 seated, 2018 or above model) for the conveyance of Directors and Senior Professors for one year.

Terms and Conditions

1. The vehicles should be in excellent condition clean, mechanically fit and must be a brand new and in any case must not be more than 2-years-old. The vehicle provided should be kept in neat and clean condition with good upholstery and regularly polished exterior. They should also be in perfect running condition. The successful bidder shall be required to produce the vehicle and the driver in the premises of VAST for physical inspection before signing of the contract.
2. It shall be the responsibility of the successful bidder to ensure that only vehicles registered with the competent authority are sent for duty at all times.
3. The road worthiness of the vehicle provided is to be ensured at all times by the successful bidder, including the timely payment of applicable taxes and compliance to all regulations prescribed from time to time by the competent authority.
4. The successful bidder will be required to furnish to VAST the certified copies of RC Book, Insurance Policy of the vehicle being supplied, latest road tax challan/ receipt paid, Permanent Account Number (PAN) of the concern, photograph of the driver along with his permanent and present address, copy of the driving license and badge of the driver on or before the date of formal signing of the contract.
5. It shall be the responsibility of the successful bidder to ensure that the driver is qualified and experienced, possessing valid driving license and badge. The driver of the vehicle provided must follow all traffic rules/regulations and any consequences of the failure to do so shall be of the successful bidder alone. VAST shall have no direct or in direct liability arising out of negligent/rash driving and any loss caused to VAST will have to be suitably compensated for by the successful bidder.
6. The rate should be quoted (exclusive of GST) for 1800 kms on a monthly basis. The billing for kms shall be made from the reporting place to the relieving place. The vehicle must be available at any time of the day as directed by VAST. The driver shall be duty bound to carry out the instructions of VAST authorities.
7. Charges for additional km beyond 1800 kms as the case may be, per month, should be quoted separately.
8. A daily record indicating mileage for vehicle on duty shall be maintained in a log book as per the proforma approved by VAST with the successful bidder. The log book shall be made available for periodic inspection of VAST from time to time.
9. Kilometer reading will start at the point of starting decided by the authority (VAST) and terminate at the locations decided by the authority and vice versa. No trip will be permitted without instructions of the authority. Meter indicating the Kilometer run (Milo Meter) should be in good working condition and accurate and in accordance with the regulations of Motor Vehicle Department.

Bidder

Executive Director

10. VAST will pay only fixed monthly hire charges as per contract and its liability shall be limited to this value alone. No Separate payment will be made for driver's salary or any other incidental expenditure such as fuel, repair, maintenance, taxes, registration charges, periodic servicing, toll charges etc. All such payments/expenditure will be borne entirely by the successful bidder.
11. The Payment will be made monthly before 5th of every month on the basis of Log Book entries duly certified by authorized representative of the client and on submission of contractors' bill in duplicate. No advance payment on any account will be made. Deduction of tax at source (TDS) as per applicable rates prescribed under the Income Tax Act, 1961, shall be made by VAST from every payment made under this contract. The successful bidder will be required to provide proof of valid GST registration on or before the date of signing of the contract, if applicable. In addition to the above, parking charges and toll shall also be borne by the successful bidder.
12. Unutilized mileage below the contracted limit of 1800 kms per month in respect of the vehicle will be carried forward for utilization in the subsequent month and so on. The bills will be prepared accordingly by the successful bidder.
13. The vehicle shall bear the mark "ON CONTRACT WITH VAST (VIDYA ACADEMY OF SCIENCE & TECHNOLOGY)", which shall be displayed in the front and rear Side of the vehicle.
14. If the condition of the vehicle is not found satisfactory, or in case of a breakdown, or in case vehicles not reporting for duty for whatever reason, the successful bidder shall be obliged to send a replacement of equivalent or better make immediately. If no replacement is provided in time, VAST shall have the right to hire a vehicle from elsewhere and whatever be the cost that is incurred towards such hire charges will be deducted from the bill of the successful bidder in the succeeding month. In the circumstances mentioned above, even if no vehicle is hired by VAST from the market, VAST shall deduct proportionate hire charges from the bill of the successful bidder for the succeeding month. Even a part of the day will be reckoned as one full day for the purpose of this deduction.
15. In case of any mishap/accident, all claims and liabilities arising out of it shall be met by the successful bidder, including any damage to the vehicle. VAST will not entertain any claim in this regard including any liability under the Motor Vehicles Act or the Indian Penal Code or under any other applicable law for the time being in force.
16. The engagement/employment of drivers and payment of remuneration to them as per the existing provisions of various applicable labour laws/regulations will be the sole responsibility of the successful bidder.
17. The driver employed along with the vehicle by the Contractor should satisfy the following conditions:
 - a. Driver should have minimum 5 years of experience of driving. He should have Vehicle Transport License for driving passenger vehicles on hire.

Bidder

Executive Director

- b. Driver should wear the prescribed uniform i.e. White Shirt/ Neat Pants.
 - c. Driver should be well versed with the roads and places in Thrissur and Kerala
 - d. Once the driver has been allotted to a particular vehicle, he should remain with the same vehicle for the entire period. Any change in the designated driver should be intimated to the officer concerned within 24 hours before such change is affected.
 - e. Driver should be provided with a mobile phone.
 - f. Driver should speak decent language, well behaved and should not have any criminal cases against him and should not have any past history of accident. The antecedents should be duly verified by police authorities at the instance of contractors.
 - g. Car should be kept clean and foul odour free and suitable for official use.
18. In case of non-compliance of the above terms and conditions of contract, a penalty shall be levied. The penalty for some of the defaults is as under:

Sl.No	Nature of Default	Penalty
1.	Late Reporting	Rs.100/- per day
2.	Non – Reporting	Rs.500/- per day
3.	Refusal of duties	Rs.1000/- per day
4.	Non observation of dress code or misbehavior	Rs.100/- per day

19. The hiring shall be initially for the period of one year from the date of commencement, and would be extendable for further period at the discretion of VAST.
20. Either party has an option to cancel the contract by giving notice of 30 days in writing without any compensation.
21. VAST shall not be responsible for the theft of vehicle/parts/accessories while the vehicle is on duty or even when it is parked within the campus of VAST. The safe custody of the vehicle and accessories shall be the sole responsibility of the successful bidder.
22. Any change in the ownership of the vehicles or change in the constitution of the concern shall be notified in writing to VAST immediately. It will be open for VAST to either continue/renew the contract with new owners or cancel the contract.

Bidder

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