Annexure - I

Terms & Conditions

1. The vehicle shall be run on diesel/petrol.

2. The vehicle should not be more than 07 years old and good conditions. The driver should be well behaved and well tuned.

3. In case the vehicle is under breakdown, the service provider will provide EPI with an alternative car of equivalent specification within 2 (two) kms of such breakdown at his cost failing which EPI shall be at liberty to take another vehicle and recover an amount @ ` 1000.00 per day of such non-availability of vehicle.

4. The monthly hiring charges include cost of driver’s salary, insurance, battery, mobil, brake oil, engine oil, road tax, pollution clearance certificate and such other statutory fees. EPI shall have no liability in this respect except services tax which will be paid separately.

5. Payment will be released through account payee cheque within 07 days of receipt of bill.

6. If the driver(s) take(s) away the vehicle without intimation to EPI, the KMs covered by him will not be paid and suitable action shall be taken against the service provider.

7. Entry of KMs on log book will be maintained by the driver and regularly checked by EPI officials.

8. EPI will not be responsible for any damaged/lose to vehicle, driver and third party/property of third party while performing the duty.

9. T.D.S will be deducted from the monthly bills as per Income Tax Rules.

10. The rates will remain firm during the tenure of the said contract including the time extension if any.

11. The contract period starts from the date of deployment of vehicle.

12. Car parking charges & toll tax will be reimbursed by EPI on monthly basis along with bill against documentary evidence.

13. The driver along with car will report at the place as instructed by EPI.

14. Two nos. of off days (either on Sundays or on Holiday's) shall be allowed for servicing and maintenance of the vehicle.

15. The Agency shall provide the vehicle immediately on receipt of requirement by EPI over phone or otherwise, failing which EPI hire the vehicle from any agency and the differential amount if any shall be recovered from the agency.

16. The period of contract will be for one year initially and may be extended further on mutual agreement.

17. The normal duty/working hours will be 12 (twelve) hours in a day beyond which an amount @ Rs 15.00 per hour of engagement will be paid by EPI.

18. Outstation duty means trip beyond a radial distance of 150 Kms from IIT Guwahati.

19. Cost of fuel (Diesel/Petrol) shall be paid separately by EPI every fortnight as per the prevailing market rate (i.e. retail sale price of diesel/petrol – normal grade at fuel pumps) considering mileage of the vehicle @ 10 km per litre (for TATA SUMO/BOLERO/SCORPIO) and 14 km per litre for EECO. However, the type of the vehicle shall be decided before finalization of the service contract.