Annexure-I

Terms & Conditions

1. Only Diesel vehicles are required.

2. The successful bidder shall ensure that the vehicles provided to EPI shall be in good mechanical condition and the interior and exterior of the car should be well maintained. The successful bidder shall ensure that there should not be any dent or rust on the car and there should not be any unwanted noise etc. in the car while driving.

3. In case car is under breakdown, operator will provide EPI with an alternative car of equivalent specification. Timings of duty shall strictly be adhered to. If alternate vehicle is not provided than penalty shall be charged `1500/- per day.

4. Payment will be released through account payee cheque within 15 days of receipt of bill. Service Tax charged in the bill to be indicated separately.

5. If the drivers take away the vehicle without intimation to EPI, the KMs covered by him will not be paid and suitable action shall be taken against the transporter.

6. Entry of KMs on log book will be maintained by operator’s driver and duly signed by user.

   6.1) if on any occasion it is found that the driver of any vehicles has made wrong entries in the duty slips relating to time and kilometer reading of start or closing of duty/journey the contractor shall be responsible for the same. EPI reserve the right to withhold full payment of the day in respect of such vehicle.
   6.2) For each and every vehicles, the driver is required to maintain a log book i.e. details of various journeys performed during the day since morning till last duty separately and all the entries be got attested by the users. The log book will have to be produced to the HR division for verification at the time of submission of bills in every months.

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

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

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

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

11. Car parking charges & toll tax will be reimbursed by EPI on monthly basis along with bill against documentary proof submitted by the agency.
12. The driver along with car will report at the residence of concerned official if required.

13. The weekly off (Sunday) is allowed for maintenance.

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

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

16. The starting point of vehicle shall be EPI, Corporate Office, Core-3, Scope Complex, Lodhi Road, New Delhi or as directed by EPI.

17. If on any occasion EPI may need additional number of DLY vehicles on specific days in connection with any conference/meeting and odd even days. The contractor should be responsible to arrange for additional demand of DLY vehicles by making necessary tie-ups at his end with other DLY taxi operators and such additional vehicles should be supplied at the contractual rates and terms, conditions.

18. The successful bidder shall along with the invoice submit the duty slip of each duty performed for EPI. The duty slip should be jointly signed by the driver as well as user of the vehicle.