

# Punjab State AIDS Control Society

(Department of Health & Family Welfare)

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PSACS/Proc/2023-24/ 204

Dated: 06/11/2023

Chandigarh

M/s Guru Nanak Tours & Travels  
HL-460 Phase 9  
Mohali

**Subject: Work order for Hiring of vehicle for office work /tour program for officer/officials of PSACS**

This is with reference to the your rates quoted in tender PSACS/proc/2023-24/ 87 dated 24/8/23 for hiring of vehicles and terms and conditions accepted by you, you are hereby given order to work at the rate specified against the items and as per specifications and terms and conditions given as under:-

Vehicle	Rates after discount in Rs for first 2000 km	Rates per KM in Rs after discount for extra km (over 2000 km per month) in RS	Night halting charges
Group-I Cost of vehicle ranging from Rs 5 lakhs to 10 lakhs (GeM price/Ex showroom price)	42000	9.5	200
Innova GX/VX	60000	14	200

## Terms and Conditions:-

1. Performance Bank Guarantee (PBG) amounting to 5% of the total annual contract value in favour of Punjab State AIDS Control Society payable at Chandigarh has to be deposited by firm for hiring of vehicles Cars/Innova for O/o PSACS.
2. Firm has to submit signed and stamped notary attested agreement within 15 days of issue of this supply order otherwise EMD will be forfeited.
3. **Place of work/Tour:** as instructed by O/o PSACS from time to time.
4. **Work/Contract Period:** Initially one year from issue of this work order and extendable depending upon requirement of office, performance of firm/agency and mutual consent with department with the approval of the competent authority. The unutilized mileage kilometers will be carried forward after calculation of each month and adjusted in other months. The final adjustment of 2000 km per month/24000 km per year will take place at the end of the year beginning from the signing of the contract.
5. Extra KM per month, if any, will be considered annually. Unutilized mileage/extra km/ balance km will be settled at the end of contract.
6. **To whom to be delivered/Report:** AO cum HRO PSACS.
7. **Payment Terms:** Bills should be raised in triplicate. The payment will be released within one month after submission of bills after satisfactory report/verification of bills/log book from admin division for vehicles for O/o PSACS.
8. **Supply Order No., Date & GST No.** 04AAAJP0147M1DG of Punjab State AIDS Control Society must be mentioned on the invoice. Payment will be released after necessary verification by controlling officer. The first party shall release the amount after making recoveries, if any during the month, subject to deduction of tax at source.
9. The vehicles shall be in excellent working condition and shall not be later than previous year of manufacture at the time of hiring and should be of BS VI standard.
10. The vehicle should be kept neat and clean and in perfect running condition with clean interiors and should have seat covers, audio system and foot mats etc.
11. The second party shall provide dedicated vehicles along with driver to the department/first party. Any change in vehicle or in driver should be made in exceptional circumstances and with the prior intimation to and approval of first party.

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12. The vehicle shall be for exclusive use of this department during the period of contract with the department and vehicle shall not be used by the bidder/owner for any other purpose such as plying for other parties or for personal use etc. during the period of contract.
13. The vehicle during the period of contract can be called at any time; the vehicle would remain at the disposal of department for all seven days in a week during the entire contract period. The vehicle shall not be used by the bidder /second party for any other organization or individual either during day or night during the entire contract period.
14. The vehicle must have a valid permit for running on hire basis. It should be insured as per existing laws and rules at all times. The insurance charges/license charges for running on hire, road tax etc will be borne by the bidder and shall not be borne or reimbursed by the first party. However toll taxes if any will be duly reimbursed to the successful bidder on production of vouchers which shall be duly verified by team/officials using the vehicle.
15. The second party will provide vehicle with driver and all expenses related to salary, allowances of driver, overtime payment, maintenance of vehicle and negligent/risky driving, obeying traffic rules during driving by driver will be sole responsibility of second party/driver.
16. All legal obligations in respect of vehicle i.e insurance, road tax, permit, registration, permission etc and salary in respect of the driver will be sole responsibility of the second party. The bidder second party shall submit copies of RC, insurance policy, pollution certificate, permit etc and particulars of driver with photograph/ documents of the vehicle being offered for hiring with the department.
17. The second party and driver (if provided) shall be bound to carry out the instructions of the first party as well as of controlling officer of the vehicle.
18. In the event of emergency breakdown of vehicle, absence of driver, the second party shall make alternate arrangement by providing substitute vehicle of current year with driver. In case of failure to do so the first party would have a right to hire another vehicle from market and adjust charges from payment of second party.
19. Driver should have valid driving license with 3 years of driving experience for the class of vehicle offered for hire and driver should not be changes frequently except under unavoidable circumstances without informing office. Driver on duty should be in neat & clean dress of driver provided with mobile phone by second party for easy communication and making his availability easy.
20. Driver provided by second party with vehicle should be mentally and physically fit and should not consume liquor or intoxicant substance on duty. Driver should be well behaved and decent and with clean background. He should not have criminal background and certified copy of driver from police department in his regard should be provided on joining duty.
21. Time and distance shall be calculated to and from the starting place of reporting to the time and place of ending point. The same shall be duly got verified in the log book to be maintained by the driver for each vehicle separately from the controlling office of vehicle. Payment will be released after satisfactory report/verification of log book from administrative division PSACS.
22. In case of any accident, all the claims/damages arising out of it shall be met by the second party. The second party shall be responsible for any loss/damage to property or life due to negligence of driver or poor maintenance of vehicle or due to accident. The first party shall not be responsible for any such loss/damage.
23. The second party shall be responsible for the suitability, medical fitness and police verification of the character and antecedents of the manpower engaged by it for deployment and for satisfactory implementation of the services.
24. The second party shall fulfill the various conditions stipulated by law, government orders/notifications etc in respect of hiring and safety of vehicle.
25. The first party shall not make any payment other than the agreed hire charges. The fuel charges, which are the part of hiring charges, for which the average of the 1<sup>st</sup> month of hiring will be compared with the last month of hiring i.e. 12<sup>th</sup> month. Any increase / decrease in %age shall be reflected in the fuel charges to arrive at final hiring charges for the next 12 months.

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26. That where the driver is provided by the second party, driver shall not do any private work other than the assigned duties.
27. The second party shall ensure that peace and order is maintained in the premises of the department by his employees and drivers.
28. The second party or his representative shall ensure that all his personnel/driver will behave courteously and decently with the officers /officials of the department and also ensure good manners.
29. Vehicle provided by the second party should carry a designation plate as decided by the first party and for which no separate payment shall be made. The designated plate should be covered when concerned officer is not occupying the vehicle.
30. In case of non compliance/default, penalty would be charged as under
- Late reporting (more than 30 minutes)- 500/- per day
  - Non reporting-1000/- per day
  - Refusal of duty- 1000/- per instance
  - Change of vehicle/driver without prior intimation- 200 per instance
31. This office can terminate the contract fully or partially by giving 15 days written notice to second party/firm in case of non compliance/failure to perform as per terms and conditions by second party. If second party wants to withdraw, it has to give 3 months prior notice to this office.
32. The second party/firm will not sub let the contract to any other firm/party.
33. All other terms and conditions as per tender document accepted by you.

*Sunita*

**Additional Project Director  
Punjab State AIDS Control Society**

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- Admin Division
- Finance Division
- Store Division
- SI Division to upload on PSACS Website

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*Sunita*

**Additional Project Director  
Punjab State AIDS Control Society**

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