

**TERMS & CONDITIONS FOR HIRING OF VEHICLES**

The following terms and conditions must be fulfilled by the successful bidder/quotationer for providing a vehicle on hire on monthly rent basis.

1. The hired vehicles, during period of contract, shall have all necessary valid MV documents such as :-valid Registration Certificate, Insurance Certificate, Pollution Certificate, Fitness Certificate, valid Contract Carriage Permit , proof of up-to-date tax payment etc. and D.L. of the driver available all the times.
2. The Department/Office hiring the vehicle shall not be responsible for any damage/loss caused to hired vehicles or loss of life / injury made to any person or damage to any property on account of use of hired vehicle any manner whatsoever. The hirer (vehicle owner) shall be responsible for all such litigation.
3. The hire charges to be paid for monthly basis is final but does not include cost of fuel (diesel), which is to be paid separately basing on actual consumption and lubricants as per existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box & differential Coolant, Tyres & Tubes, Battery etc will be done by the bidder(vehicle owner)
4. It shall be the responsibility of the bidder (vehicle owner) to provide a good driver and the salary of the driver shall be borne by the owner. Repair and maintenance charges and other operating cost including taxes (except Service Tax on hire charges) would be borne by the Service Provider/Owner.
5. In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle/ bidder.
6. In case of the vehicle do not report regularly, the authority will be at liberty to reject the agreement without prior notice and may engage vehicle from other source.
7. The vehicles shall report for duty for minimum of 25 days in a month.
8. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
9. Monthly hire charges and reimbursements towards cost of diesel (as per norm) and lubricants ( as per Govt. norms) of selected bidder will be paid in every succeeding month, as per as possible within fifteen days of the submission of bills by the service provider/Vehicle Owner and no advance payment will be made.
10. The vehicle shall not be more than 3(three) years old from the initial registration and also in good running condition during the period of contract.
11. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
12. In case the service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to grant one month notice before such withdrawal of service and termination of agreement.
13. It will be ensured through Service Providers of hired vehicles that the vehicles are kept under optimum running condition and avoid accidents attributable to lack of maintenance/upkeep. The hired vehicle cannot be used for any private/commercial purpose beyond Office hours or during holidays.
14. Log Books shall be maintained for the hired vehicles as in the case of Government vehicles. Kilometer reading and POL drawn shall be necessarily recorded in relevant columns and verified regularly by an authorized Officer before making payment.
15. GST registration are compulsory for any Service Provider to provide hired vehicles to Government Offices through open bidding.
16. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

17. The vehicle should be parked at the place as advised by the Tahasildar and should be available when not in duty. If the vehicle needs to be away for some reasons like refueling, petty repairing etc., it should be within the knowledge of the Controlling Officer of the Tahasil. Moving away without the knowledge of Controlling Officer of the Tahasil will be considered as non-availability and will be liable for penalty.
18. The user office will in no way responsible for violation of traffic rules.
19. The Agency/ Service Provider/Vehicle Owner shall be personally responsible for any theft, misconduct and or disobedience on the part of drivers so provided by him.
20. During the contract period, if the vehicle is seized or detained or requisitioned by Police/Motor Vehicle Authority or any authorities for whatever reasons that will be at the Service Providers/Owner's risk.

**Driver Deployed:-**

The Agency/ Owner shall be responsible for the acts and deeds of driver of the vehicle that include following.

1. Driver that posses a valid commercial Driving License shall be deployed by the Agency/ Service Provider.
2. Driver should be properly dressed in neat and clean attire, if required driver should wear uniform of specific colour as per requirement of the Tahasildar. Agency/ Owner shall provide proper uniform and badges at his own cost as per the State Motor Vehicle rules and photo identity card to the driver.
3. The driver must maintain polite & courteous behavior towards department users as well as to other office staffs. Following activities may be construed as "Misbehavior" and shall attract penalties as per provision of contract. Repeated instances may result in termination of services.
  - (i) Denial of duty during contract period or during hours as noticed by the user of this office.
  - (ii) Use of abusive languages.
4. The driver in no case shall report to duty in an inebriated state or consume alcohol while on duty. In such case Tahasildar has full rights to terminate the contract with immediate effect.
5. Driver must be provided a working mobile phone and contact number be provided to user department.
6. Driver shall be reachable at all times during duty hours.
7. Gossiping with guests and using mobile phone during driving is not allowed.
8. Vehicle and driver should not be changed frequently. Any such changes should be informed by the Agency to the authority well in advance for permission.

All other Terms and Condition issued in FDOM No.15836/F dated 04.08.2025 shall also applicable for providing vehicle by the Agency/ Service Provider.

  
Tahasildar Kusumi  
Tahasildar, Kusumi  
Badampahar