



भारतीय अनुसंधान संस्थान (मानद विश्वविद्यालय)
ICAR-National Dairy Research Institute (Deemed University)
करनाल, हरियाणा (भारत). पिन-132001.
Karnal, Haryana (India). PIN-132001



क्रय अनुभाग (Purchase Section)

F.No. 92380 | 5316-5322

Dated: 16/11.25

Office Order

The Director, ICAR-NDRI, Karnal is pleased to award the Rate Contract for hiring of Vehicles at this Institute to M/s. Paul Tours & Travels, Karnal w.e.f 07.11.25 to 06.11.27 as per the rates and terms & conditions mentioned hereunder: -

Category of Vehicle	Units	Basic Rates per Unit
Sedan	Wholesome Charge for upto 80 Kms	600/-
	Each KM after 80 Kms	9.80/- per Km
SUV	Wholesome Charge for upto 80 Kms	700/-
	Each KM after 80 Kms	12.80/- per Km
Premium SUV	Wholesome Charge for upto 80 Kms	1300/-
	Each KM after 80 Kms	15/- per Km

Terms & Conditions:-

1. All the rates quoted are for AC cars which are subdivided into three categories, Sedan, SUV & Premium SUV.
2. Night charges are fixed at Rs. 225 per night for all categories uniformly.
3. In case of CNG vehicles, it should have valid registration of CNG vehicle and the CNG should be company fitted only and must have adequate space for keeping the luggage in the vehicle.
4. The night charges will be applicable only if the vehicle is hired between the periods from 10.30 PM to 6.00 AM.

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5. Firm has to provide as many vehicles as per demand, even on short notice. In case of failure of the contractor, necessary action, as deemed fit, will be taken.

6. The firm shall fulfil GST provisions as per existing guidelines of the government and must have valid GST Registration.

7. The contracting firm cannot change the rate of vehicles during the contract period for any reason.

8. The driver shall be experienced with sound health and must possess valid driving license issued by the Regional Transport Authority (RTA) or Regional Transport Office (RTO) which should be of at least 3 years old and without any adverse marking/remarks thereon.

9. Drivers have to follow all guidelines/advisories regarding rules & regulations of Traffic/Driving.

10. The vehicles are to be supplied and work has to be executed strictly as per the satisfaction of user.

11. The vehicle should be in good running condition and should not be more than 05 year old.

12. No on-way stop is allowed except as desired by the user.

13. All vehicles provided shall have all the necessary permits/licenses/clearances such as, but not limited to fitness certificate, PUC, full comprehensive insurance, road permit, registration certificate, as per the Motor Vehicles Act, RTO and other applicable laws and statutory bodies, for providing commercial vehicles for this service.

16. All vehicles provided shall be air conditioned and shall be equipped with an emergency medical first aid kit and a fire extinguisher.

17. All vehicles should be always in excellent working condition with proper seats and seat belts. The tyres of such vehicles must be in good condition. The service provider shall ensure that the vehicles deployed by him are cleaned thoroughly both internally and externally, boot kept clear of dust, rubbish, oil, bad odour and

any personal belongings of the driver.

18. All vehicles deployed shall arrive at designated location on time and with full or sufficient tank of fuel.

19. The vehicle deployed shall be parked at the Buyer's/ User's premises after the duty hours if desired so by the Buyer/ User and cannot be taken-out without written permission from the Buyer/ User.

20. The drivers of the vehicles must have a working mobile number for easy contact by the passenger. It must also always have an active internet connection where Google maps can be accessed, to navigate the shortest and/ or fastest route possible avoiding traffic jams. The driver shall be always reachable during duty hours.

21. The drivers of the vehicles deployed should maintain polite & courteous behaviour towards the buyer/ passenger. "Misbehaviour" which may include, but not limited to, consumption of alcohol during or prior to duty, denial of duty during service hours as defined by user, use of abusive language, theft, shall attract deduction as per provisions of the contract.

22. Delay in arrival beyond 30 minutes, shall attract deductions.

23. Service Provider shall ensure the level of service required is of the highest professional standard and shall ensure full compliance to the terms and conditions of the contract.

24. The service provider shall pay the toll charges, parking fee or entry taxes payable locally or outstation which shall later be reimbursed by the Buyer on actual basis as paid by the service provider.

25. The service provider must ensure that all necessary measures are taken by the driver to ensure passenger safety by avoiding negligent driving by their drivers such as over speeding, rash driving, and driving vehicle without brakes/defective brakes.

26. The service provider shall take comprehensive insurance cover with third party unlimited liability risk of the vehicles provided to the buyer.

27. The service provider shall be responsible for ensuring compliance with the provisions related to Labour Law [Central/State] and specially Minimum Wages Act, Payment of Wages Act, PF, ESI Act, Payment of Bonus Act, Contract Labour [R&A] Act, Workmen Compensation Act, Motor Vehicle Act, Motor Transport Workers Act, 1961 etc. and any other relevant acts as applicable at present or in future during the tenure of the contract and as may be enforced from time to time.

Onus of compliance of all the applicable

Laws/Acts/Rules/Guidelines/Notifications/Regulations/Orders shall rest with the service provider only and the buyer will not be liable in any manner.

28. In an event that service provider fails to deliver or fails to carry out tasks as per schedule due to non-delivery of vehicle, break-down, servicing and repairs of vehicles, or if the vehicle is seized or detained or requisitioned by Police/Motor Vehicle Authority or any other authorities for whatsoever reasons, the Service Provider at his own cost shall make alternate arrangement by providing similar or higher class of vehicle(s) for which agreement is entered into, without any extra charges. Failure to do so will evoke deductions then buyer shall have right to make necessary deductions as per the provisions mentioned in the deductions of this document.

29. The Service Provider will deploy experienced drivers knowing the routes of the areas and familiar with the localities for carrying out the services. The service provider shall be personally responsible for any theft, misconduct and /or disobedience on the part of drivers so provided by him.

30. The Service Provider shall maintain a complaint register in the vehicles for the complaints by the passenger travelling in the vehicle.

31. The Service Provider shall not sublet any part of the Contract. The Service Provider may act as an aggregator of vehicles/ individual drivers. However, it is the Service Provider who shall be responsible and liable to deliver the services as per the contract.

32. The time of service provided shall start from the point of pick up to the point of final drop off and the garage hours and km shall not be included.

33. The vehicle deployed for duty shall at no point of time carry any person other than personnel authorized by the buyer.

34. The drivers/ staff provided by the service provider shall not be deemed employees of the buyer, hence the compliance of the applicable labour laws and acts, Transport Motor workers Act and other relevant laws will be the sole responsibility of the service provider.

35. Buyer shall not be liable for any damages whatsoever to public property and /or any third person due to any accident arising out of and in the course of deployment of service provider's vehicle. The Service Provider shall be solely and exclusively liable for the losses / damages caused by the driver of the Service Provider and shall indemnify the Buyer in case of any such losses / damages.

36. The buyer will in no way be responsible for violation of traffic rules and /or

infringement of any other law for the time being in force, either by the driver of the vehicle or by the service provider.

37. During the contract period, if the vehicle is seized or detained or requisitioned by Police/Motor Vehicle Authority or any other authorities for whatsoever reasons that will be at the service provider's risk.

38. The Period of the contract will be two years.

39. The Director, ICAR-NDRI Karnal reserves the right to cancel the Rate Contract anytime without assigning any reason.

40. Firm is required to deposit Performance security of Rs. 50,000/- in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank or Bank Guarantee from a Commercial Bank within two weeks without fail.

41. An agreement form on a stamp paper of Rs. 100/- containing all the T&C of this order may be submitted within two weeks.

42. Liquidated Damage Clause:

- a) Rs. 500/- for every instance will be deducted in case of delayed reporting by the driver and Rs. 1000/- on each occasion will be deducted in case of non-availability of the vehicle(s) on any day. Further, in case of non-availability of the vehicle(s), alternative vehicles will be hired from the open market and the expenses incurred thereon shall be deducted from the bill of the contractor.
- b) In case the vehicles provided by the concerned agency are not as per terms and conditions, this will attract penalty amounting to Rs. 1000/- on each occasion.
- c) In case the above digressions continue on a regular basis as well as violation of any other contract term, the Office reserves the right to cancel the contract without giving the statutory one month's notice as well as to forfeit Performance Security and to debar the contractor. Either or all of these actions may be taken depending upon severity of lapses.

43. In case of any Legal Dispute, the jurisdiction will be at Karnal.



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Distribution:-

- M/s Paul Tour & Travels, Shop No. 15, Subzi Mandi Road, Near Gandhi Juice Corner, Karnal, Haryana-132001, Contact Numbers: 9416304444, 9996589812 & 9891841439.
- Incharge, Computer Centre, with the request to upload the same on e-Office and Institute's Website immediately.
- CFAO, Audit Section.
- DDO's, C&B-I,II & III Section.
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