

# **1. Scope of work - Hired Vehicle**

## **Terms & Conditions:**

### **Requirement of Vehicles:**

- 1- Two 24-Seater Starbus/equivalent Bus on 12 hr. basis (Approx running KM = 1200/Month, )
- 2- One 16-seater Traveler on 24 hr. basis (Approx running KM = 3600/Month)
- 3- One Innova on 12 hr. basis (Approx running KM = 1200/Month)
- 4- One Bolero/Similar SUV (Vehicle must be GNCAP- 4star or above in safety rating) on 24 hr. basis

\*Running KM is indicative only. Billing to be done on actual KM only.

### **A. General**

1. The hired vehicles required on monthly basis with driver and fuel.
2. They should report on time as per the intimation of ES&A Team.
3. The services of these vehicle in terms of shift will be de decided by the Representative of ES&A Team.
4. In case of variation (hike or decrease) in price of fuel will be calculated as per below formula and accordingly the additional charges will be paid or recovered from service provider from the running bills.

**Diesel Price per Km** = Average Diesel Price per month / Mileage. The diesel price will be calculated based on the monthly average, whether it is lower or higher than the current rate.

5. To claim fuel escalation, the service provider required to submit the respective document from the appropriate authority along with running bill.
6. The vender should provide the mileage/liter of the vehicles (different type) while finalization of Services and it should be part of the monthly bill.
7. Vendor to quote on account of extra hours if vehicles stays beyond fix timing. Also charges for overnight can be claimed on agreed rates.
8. Consumables like Toll Tax etc. will be reimbursed on actuals.
9. Replacement of vehicle or driver should be provided by the services provider in case of vehicle maintenance or non-availability of driver or any other matter which may think fit to this part i.e. all the resources should available 12hrs \* 7 or 24hrs\*7 basis (which is applicable) till order is valid.
10. Vehicle/Driver may be required to travel for out station/state as per the organizational requirement. Necessary road permit/other documents to be ready with short notice. The stay of the vehicle and driver to be arranged. All cost related to the same will be reimbursed on actual.
11. If vehicle or driver are not found fit as per set standard, service provider should replace the same immediately.
12. Vendor to deploy one of his representatives to supervise the vehicle and to arrange the duty accordingly as per the instruction of ES&A team.
13. During the vehicle movement if any accident/incident happens, everything to be managed and settled by the vendor as per the law and there will be no obligation to the company or any company employee.

**B. Conditions for vehicle:**

1. The agency will provide well maintained, clean, and vehicles that are not more than 3 years old and ensure that the vehicle is in safe driving condition (Maximum running KM is 25,000 KM).
2. Vehicles should be Air-Conditioned along with safety belts.
3. The servicing of the vehicle is to be done through OEM service station only and the copy of the service record is to be given to ES&A Department
4. Any maintenance of vehicles will be in scope of vendor / service provider.
5. The vehicle must have commercial number and Driver of the vehicle should be with valid license accordingly.
6. Vehicles should have all valid documents i.e. copy of Registration, insurance, Pollution clearance, Tax, permit and driver's license or any other which may think fit to this part and copies of the same should be submitted to ES&A department of IEL before engaging vehicles in duty.
7. Vehicle should be washed and cleaned before allotment to any duty
8. In case of breakdown of vehicle, alternate vehicle of same type should do the duty within 1 hour.
9. All the equipment like fire extinguisher, First Aid Box, road stoppage indicator, Charger with charging point and other requirement and standard should be maintained by the service provider as per norms of TATA Steel site of Jajpur.
10. Vehicle Gate pass from TSL to be prepared and renewed three days before to engage duty.
11. Vendor must be engaged on same service in Kalinganagar Industrial Complex Area
12. Vendor has minimum turnover of 2.50Cr.

**C. Conditions for Driver**

1. Driver should have valid driving license with minimum three years of experiences and have no legal complaints/issues from police station/RTO.
2. Driver should be in proper dress code provided by the respective service provider/vendor and safety shoe and gears as suggested by ES&A Team.
3. Driver should not use mobile phone during driving vehicle and should not chew tobacco, smoke or take alcohol or any other banned substances.
4. Driver should help passengers for handling the luggage at pickup and drop if any.
5. The vehicle should not cross speed limit within the plant premises as per norms of the site.
6. Driver should show the KM reading and time at start and end point of Journey, Logbook of vehicle should be maintained accordingly and take guest signature. Any error in logbook would not be entertained for billing.
7. Every vehicle should be equipped with Mobile Phone, with Charger, big display Clock to each Driver.
8. The driver should have professional demeanor towards employee and guest.
9. Police verification is mandatory for all drivers before engaging and to renew on time to time.
10. Before allocating any driver, service Provider to ensure that the driver must not be involved directly/partially in any types of unethical, criminal, or similar activities.
11. The drivers not to be involve in any types of riots, strikes, or similar activities on duty

- timing.
12. The Driver should have medical fitness and safety pass from TSL safety team as per TSL guidelines.
  13. Driver Gate pass to be prepared and renewed three days before to engage duty.

**D. Statutory requirements**

1. Vendor shall deposit the PF and ESI in respect of its staff with the concerned authorities regularly and shall fulfill all the statutory requirements applicable to this contract without fail.
2. Failure on account of Statutory compliance like PF, ESIC, Bonus, Minimum Wages (as per notification of govt. time to time), disbursement of wages on or before 7th of every month and any other labour laws or applicable law will be treated as an offence and appropriate action will be taken.
3. Insurance coverage for the staff deployed is to be obtained by the Service provider as applicable.
4. Vendor will be responsible for all kinds of liability, compensation claimed by anybody due to any situation, Political issue, Local administration, Police etc.

**E. Safety requirements**

1. Ensure the seat belts of all seats should be in working, smooth and hygienic.
2. The Safety norms of TATA Power / TATA Steel should be displayed to passenger seat.
3. Fire extinguisher and First aid box should be available inside vehicles with validity.
4. All the safety standard of TATA Power / TATA Steel should be maintained. In case of any failure found, the service provider should change the vehicle and replace with the same type of vehicle immediately.
5. All others safety terms will be as per General Conditions of Contract.
6. Any safety and other violation by the Vehicle/driver observed by the management will be dealt as per the policy/guideline/communication.

## **2. Scope of Work for Company vehicle Management**

Details of vehicles under the scope

i) Force Traveller-1 no

II) Toyota Innova - 2nos

All the above-mentioned vehicles belong to IEL. These vehicles may get changed as per IEL's requirements.

### **Job scope includes the following:**

1. Job is required for driving of these vehicles on 12 hrs. x 7 days shift basis. May be extend based on the requirements.
2. Operation and up keeping of the above three vehicles. Operation should be done safely and as per traffic rules. There should not be any traffic violation, any damage to vehicles.
3. Daily cleaning and washing of the vehicles.
4. Monitoring condition of vehicles, servicing properly as per schedule (expenses to service provider as applicable will be paid by IEL). The expiry date of vehicle statutory papers to inform owner (IEL) before one month of due date.
5. In case vehicles goes outstation, it will be responsibility of vendor to arrange fuel if required for the vehicle with consent of IEL, Kalinganagar ES&A team, which will be reimbursed on actual basis on production of proper bill.
6. Out station charges for Drivers accommodation, food to be reimbursed subject concerns approval.
7. Any damage to the vehicle because of ignorance of Drivers will be charged to the agency.
8. All statutory documents including driver's gate pass need to be done by the service provider at least three days before including renewals .
9. All documents including fuel consumption, toll tax and maintenance schedule need to be maintained by the service provider.
10. Daily vehicle allotment as per the requirement of IEL need to be done by the service provider.
11. Daily log sheet to be maintained by the representative of service provider and to submit the same to ES&A dept.
12. Driver should have valid driving license with minimum three years of experiences and have no legal complaints/issues from police station/RT0
13. Driver should be in proper uniform with safety shoe.
14. Driver should not use mobile phone during driving vehicle and should not chew tobacco, smoke or take alcohol.
15. Driver should help passengers for handling the luggage at pickup and drop.
16. The vehicle should not cross speed limit with in the plant premises as per norms of the site.
17. In absence of any Driver, vendor should arrange alternate Driver without fail / delay at any point of time.
18. Driver should show the KM reading and time at start and end point of Journey, Logbook of vehicle should be maintained accordingly and take guest signature. Any error in logbook would not entertain further.
19. Every vehicle should equipped with Mobile Phone with Charger to each Driver.
20. The driver should have professional demeanor towards employee and guest.
21. Driver should always report in time.

22. Company is not liable to provide accommodation and food. If any may be arranged by IEL but all the assets to be maintained properly or damages will be recovered from contractor.
23. Driver should be in proper dress code provided by the respective service provider/vendor and safety shoe and gears as suggested by ES&A Team.
24. Before allocating any driver, service Provider to ensure that the driver must not be involved directly/partially in any types of unethical, criminal, or similar activities.
25. The drivers not to be involve in any types of riots, strikes, or similar activities on duty timing.
26. During the vehicle movement if any accident/incident happens, everything to be managed and settled by the vendor as per the law and there will be no obligation to the company or any company employee.
27. Before allocating any driver, service Provider to ensure that the driver must not be involved directly/partially in any types of unethical, criminal, or similar activities.
28. The drivers not to be involve in any types of riots, strikes, or similar activities on duty timing.
29. The Driver should have medical fitness and safety pass from TSL safety team as per TSL guidelines.
30. Driver Gate pass to be prepared and renewed three days before to engage duty.

### **3. Job Scope of Hired Vehicle for as and when required.**

#### **Terms & Conditions:**

##### **General**

1. The hired vehicles required on as and when required basis with driver and fuel.
2. They should report on time as per intimation of ES&A team.
3. The services of these vehicle in terms of shift will be de decided by the Representative of TATA Power.
4. In case of variation (hike or decrease) in price of fuel will be calculated on following way and accordingly the additional charges will be paid or recovered from service provider running bills as the case may be.  
Total KM Run  
(After hike/decrease in fuel price)  
Fuel escalation =----- X Variation in diesel price/liter  
Average mileage of Vehicle
5. To claim fuel escalation, the service provider required to submit the respective document from the appropriate authority along with running bill.
6. The vender should provide the mileage/liter of the vehicles (different type) while finalization of Services and it should be part of monthly bill.
7. Vendor to quote on account of extra hours, if vehicles stays beyond fix timing. Also charges for overnight can be claimed on agreed rates but in that case the service provider will not be entitled to claim charges for extra hrs.
8. Consumables like Toll Tax etc. will be reimbursed on actual.
9. Replacement of vehicle or driver should be provided by the services provider in case of vehicle maintenance or non-availability of driver or any other matter which may think fit to this part i.e. all the resources should available 12hrs X 7 basis till order valid.
10. If vehicle or driver are not found fit as per set standard, service provider should replace the same immediately.
11. Service provider to provide vehicle at multiple locations like jajpur road, Cuttack and Bhubaneswar based on the requirement.

##### **Conditions for vehicle:**

1. Preferred vehicle for SUV category is Innova and for sedan category- dzire or equivalent (vehicle must be GNCAP 4-star rating and above)
2. Vehicles model should not be more than 1 year and it must be in good condition.
3. Vehicle must have all India permit to travel.
4. Any maintenance of vehicles will be in scope of vendor / service provider.
5. The vehicle must be commercial and driver of the vehicle should be with valid license.
6. Vehicles should have all valid documents i.e. copy of Registration, insurance, Pollution clearance, Tax, permit and driver's license or other think which may think fit to this part and copies of the same should be submitted to Administration department of Tata Power before engaging vehicles in duty.
7. Vehicle should washed and cleaned before allotted to any Employee or Visitor
8. In case of breakdown of vehicle alternate same type vehicle should attend the duty within 1 hour.
9. All the equipment like fire extinguisher, First Aid Box, road stoppage indicator, Charger with charging point and other requirement and standard should be maintained by the service provider as per norms of TATA Steel site of Jajpur.

#### **F. Conditions for Driver**

1. Driver should have valid driving license with minimum three years of experiences and have no legal complaints/issues from police station/RTO.
2. Driver should be in proper uniform with safety shoe.
3. Driver should not use mobile phone during driving vehicle and should not chew tobacco, smoke or take alcohol.
4. Driver should help passengers for handling the luggage at pickup and drop.
5. The vehicle should not cross speed limit with in the plant premises as per norms of the site.
6. Driver should show the KM reading and time at start and end point of Journey, Logbook of vehicle should be maintain accordingly and take guest signature. Any error in logbook would not entertained further.
7. Every vehicle should equipped with Mobile Phone with Charger to each driver.
8. The attitude of Driver remains positive and should not misbehave with any passenger.
9. The driver should be verified by location PS.
10. The driver should have medical fitness and safety pass from TSL safety team.

#### **Statutory requirements**

1. Vendor shall deposit the PF and ESI in respect of its staff with the concerned authorities regularly and shall fulfill all the statutory requirements applicable to this contract without fail.
2. Failure on account of Statutory compliance like PF, ESIC, Bonus, Minimum Wages (as per notification of govt. time to time), disbursement of wages on or before 7th of every month and any other labour laws or applicable law will be treated as an offence and appropriate action will be taken.
3. Insurance coverage for the staff deployed is to be obtained by the Service provider.
4. Vendor will be responsible for all kinds of liability, compensation claimed by anybody due to any situation, Political issue, Local administration, Police etc.
5. The Service provider shall deposit the PF in respect of its staff with the concerned authorities regularly and shall fulfill all the statutory requirements applicable to this contract without fail.

#### **Safety requirements**

1. Ensure the seat belts (Front and back) should be in working, smooth and clean.
2. The Safety norms of TATA Power / TATA Steel should be displayed to passenger seat.
3. Fire extinguisher and First aid box should be available inside vehicles with validity.
4. All the safety standard of TATA Power / TATA Steel should be maintained. In case of any failure found the service provider should change the vehicle and replace with the same type of vehicle immediately.
5. All others safety terms will be as per General Conditions of Contract.