



Scope of Work & other terms & conditions – Hiring a Innova on Contract Basis
Tender Ref.No.TELK/C&M/HR/CAR/117/2016

1. Contract shall be for providing a Innova and a Driver. Car shall be of 2500 cc and above.
2. Car should be one manufactured on or after 2010 with Air Condition and valid RC Book and All Kerala Taxi Permit.
3. Car should have 3rd party insurance valid as on the date of the Contract which shall be renewed without any lapse.
4. TELK will not bear any expense either for the maintenance of the Car or Fuel Expense or any other normal wear and tear or accidental / adhoc expenses.
5. Parking Charges, Toll Charges and Entry Fees shall be paid by the Contractor and shall be reimbursed by the Company.
6. Contract for hiring Car shall be valid for 3 months with option for TELK to terminate the contract by giving 24 hours notice period or proportionate payment in lieu. Contract shall be extendable for another 9 months on satisfactory performance rated by the Company.
7. Air Conditioner should be in working condition and shall be provided through out the period of contract for all trips. In case of failure of Car AC, a fine of Rs.500/- shall be deducted per day.
8. Car shall report at TELK, Angamally or any other place (within 20 kms from TELK, Angamally) specified from time to time on each day at 8.00 a.m. and shall be engaged on various assignments till 8.00 p.m. in normal case.
9. Opening and Closing Meter reading shall be verified by the Company and any extra hours beyond normal hours shall be engaged only after getting prior approval from HR Department.
10. A log book shall be kept with the Driver concerned in which all particulars as required by the Company shall be updated on a daily basis. The log book shall be cross checked on every day at the time of reporting. Log book shall also be verified by the Officer in Charge on a weekly basis (on every Monday).
11. Company shall pay Rs.200/- for each extra hour other than from 8.00 a.m. to 8.00 p.m. Any part of the hour shall be ignored while calculating extra hours.
12. There shall be a ceiling of 80 kms per day. Company shall pay Rs.15/- per km for each km in excess of 80 kms per any day.
13. Company shall deduct from the Contractor for absence in reporting hours at the Company or any other specified place (either Car or Driver or Both) at the rate of Rs.200/- per hour. Unwillingness to take up trips shall also be deemed to absence in reporting.



14. Payment Terms: No advance payments shall be made in any case. The contractor shall submit monthly bills to HR Department at the end of every month and payment will be released within 20 days of receipt of bills.
15. Officer in Charge: Manager (HR) shall be the Officer in Charge for this Contract.
16. Work Rules: In case of repair or other issues to the Car, Contractor shall provide a substitute car (Innova) and driver within 24 Hours subject to fine at the rate of Rs.200 per hour – applicable to normal contract hours. Beyond 24 Hours, the fine shall be double (Rs.400 per hour – applicable to normal contract hours).
17. In case of unavailability / inconvenience of Driver on any ground whatsoever, contractor shall provide a substitute driver within 24 Hours subject to fine at the rate of Rs.200 per hour – applicable to normal contract hours. Beyond 24 Hours, the fine shall be double (Rs.400 per hour – applicable to normal contract hours).
18. Contractor shall perform the contract as per rules, regulations, security policies, code of conduct and terms and conditions stipulated by TELK from time to time.
19. Monthly rate quoted in the tender based on which contract is awarded shall not be revised during the period of contract (3 months + 9 months) and shall be exclusive of taxes and any other Government levies at actual. All other charges shall be treated as fixed during the tenure of the contract.
20. Under this Contract, TELK will allow a maximum of 3 drivers only. Any driver shall be liable to be removed upon a written communication from the Company with or without assigning any reasons for such removal.
21. No allowance / reimbursement / Driver's Batta shall be claimed extra. However, the Driver can avail Company Canteen Facility at rates applicable for "Other than Permanent Employees".
22. Governing Laws: The parties shall submit themselves to the exclusive jurisdiction of the Courts at Ernakulam in respect of a dispute arising out of this contract.
23. The Contractor shall indemnify the Company (TELK) for any loss or damage incurred by TELK or any third party due to any action or omission from the part of the contractor.
24. Confidentiality: Each party will maintain the confidentiality of any information provided by the other party under the said offer during the period of contract.
25. The contractor shall not sub-contract the performance or any other part of this contract.

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