

SCOPE OF WORK (SOW)

SUBJECT: HIRING VEHICLE FOR RAJASTHAN GA.

1. Vehicle Requirements (Bikaner & Churu)

- **Type of Vehicle:**

- Swift Dezire (Petrol/CNG)
- Ertiga (Petrol/CNG)

- **Condition:**

- Vehicles not older than 2024 will be given preference (maximum of 30,000 km running is acceptable)
- Vehicle must be in good running condition, properly maintained, clean interior/exterior.

- **Fitness & Documentation:**

- Valid vehicle registration (RC).
- Valid insurance (Comprehensive/Third Party), In the event of any accident or damage(s) while the vehicle(s) is on the duty, the Company shall be completely free from any liability of any nature connected with the accident.
- Valid pollution certificate (PUC).
- Valid road permits as required for (Rajasthan), if the vehicle is required to ply outside the state of RJ state the road permit/taxes as applicable shall be reimbursed by M/s. GASONET on production of relevant receipts by the contractor.

Note: Above documents need to be submitted by contractor for record purpose.

- **Safety Features:**

- Functional seat belts.
- Spare tyre, jack & basic tools.
- First-aid kit and fire extinguisher.

- **GPS/SOS System:**

- Real-time GPS tracking (live location, route history, idle time).
- Submitted Route history & Vehicle usage reports on monthly basis (if needed.)
- SOS button in app/device Auto-location sending when SOS is triggered.

2. Driver Requirements

- **Driver Qualifications:**

- Must hold a valid driving license for the vehicle type.
- Minimum **3 years driving experience**.
- Well-versed with local routes and traffic regulations.

- **Driver Conduct & Responsibilities:**

- Must maintain discipline, punctuality, and professional behavior.
- Always ensure safety of passengers and vehicle by following all road safety norms.
- Maintain vehicle cleanliness daily.
- Not to engage in consumption of alcohol or any prohibited drug during duty.

3. Duty Hours & Deployment

- **Duty Duration:**

- **12 hours per day** (e.g., 09:00 to 21:00 or as directed by site office).
- No use of Gasonet identification/logo is allowed outside duty hours.
- Gasonet shall be indemnified in case of any illegal activities carried out by Driver/Contractor.

- **Reporting Point:**

- Site office / project office / as instructed by the concerned manager.

- **Additional Hours:**

- Overtime rates 50Rs/Hours after 12 hours of duty timing.
- Night halt 200 Rs/Day (if applicable).

- **Off Days / Substitution:**

- Replacement vehicle/driver must be provided when the deputed vehicle/driver is unavailable.
- Vehicle & driver shall be available on weekends/holidays for Emergency on call basis. **(if not provided by the contractor penalty will be imposed 500Rs/Day or as per actual bill)** the amount will be deducted from the contractor's monthly payment.

4. Maintenance & Repairs

- **Maintenance:**

- All servicing, maintenance, and repairs will be the responsibility of the vendor/contractor. Alternate vehicles shall be provided by vendor while sending the deployed vehicle for scheduled servicing/maintenance. Vehicle shall remain well maintained with valid Fitness certificate.

- **Breakdown:**

- Immediate replacement of vehicle to be provided by the vendor within **2 hours** to avoid disruption to site activities. In case of delays beyond 2 hours, a penalty of 200Rs/ Hour will be applicable.

Note: if the contractor does not provide the alternative vehicle on time and it arranges by the company own, company will be penalized additional 1500 Rs/day.

5. Logbook & Monitoring

- **Vehicle logbook to be maintained daily with:**

- Start KM & End KM
- Purpose/location of Travel

6. Payment Terms

- **Monthly rental charges** (as per agreement/SOR)
- **Overtime charges** (if applicable).
- **Billing cycle:** Monthly.
- **Payment & Invoicing:** payment shall be released within 45 days from date of submission of correct Invoice.
- **Parking & Toll Chargers:** parking & toll chargers will be paid by the contractor that will be reimbursed by the company to contractor on time of monthly invoice, (if the contractor does not pay the charges of any circumstance on time company will penalize 1.5 times the value.)
- Parking and toll charges shall be paid in advance by the Contractor, Company will reimburse the actual paid amount to the Contractor at the time of monthly invoicing, upon submission of valid supporting receipts.

If the Contractor fails to pay any applicable parking or toll charges on time for any reason, the Company has right to penalty equal to 1.5 times the unpaid charge value.

Note- Monthly rental charges are fixed for 3000 KM with fuel and driver, however left over KMs in any month will be carry forwarded to next month, which shall be reconciled every quarter (3 months) for adjustment of any Extra KM during that period. Extra KMs beyond 3000 KM will be payable based on the quarterly reconciliation report.

7. Compliance & Safety

- Vehicle and driver must comply with all statutory rules and regulations.
- Vendor responsible for insurance claims or legal issues arising from vehicle operation.
- Company reserves the right to audit vehicle condition and documents at any time.

8. PERIOD OF CONTRACT

- Contract duration will 1 year. (Extendable as per based on performance)
- Vehicles are to be provided within 15 days, from the date of issue of order (SO).

9. Termination Clause

- Company may terminate the contract with prior written notice (30 days) for:
 - Poor performance
 - Safety violations
 - Non-availability of vehicle/driver
 - Breach of any terms and conditions

10. SCOPE OF CONTRACT

- The vehicles shall be required for M/s. GASONET for 1 year as per terms and conditions.
- The Vehicles shall be used for and within the area of operation/requirement within whole of RJ State. Vehicle can be stationed at any M/s. GASONET sites/ installation/offices. Whenever change of place other than business locations, it will be intimated to the contractor.

11. ESCALATION/DE-ESCALATION:

Rates quoted are fixed & remain unchanged during the entire period of contract. However, company will consider an escalation/ de-escalation of rates will be governed by the increase / decrease of the rate of fuel per kg, per litre (Kg in case of CNG) and the revision of the rate will be considered till the new price taken place. The governing formula for Escalation / De-escalation will be as under:

Escalation / De- escalation	$\text{KM run after rate increase} = \frac{\text{Average of the vehicle in Kms/ltr} \times (\text{New rate of Fuel} - \text{Old rate of Fuel})}{\text{Average of the vehicle in Kms/ltr}}$
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(Average of vehicle shall be considered approx.)

1. For CNG Ertiga/Swift Dzire – 20 Km /kg approx. for evaluation.

The Escalation as worked out above will be applicable only in case the price of the fuel beyond increase/ decrease beyond 5% for implementation.

The above formula shall also be used for reduction; in case the fuel price is reduced. Press Notification shall form the basis of prevailing fuel price. The escalation/de- escalation charges will be claimed in the subsequent month only from the date of rise of fuel price. However, this will not be applicable for increase of spare parts, lube oil etc.

No claim whatsoever will be considered for increasing the monthly charges of the vehicles during the period of agreement entered on the basis of this calculation.

Contractor shall submit the actual bills in original issued by Diesel/Petrol/ CNG out lets and shall claim the escalation / de- escalation along with regular bills.

12. BILLING AND PAYMENT:

1. The invoices shall be settled within 30 working days on receipt, correct in all manner and

fully supported by-

- Logbook (month wise for each deployed vehicle)
- Actual receipts of payments towards toll tax etc. for reimbursement, if any.

13. T&C

- No sub-contracting or sub-letting shall be allowed.
- The vehicles shall necessarily have TAXI PERMIT/ Commercial RC
- The contractor must obtain a vehicle permit for RJ State at his own cost.
- The Vehicles, taken on hire with the approval of the Engineer -in- Charge for regular duties under the contract shall not be changed/ replaced by the Contractor normally during currency of contract except for its being defective in which case another hired vehicle of equivalent or higher specifications/model shall be provided by the contractor.
- The Contractor shall ensure that the driver of the vehicle given "one [01] day's off in a week" and provide alternative driver for that day.
- The Driver should have a valid License. In any point of time if found that the driver is operating the vehicle without having a valid license, the rent / charges for entire period will be deducted by the company without any notice / information.
- The contractor shall be solely responsible for discipline of the personnel deployed by him. Further, he shall ensure that none of his workers create any nuisance or indulge in anti-social and criminal activities during the entire period of contract. In case anybody is found indulging in such activities, then he will have to be immediately removed without any prejudice to further necessary action as deemed fit.
- The contractor/contracting firm shall deploy the Drivers after the police verification. In case any worker is found having criminal record, he shall have to be immediately replaced without any delay.
- The contractor will employ only adult persons /drivers for the work as per the requirement i.e. no contract worker/driver below the age of 18 shall be deployed at the site/vehicle by the contractor.
- During the duty hours, the Contractor's personnel shall not do any private work other than their normal duty with Gasonet.
- Contractor shall submit the fitness certificate of deployed driver to company issued by a qualified physician (MBBS Doctor).
- GASONET does not bind itself to provide any parking place and GASONET shall not be responsible for safety or security in relation to the tenderer's Vehicle Staff/equipment of any other properties.
- The driver/contractor shall not carry any unauthorized passengers in the Vehicles. In case the same is detected, no payment shall be admissible for the day/days of such occurrence. In case Contractor /Driver ignores the instructions, the Vehicle shall not be accepted and penalty of Rs. 300.00 for each occasion shall be imposed and in case of no improvement and corrective action, GASONET shall initiate action for de-hiring/ cancellation of contract.

- The Contractor shall ensure affixing of FASTag on the vehicle and maintain sufficient balance at any point of time in the account of FASTag of each vehicle for easy access at toll plaza as per the Government norms.
- In case of air-conditioned vehicles, a penalty @ Rs.500.00 per day per vehicle shall be levied, if the AC is not working properly and reported by the officer who is using the vehicle.