



Vehicular transport Services to Academy

Terms and conditions

1. A hatchback would be on duty for 26 days in a month for 12 hrs duty on all working days. The timing and days, however, will be flexible and the driver would be informed accordingly. The monthly limit of Kms would be 2600 Kms.
2. Licensed, reliable, experienced driver having thorough knowledge of Bangalore Roads and important Scientific Institutions (IISc., JNCASR, NCBS, ISI) should be deployed on the vehicle. The driver should be in uniform during the duty time.
3. The vehicle should be in excellent running condition and not be more than two years old.
4. The vehicle and the driver should not be changed, but under extraordinary conditions only after approval on the Academy may be done.
5. In case the regular vehicle is not available, then a spare vehicle of a similar description should be sent as replacement. If no substitute vehicle is sent and no alternative arrangement is made, then double the pro-rata amount/day or the actual expenses incurred for hiring the vehicle whichever is more would be deducted from the bill. If service is not made available for part of a day, no payment would be made for that day.
6. Normally, there would be no revision in the tariff during the period of the contract.
7. The period of contract would be for one year which may be extended if services are found satisfactory and on mutually agreed terms and conditions. The Academy reserves the right to terminate the services in the first month, without assigning any reasons, if the services are not found suitable/satisfactory. For calculation of Kms run during duty hours, the starting and ending point of duty will be the Academy office at Sadashivananagar, Bangalore. If the end point where the vehicle is signed off last is other than the above, then distance from the point where the vehicle was signed off up to Academy office would be allowed.
8. Penalty as stated at Para 5 above will be imposed if vehicle breaks down on duty or does not turn up at the appointed time.
9. No payment for the day will be admissible if the vehicle meets with an accident.
10. **Firmness of rates during the Contract Period;** The monthly rental as per the Agreement would remain firm and final during the contract period of one year and no enhancement would be allowed on account of any reason, whatsoever, except under the circumstances of the fuel prices increase by more than 10%, (taking fuel prices prevailing as on the date of signing of the Agreement as the base)

- 11. Relevant place and timings for counting of kilometer run and time period. For Start Journeys;** Starting kilometer would be counted from Academy office and not from the operator's garage. Start time would be the time when the taxi reports before the authorized officer, normally every day at 8 am.
- 12. The entire maintenance and operation costs like repairs, fuel charges, taxes, insurance etc. will be borne by the operator only.**
- 13.** Necessary entries may be made on the form provided by Academy. In addition, the driver of the **vehicle on a particular day** (working as well as non-working day) **would be required to submit a 'Daily Report' of Taxi Hired in the format(s) prescribed by Academy, and as amended from time to time** (based on the entries in the log book), **such report would be handed over to the authorized officer of Academy either on the same day after the end of duty or latest by 1300 hrs on the next working day.**
- 14. All charges salary /overtime / any other allowance of driver / mobile phone charges or any such other cost connected with the running of such Taxis shall be borne by the operator and Academy will pay only the eligible amount as per approved rates contained in the terms and conditions.**
- 15.** Any loss or injuries due to any road accidents rising during the course of engagement of Taxi by Academy shall be handled fully by the operator, who shall take all legal actions and be responsible for all the acts of the driver deployed by him. Academy will not have any liability arising out of any such accidents whether on account of action of the driver of the operator or any third party. The operator shall render complete indemnity to Academy as well as its officers and / or user of such Taxi against any liability, criminal or civil, arising on account of hiring of such Taxi by Academy.
- 16.** The operator should ensure availability of proper and valid first party insurance at all times in respect of vehicles as well as insurance coverage to passengers, third party, etc. Copies of such insurance policies should be kept in the vehicle with the driver.
- 17.** The operator is not allowed to sublet or transfer his obligations under the contract to any other person or entity or taxi operator. He is responsible to fulfill his obligations under the agreement.
- 18. Basic Requirements of driver to be deployed for Academy Duty.**
The driver provided along with Taxi should fulfill all the statutory requirements of driving such vehicles like holding a valid Driving License, badge etc. The driver provided for taxi should not have been involved in any criminal or motor vehicle accident case in the last 5 years and his credentials should duly checked by the operator before deploying him for Academy duty.
- 19. It shall be the duty of the driver to keep the vehicle neat and clean on daily basis and get the entries in the log-book or requisition slip as the case may be, signed from the persons / officials who actually travelled in the vehicle immediately on completion of each journey and submit daily report in the prescribed format to the authorized officer of Academy. Any failure to do so will make claim for such journey inadmissible.**

20. Conduct of Driver;

- i) Driver deployed for duty with Academy should be polite, courteous and well-mannered / behaved and should have the basic etiquettes of dealing with Academy officer bearers, officers and Staff.
- ii) Academy reserves the right to ask the operator to change the driver whose behaviour is found to be not up to the mark or who has indulged in any incidence of misbehaviour or non-reporting at the designated point on time or not observing the lawful instructions given by the authorized officers of Academy and the officers using the vehicle.
- iii) Driver who is fully fit, medically as well as otherwise, alone would be deployed for service with Academy. Deployment of Driver above 60 years of age shall not be allowed.
- iv) Security check verification of driver should be carried out by operator. However, Academy would be free to conduct further additional police verification / such other verifications, if considered necessary, of the driver.
- v) It would be compulsory for the driver deployed for duty to have a working mobile phone on which the authorized officers of Academy or officers using the vehicle can talk to him in case of need, especially for calling them from the parking slots. Academy or to know his whereabouts for picking from Airport, etc. Driver has to keep their mobile phone always in switch on mode and keep them fully charged. Cost of such mobile phone or running bills will be the responsibility of driver or operator and Academy will not pay any amount towards this item. The mobile number and changes in such numbers from time to time would be duly notified to the authorized officers of Academy.
- vi) **The driver so deployed should be well-educated and capable of maintaining log-book entries, writing simple daily report of taxi hired,** reading of speedometers, should have basic reading and writing skills and understanding instructions by the officers. Name of the chauffeur and his mobile number would be displayed / pasted prominently in the taxi at all times (generally on the back of front seat) for the convenience and use of officers using such Taxi.
- vii) It shall be the duty of the operator / driver to ensure that taxi deployed for Academy always has sufficient quantum of fuel available and in addition driver should have enough money at his disposal to purchase additional fuel if required during the course of journey. Academy will not make any arrangement for providing fuel for Taxi or advance money for such purposes.
- viii) **The driver so deployed should exhibit high level of honesty and integrity and should maintain correct records of timing and kms. As per actual uses and should not indulge in manipulating such record(s) or inflate kms.**

readings or timings, either on their own or on the instigation of operator / his officials or even Academy officers or users of Taxi.

21. Basic Requirements / conditions for Taxis to be deployed for Academy Duty:

The Taxi provided should be of latest possible model, and in any case should not be more than 2 years old. Moreover, the Taxi should be in excellent running condition, having least possible chances of break-down on continuous running. Further, upholstery of Taxi should be in good condition. Academy reserves the right to ask the operator to change the vehicle which is found not to be in good running condition or has faced regular break-down or condition of which is not up to the mark keeping in view the status of officers who are likely to use such vehicle.

22. The Taxi engaged for Academy shall be exclusively used by Academy and will not be shared with any other user.

23. The vehicle with Karnataka commercial registration numbers alone shall be deployed by the operator. Private cars owned by the provider not bearing Karnataka commercial registration numbers shall not be allowed to be put in service. Even if, any such vehicle has been put into service by the operator, no payment for the same will be made by Academy.

24. Parking fee, toll for use of roads etc will be reimbursed by the Academy on the production of receipts.

25. The vehicle offered for Academy service shall have the following essential features:

- a) Equipped with Central locking system.
- b) Technometer / Speedometer in proper working condition.
- c) Good quality fabric seat upholstery.
- d) Good Head lamp and indicators.
- e) Manufacturing company fitted air conditioning system and cabin heating system.
- f) Provision for four safety belts.
- g) Any other items as governed by the prevailing statutory requirements shall be fitted in the car.

Note: The word 'Operator' used in this tender refer to the bidder / Taxi Operator Who has offered to provide Taxi service to Academy.