

Scope of Work

The Scope of Works for "Hiring of various types of Vehicles (Buses) -06 Nos for a period of Thirty - Six (36) months i.e. from 01.04.2023 to 31.03.2026.

The detailed Scope as specified below:

1. Contractor shall provide a cost effective, comfortable, safe and secure transport system to Employer's Employees traveling to and fro from the office and Raipur/Tilda and internal movements inside the Plant.
2. The vehicle shall be diesel operated and shall comply to **Bharat Stage IV (BSIV)** or higher Emission norms and well equipped with air conditioning system, music system, luxurious interiors, neat and clean seat covers, air suspension, first aid box, air freshener spray, reverse camera & horn and all other accessories that are required to ensure comfort of employees of the Employer.
3. The vehicle must be maintained by the Contractor in good and sound working condition, regularly serviced, daily cleaned & freshened with perfumed air freshener, maintained and equipped with all mandatory safety requirements and fittings. Seats shall be push back and always covered with neat and clean seat covers, the vehicle shall have good quality foot mat and good quality music system required to ensure comfort of the Employer's employees.
4. Contractor must deploy vehicle and services that are energy efficient, less polluting, environment friendly and have ecofriendly waste disposal mechanisms.
5. The vehicle shall be equipped with following specifications/ features:
 - a) Air Conditioning (AC)
 - b) Tubeless tyres
 - c) Neat and clean seat covers
 - d) Music system.
 - e) Provision of Mobile charger point for Passengers.
 - f) Seat belt for every seat
 - g) Fire extinguisher
 - h) First Aid Box
 - i) As per Bharat Stage IV (BSIV) or higher Emission norms.
 - j) GPRS tracking system in the vehicle.
 - k) Valid Fast Tag with adequate balance in Fast Tag
 - l) Reverse Horn & Camera
 - m) Vintage of Vehicle – **Require Brand New Vehicle as our contract shall be for a period of 03 Years**, or maximum Ageing of vehicles shall be one (01) year and Permissible KM consideration shall be less than 50,000 KMs as on date of deployment of vehicles at site i.e. 01.04.2023.
6. The vehicle deployed by Contractor must be maintained in trouble-free working condition during the Contract Period. If the Vehicle go under breakdown, the Contractor shall provide immediate replacement of equivalent good quality vehicle without any additional cost to the Employer.
7. No Private Vehicle shall be allowed for making the alternate arrangements. If the Contractor fails to make the alternate arrangement, then the Employer reserves the right to make the alternate arrangement. The additional cost incurred by the Employer towards making such alternate arrangement (at actuals) along with applicable penalties shall be recovered from the Contractor's monthly RA bills.
8. The vehicle shall be deployed on all calendar days of the month including Sundays and holidays during the Contract Period for 12/24 hours/day basis as per the schedule prescribed by the Employer's OIC.

9. Requirement of Vehicles:

Sr. No.	Bus Description	Location	First Pickup Point	Reporting Time	End Time
1	52-Seater AC Bus, 12 Hrs.	Raipur	Shankar Nagar Chowk	07.45 AM	07.45 PM
2	40-Seater AC Bus, 12 Hrs.		Pandri Bus Stand	07.45 AM	07.45 PM
3	12-Seater AC Bus, 12 Hrs.		Shankar Nagar Chowk	08.00 AM	08.00 PM
4	18-Seater AC Bus, 24 Hrs.		Shankar Nagar Chowk	05.50 AM (A Shift)	08.30 AM
			Shankar Nagar Chowk	12.50 PM (B Shift)	03.45 PM
			Shankar Nagar Chowk	08.50 PM (C Shift)	11.45 PM
5	40-Seater AC Bus, 12 Hrs	Tilda	Vrindavan Colony	08.30 AM	07.30 PM
6	12-Seater AC Bus, 24 Hrs.		Vrindavan Colony	06.20 AM (A Shift)	08.00 AM
			Vrindavan Colony	01.20 PM (B Shift)	03.15 PM
			Vrindavan Colony	09.20 PM (C Shift)	11.15 PM

10. Deployment of Driver & Helper:

- For 12 Hrs. hrs./ day working Vehicle: 01 no. driver.
- For 24 Hrs. /day working Vehicle: 02 nos. separate Drivers on rotation basis in day & night.

11. Driver and helper shall always be remain available with the vehicle during the working hours.
12. Contractor shall supervise delivery of services and co-ordinate with Employer's admin representative on a daily basis for smooth functioning of its transport services, maintaining shift logbook, shift schedule, proper records of vehicles, gate pass formalities and Statutory compliances and for all kind of support.
13. Contractor shall ensure on-time arrivals of Employer's employee and shall establish a travel management system to ensure that the fleet is well kept, and its statutory compliance fulfilled while utilizing the fleet to its optimal capacity.
14. Contractor must engage drivers with a proven performance track record and with no criminal record. The drivers must ensure proper behavior and maintain appropriate dress standards. Employer shall have the unquestionable right to request the Contractor to replace any staff whose performance, in its opinion, is found unsatisfactory, especially while performing duties for Employer. **Age of Driver must be equal or more than 25 years and experience minimum 5 years for HMV driving as on date of deployment of vehicles at site i.e. 01.04.2023.**
15. Drivers shall not pick up any unauthorized passenger while performing duties for Employer.
16. Operation and function of vehicle and drivers shall be governed by Motor Vehicles Act/Motor Vehicles Rules and these shall be the responsibility of the Contractor. The vehicle must be Taxi Passing (Commercial vehicle) only.
17. **Pick-up and drop points:** A route is a path chosen by Employer's Admin representatives to bring Employer's Staff from chosen points in the Raipur & Tilda city to Employer's plant premises OR drop Employer's Staff from plant premises in the Raipur & Tilda city to chosen points.
18. All expenses incurred towards fuel, oil & lubricants, salaries of drivers, vehicle maintenance, insurance charges, RTO Tax, PUC charges, municipal taxes, license fees, registration charges and other charges are in the scope of the Contractor.
19. The chargeable KMs which is included in monthly rental charges will be included from garage to garage up to 10 KMs only (i.e. a distance of up to 5 KMs between the garage to first pickup point or last drop point, is chargeable).

20. The base rate of diesel for monthly rental charges and extra KM charges shall be Rs. **95/- per Liter**.
21. The unit rates (charges for monthly rental and extra KM) shall remain firm during the tenure of the Contract period, except for revision in HSD price & RTO tax.
22. Any additional vehicle required during the year shall also be deployed on existing rate & terms and condition.
23. Fuel Price Increase/ Decrease: If diesel rate increases/ decreases w.r.t base rate (i.e. **Rs. 95/- per Liter**), financial implication shall be as per the below mentioned formula:

Financial Implication= Actual running KMs during the month (km) X Average change in diesel rate for the subject month w.r.t base rate (Rs 95/ Liter) / Mileage of Vehicle (km/ Liter)

24. Mileage of vehicles shall be considered as follows:

- a) 40 Seater AC bus – 4 KM/ Liter
- b) 52 Seater AC bus – 4 KM/ Liter
- c) 18 Seater AC Bus – 8.0 KM/ Liter
- d) 12 Seater AC Bus - 8.5 KM/ Liter

If diesel price increases w.r.t. base price (i.e. **Rs. 95/- per liter**), the Contractor shall invoice for the resultant financial implication under separate head in their monthly RA bills. If diesel price decreases w.r.t base price (i.e. **Rs. 95/- per liter**), the Employer shall deduct the resultant financial implication from monthly RA bills of the Contractor. Illustration for calculation of financial implication due to change in diesel price during the month shall be attached at **Annexure-V**.

Contractor shall raise separate invoice along with supporting documentary evidence for reimbursement of additional expenses due to increase in HSD prices which shall be reimbursed under separate head after due certification by the Employer's OIC.

25. Deduction for lesser KM running than the fix. km per month:

The Employer shall deduct proportionate HSD cost based on applicable HSD base rate & vehicle mileage, if the running of any of AC bus is lesser than minimum mentioned kilometers, then deduction of amount shall be as per below :

[(fixed KM per month - actual KM run per month) X Diesel base rate] / mileage of vehicle.]. Illustration for calculation during the month shall be attached at **Annexure-VIII**.

The said amount shall be deducted from monthly RA Bill of the contractor.

26. GPRS tracking system in the vehicle:

- a) All vehicles should have GPRS tracking system.
- b) Monthly total running Kilometers shall be considered based on the GPRS tracking system.
- c) Speed Limit will be cross checked with the GPSR tracking system for the violation of speed limit and penalty shall be applicable for violation of speed limit.

27. Contractor shall submit the monthly billing as mentioned below:

- a) Monthly rental charges for vehicle- Monthly Charges inclusive of running km per month, hiring of vehicle with Driver and all expenses like lubricants, Mobil oil, maintenance charges, RTO passenger tax, other municipal taxes, license fees, registration charges, Salary of driver etc.
- b) Running extra KM charges over and above fix km per month : The extra running KM rate shall be invoiced at actual as certified by Employer's EIC. The extra running KM rate shall be inclusive of diesel and other charges.

28. Toll Tax/charges & parking charges (wherever applicable) shall be reimbursed at actual against submission of documentary proof.

29. The Contractor shall comply with all the provision of Motor Vehicle Act/ Motor Vehicles Rules 1988 with latest amendments. The Contractor shall be responsible for meeting all statutory obligations with regards to registration of vehicles, road permit, route permit, comprehensive insurance, road tax, fitness certification of the vehicle etc. The Contractor shall also obtain permission for running the vehicle on hire/ contract basis from RTO. The vehicle shall always carry valid original documents i.e. driver's license, tourist permit, insurance papers, PUC, fitness certificate etc. The copies of all the papers shall be submitted by the Contractor to the Employer before commencement of the Contract.
30. The Contractor shall ensure that their drivers must always possess valid HMV license issued by RTO and should be fully familiar with the road, driving conditions and applicable highway codes.
31. The vehicle shall be driven as per the speed limit of Traffic Rules/Employer's Safety Dept. and as specified / notified by the RTO authorities from time to time. Parking of vehicle should be done as per the traffic rules Employer or its officials travelling by the vehicle provided by the Contractor will not at all responsible, if driver is penalized for such offence/s or caught for any antisocial or illegal acts of the driving.
32. The Contractor shall ensure that their staff deployed under the Contract are always in proper uniform (comprising of pant, shirt, shoes & name badge) as directed by the Employer's OIC and have good and courteous manners and drive the vehicles safely and shall have fair knowledge of Hindi & Chhattisgarhi language.

In the event of misbehavior of drivers (unsafe/ rash driving, unnecessary arguments, misconduct etc.), the Employer reserves the rights to expel the driver under intimation to the Contractor.

33. The Contractor shall be personally liable for the conduct, acts and safe driving by its staff. In all circumstances, the Contractor shall be liable to pay all damages, claims & costs arising on account of conduct or faulty driving by their drivers. The Contractor shall make good any loss / damage caused to the movable / immovable property of the Employer.
34. The center of operations of the all the vehicles shall be at "Raipur Energen Limited.", 2 x 685 MW Thermal Power Plant. Vehicle will be based at Plant, Raipur and Tilda starting and end point will be Plant, Raipur and Tilda.
35. All statutory permissions regarding vehicles & staff deployed under the Contract and their operation shall be obtained by the Contractor. The Contractor shall be liable for all the liabilities arising out of their noncompliance of various statutory obligations as applicable.
36. All vehicle deployed by the Contractor shall have the display on the left side of windshield the word "ON DUTY-REL, Adani Power".
37. The vehicle deployed by the Contractor shall be pollution free & display a valid 'Pollution under Control' certificate issued by Chhattisgarh Motor Vehicle Department.
38. The staff deployed by the Contractor shall not be employees of the Employer and shall not have any claim whatsoever on the Employer and shall not act detrimental to the interest of the Employer.
39. The Contractor shall be responsible for meeting all statutory obligations of their driver or their staff with regard to payment of salary/ wages, PF, ESIC/ workmen compensation etc. as provided under various applicable labour laws.
40. The Contractor shall arrange for accommodation and local conveyance of their staff at their own cost. No accommodation shall be provided in the Employer's premises for the drivers & cleaners, if any deployed by the Contractor.
41. The Contractor shall provide a log book in which their drivers shall correctly enter travel particulars such as departure time of vehicle from one point to another, time of arrival at destination, total kilometers covered for the journey etc. The log book with all the entries shall be submitted to the Employer's OIC on periodic basis/ on demand for verification & certification. Certified copy of the log book shall be submitted by the Contractor along with month RA bills at the end of every month.

In case, the signatures mentioned above are not obtained, such journey shall not be counted for the purpose of payment. If during any particular trip, it is noticed that the driver has not met the time schedule given to him or that he has caused inconvenience to the employees/passenger, applicable penalty shall be deducted from the Contractor's monthly RA bills.

42. Uniform: Contractor shall provide 2 pairs of uniform which includes pant & shirt as approved by Employer. Contractor has to ensure that deployed employees are wearing uniform properly & regularly during the duty hours. (i.e. proper uniform in good condition properly pressed & well-dressed condition).
43. In case, Contractor is providing services for Two (02) or more than Two (02) similar vehicles with same mileage to the Employer, then the extra km charges shall be paid to the Contractor only after completion of cumulative minimum fixed Kms of similar vehicles in aggregate.

For example (for 02 vehicles):

If for 12 seater AC bus, 24 hrs. -1 no. minimum fixed Kms is 3300 Kms/ month/ vehicle and 12 seater AC bus, 12 hrs.-01 no. minimum fixed Kms is 3000 Kms/ month/ vehicle then extra km charges shall be paid only after cumulative 6300 (3300+3000=6300) Kms running only for that month.

44. Contractor will follow all safety norms all time as per attached RVDTS, as per **Annexure - XII**.
45. Contractor will comply all legal compliances of Workmen/Driver/Helper (ESIC & PF) as per HR/IR Policy and Kronos Gate pass system of Employer, as per attached **Annexure - XIII**.
46. Contractor will deploy Driver & Helper on daily basis as given below.

52 Seater AC Bus, 12 hrs. basis – 1 No Driver & 1 No Helper
40 Seater AC Bus, 12 hrs. basis – 1 No Driver & 1 No Helper
12 Seater AC Traveler, 12 Hrs. basis – Raipur – 1 No Driver
12 Seater AC Traveler, 24 Hrs. basis – Tilda – 2 No Driver
18 Seater AC Traveler, 24 Hrs. basis – Raipur – 2 No Driver

47. The emergency exit window/ door in all the buses with proper marking should be fully operational as per safety norms. In case same is not available, arrangement for breaking of window of glass in the bus should be provided with written instruction for emergency exit.
48. The Contractor shall be responsible for any sort of injury to persons, animals, or things and for all damages to the property of the Employer/ others due to carelessness, negligence, and mishandling etc. of equipment and/ or machinery on the part of Contractor while carrying out the services under this Contract.
49. The Contractor shall ensure that list of all the workers proposed to be employed for working at site is forwarded to the local police for verification of antecedents.
50. Liquidated damages/Penalties deduction shall be applicable against each SLA/KPI as per enclosed **Annexure-III & Annexure -IV** and there shall not be any cap on total deductions.
