

**PONDICHERRY UNIVERSITY  
TRANSPORT SECTION**

**INVITING RATES FOR FINALISATION OF CAB SERVICES ON HIRE  
BASIS**

**Terms & Conditions**

1. Sealed Quotation should be submitted to the University on or before 3.00PM on 28.07.2023.
2. An Earnest Money Deposit of Rs.25,000/- should be deposited with the University in the form of Demand draft drawn in favour of ‘‘The Finance Officer, Pondicherry University’’ on any nationalized bank and should be enclosed with the application.
3. The rate contract shall be valid for a period of one year commencing from the date of execution of a contract between the Contractor (Service Provider) and the Pondicherry University and shall be renewable thereafter based on the performance of the Contractor (Service Provider) at the discretion of the Pondicherry University.
4. The Contractor (Service Provider) shall provide taxi service, whenever the Pondicherry University or its Representatives makes a request either orally or in writing.
5. The contractor (Service Provider) shall maintain a trip sheet in which entries should be made whenever the Pondicherry University or its representative hires vehicle (i.e., starting kilometer reading, closing kilometer reading, starting time, closing time and distance covered every day) and ensure that both the driver and the user have signed against the entries pertaining to a particular day in the trip sheet.
6. The contractor (Service Provider) shall submit a proper bill for settlement by the Pondicherry University towards hiring of each vehicle. The bill of Contractor (Service Provider) shall contain all relevant particulars more particular the 15 digits service tax code number issued by the Central Excise Department in token of their registration with the department.
7. The Contractor (Service Provider) shall receive payment after 15 days of completion of the trip /Bill.
8. The Contractor (Service Provider) shall pay for salary of the driver including all allowances, Bata, Overtime, waiting charges, Maintenance etc.
9. The Contractor (Service Provider) shall provide vehicles not more than 5 years old and see that the vehicle provided is clean and in good condition with spare wheels and proper tools etc.,
10. The Contractor (Service Provider) shall send drivers who possess valid driving license and sufficient experience and skill and who have adequate knowledge of the route and destination so that the user’s time and energy and the Pondicherry University’s money on additional kilometer / time, is not wasted. The Contractor (Service Provider) shall also ensure that only those who have not been punished for any offence under the IPC, Cr. PC and Motor vehicles Act are to be engaged as drivers for providing the service for Pondicherry University.
11. The Contractor (Service Provider) shall provide Mobile phones to the drivers having roaming facilities to maintain effective communication.
12. The Contractor (Service Provider) shall provide all the essential documents in respect of the drivers and the vehicles hired such as driving license, Registration Certificate Insurance Policy and necessary permits, while the vehicle is in University service.

13. The Contractor (Service Provider) shall provide proper placards to each of the hired vehicles, displaying therein the name of the University and the name of the guest who is required to be received, where the vehicle is hired for receiving a guest at the Airport, Railway Station, etc.,

14. The Contractor (Service Provider) shall instruct the drivers to display the placard in such manner as enabling the University guest to see and identify him.

15. The Contractor (Service Provider) shall ensure that the drivers are neatly dressed in white uniform and behave in a disciplined and pleasing manners.

16. The Contractor (Service Provider) shall bear all repairs of the vehicles hired during the period of hire.

17. The Contractor (Service Provider) shall bear all expenses towards fuel, lubrication oil and other consumables and shall ensure that the vehicles are adequately fueled for at least the day of the journey while reporting. However, the toll paid for using the highways can be paid by the University on submission proof for such payments.

18. The Contractor (Service Provider) shall provide alternate vehicle immediately in case of any failure to the vehicles hired, failing which the Pondicherry University shall have the discretion to make its own arrangement, if the circumstances warrant, at the risk and cost of the contractor.

19. The Contractor (Service Provider) shall ensure punctuality and the driver reports in time whenever a vehicle is hired.

20. In case the Contractor (Service Provider) fails to provide vehicles for any reason, or provides vehicles which are not in an acceptable condition, the Pondicherry University shall be at liberty to hire vehicle from other source, by adjusting the payment due for such defective service.

21. The Contractor (Service Provider) shall indemnify the Pondicherry University or his guest or his representative in respect of any compensation / claims or any charges on account of any accidents involving the vehicle on hire.

22. The Contractor (Service Provider) shall be responsible for the safety, medical care and other facilities of driver including statutory obligations like Insurance.

23. The Contractor (Service Provider) shall be responsible for the damages/ losses occurred due to the actions / omissions of the driver. In case of any damage, loss, embarrassment is caused to the passengers or property belonging to the University as the case may be, by the act of the driver of the Contractor (Service Provider), the University is to be suitably compensated by the Contractor (Service Provider).

24. The Pondicherry University shall not be responsible for providing accommodation to the driver when the vehicle is hired for travel for outstations.

25. The Contractor (Service Provider) shall provide adequate cash to the driver to carry out for fueling, for any minor repairs or to meet any contingency. The passenger shall not be troubled in this regard.

26. The Contractor (Service Provider) shall provide conductor in case of hiring heavy vehicle.

27. The Pondicherry University shall not be responsible for any violation of Rules / Acts, etc. by the contractor / driver and the Contractor (Service Provider) shall ensure that all applicable Laws are strictly followed.

28. For the safety of the vehicle the Contractor (Service Provider) shall take total responsibility and in the event of any accident, / damages theft loss. etc. to the vehicle, the Pondicherry University shall not be liable in any manner.

29. The Contractor should ensure that the driver does not carry any unauthorized passenger / unauthorized materials while the vehicle is under hire.

30. In the event of the Contractor (Service Provider) not complying with any of the agreed terms and conditions, the Pondicherry University may impose a fine depending upon the gravity of the lapse or deficiency in service.

31. The Pondicherry University reserves the right to terminate the Contract by giving 30 days' notice to the contractor without assigning any reason thereto.

32. In the event of any dispute over this contract, the decision of the Pondicherry University shall be final and binding.

33. Selection for this empanelment for providing transport service to the University shall be made purely on the basis of the past performance and reputation as declared in the Format I of this invitation for empanelment. The decision of the University in this regard is final.

34. In case of any disputes arising out of this tender, the jurisdiction lies only with the High Court of Madras, Chennai, Tamilnadu.

REGISTRAR i/c  
Pondicherry University