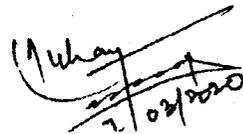


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**OFFICE OF THE ACCOUNTANT GENERAL (A&E), JAMMU KASHMIR AND LADAKH,  
SRINAGAR**

**TERMS AND CONDITIONS**

01. The agreement shall be effective for a period of one year for 24000 Kms i.e 2000 Km per month between 1<sup>st</sup> party viz office of the Accountant General (A&E) Jammu Kashmir and Ladakh, Srinagar and 2<sup>nd</sup> Party viz Outsource Agency which shall provide vehicles alongwith drivers.
02. The vehicles should be either a Scorpio SUV type/ or equivalent/ Honda City (Diesel Version)/Maruti Ciaz/Toyato Platinum Etios for both the offices at Srinagar and Branch Office Jammu. The vehicle should be new one or later than 2018 manufacture year
03. The 1<sup>st</sup> party viz. office of the Accountant General (A&E) Jammu Kashmir and Ladakh Srinagar, shall pay to the 2<sup>nd</sup> Party i.e. outsource agency the consolidated monthly charges including all taxes subject to deduction of tax/GST at source.
04. If the total Kms for which the vehicle has run exceed, 24000 Kilometres at the end of 12<sup>th</sup> month the excess over 24000 Kms shall be reimbursed @Rs.8/- Per Kms.
05. The parking charges and toll taxes shall be reimbursed on actual basis. In case the vehicle travels outside the jurisdiction of Srinagar city, taxes would to paid by the 2<sup>nd</sup> party i.e. outsource agency. However in case the vehicle travels to other state, toll taxed leveable would be reimbursed on production of valid receipt.
06. All expenses towards repairs, maintenance and Driver's Salary shall be borne by the 2<sup>nd</sup> party viz. outsource agency.
07. The bills should be submitted for payment on monthly basis.
08. A log book shall be maintained and should be verified on daily rates basis.
09. 2<sup>nd</sup> party shall provide the new registered vehicle (Scorpio SUV type/ or equivalent/ Honda City (Diesel Version)/Maruti Ciaz/Toyato Platinum Etios for both the offices at Srinagar and Branch Office Jammu) and it shall be his responsibility to make alternate arrangements if for some reason vehicle/Driver is not available, including breakdown of the vehicle. Maintenance of the vehicle etc. shall be borne by the 2<sup>nd</sup> party.
10. All responsibilities towards maintenance and other risks and liabilities related to the vehicle shall be of the 2<sup>nd</sup> party.
11. 2<sup>nd</sup> party shall ensure that safety belts are available in good working condition for al passengers and driver seats. They shall also comply with all the safety rules and regulations as prescribed by the Government Department/competent Authority from time to time.

  
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12. 2<sup>nd</sup> party shall ensure that the vehicle is insured properly and all other statutory dues are paid in time and he shall comply with motor vehicle act/rules/other statutory requirements. The 1<sup>st</sup> party shall not be responsible for this lapse on this account.
13. The driver employed by 2<sup>nd</sup> party should be a person of integrity and should be dressed properly in proper uniform and free from infectious diseases.
14. 2<sup>nd</sup> party shall ensure that the driver employed by them holds a valid driving license.
15. If the driver's behaviour is found objectionable 2<sup>nd</sup> party shall replace him with a new driver within 24 hours. In case, the party is unable to do so, they shall be charged Rs.200/- per day which will be later recovered/deduct from the monthly charges.
16. The driver should be available whenever required. He shall be given two days off in a month at the discretion of the Officer Incharge.
17. The driver should have mobile phone for two way communication and should be able to understand English.
18. The 2<sup>nd</sup> party shall be responsible for payment of a Challans, if any, made by the police/motor Vehicle department for any offence committed by the driver or the 2<sup>nd</sup> party.
19. The vehicle along with the driver should be available to department round the clock. Vehicle shall be parked in the custody of the department after duty hours.
20. The 2<sup>nd</sup> party shall make standby arrangement of 2<sup>nd</sup> driver and inform to the office well in advance, in case the regular driver (1<sup>st</sup>) proceeds on leave or remained absent.
21. 2<sup>nd</sup> party shall intimate contact Nos. of two responsible person who may be available as and when contacted.
22. The agreement may be terminated by the department if the services are not found satisfactory.
23. The arrangement is revocable either party at a notice of 30 days in advance.
24. During the period of the contract the vehicle shall be at the exclusive disposal of the 1<sup>st</sup> party.
25. The vehicle provided by 2<sup>nd</sup> party shall be a authorized vehicle to be given to the department and any lapse on this issue shall be the responsibility of the service provider i.e. 2<sup>nd</sup> party.
26. If for any reasons such as maintenance or repairs, the vehicle is not available to the department on any particular day, the department shall be at liberty to hire a vehicle from the market and the charges would be debited to the monthly bill of 2<sup>nd</sup> party. However, payment shall be made to 2<sup>nd</sup> party at the approved rate for the kilometres for which the substitute vehicle is run.

**CODE OF CONDUCTION OF DRIVERS.**

- I. The driver shall be in proper uniform.
- II. The driver shall be neat and clean with proper turnout.
- III. He shall report for duty at specified time given by the officer.
- IV. He shall keep the car neat and clean before the commencement of the duty and carry out daily inspection of the same.
- V. The driver will have a mobile phone with two way conversation facility available, but he will not use the phone while driving and in the presence of the officer unless he is instructed to do so.
- VI. He shall open/close the door of the Car when officer is getting in/out of the car.
- VII. He shall maintain daily log book of the car and get verified the same by Administration-3 section on daily rates basis.
- VIII. He shall maintain repair/defect register for the car.
- IX. He shall take permission from the concerned officer to take the car to workshop, if required.
- X. The driver shall not leave the vehicle unattended in public place.
- XI. He shall not remain absent from duty without prior permission of the officer.
- XII. He shall be responsible for maintaining all the necessary documents required by the Registering/Traffic Police in the Vehicle.
- XIII. He shall strictly follow all the traffic rules and regulations and never over speed. Beside the vehicle shall be parked in the area, earmarked for the same.

Sd/-  
Sr. Accounts Officer (A)

*(Handwritten signature and date)*  
07/03/2020