

THE ORIENTAL INSURANCE COMPANY LIMITED

(Name, address and Telephone No. of office)

**TERMS AND CONDITIONS FOR HIRING OF TAXI
ON MONTHLY CONTRACT BASIS**

1. The taxi would be hired on ~~the~~ 'Monthly Contract Basis' for a initial period of two years with a provision to extend the contract for a further period of one year on the same terms and conditions.
2. The tenderer is required to quote rates, clearly mentioning the make and model of car/four-wheeler (registered as Taxi) which can be provided by them on Monthly Contract Basis within the monthly maximum limits mentioned here-under, which should be inclusive of taxi rental charges, driver charges, minimum usage period limit per day and fuel charges for running of car/four wheeler (registered as Taxi) for minimum monthly running limits mentioned here-in-below :-

TYPE OF CAR	MAXIMUM MONTHLY MONETARY LIMIT	MONTHLY MINIMUM LIMIT FOR RUNNING OF CAR	DAILY LIMIT FOR USAGE OF CAR
FOR PETROL CAR		2000 KMS.	12 Hours.
FOR DIESEL CAR		3000 KMS.	12 Hours.

3. Service Tax or any other tax shall be paid extra.
4. However, if need be, the taxi can be called for duties at any hour and can be used beyond the above monthly/daily limits mentioned at Serial No. 2 of this Tender Document. In addition to it, the taxi would be put at the disposal of the company for its exclusive use in whatever manner company deems fit i.e. the taxi provided cannot be used for any other commercial purposes.
5. The tenderer is required to quote "Per Hour Rate" and "Per Km. Rate" for usage of taxi beyond the monthly/daily limits mentioned at Serial No. 2 of this tender document.
6. All the tenderer are hereby informed that the decision in regard to lowest rates quoted shall be based on the highest make and model of the car offered within the lowest amount quoted, 'Per Km. Rate' beyond monthly limit of running of car and 'Per Hour Rate' beyond daily limit for usage of car and decision of the competent authority of the company (including the decision in regard to which type of car running of which type of fuel shall be engaged) shall be final and binding on all the Tenderers.

7. The tenderer is required to ensure payment of minimum wages, ESI and PF, if applicable, to the Driver deputed and it is the sole responsibility of the tenderer to comply with all the rules and regulations in this regard. The tenderer is required to submit proof along with the monthly bills submitted to the company.
8. The taxi provided should be comprehensively insured with adequate P. A. insurance coverage for passengers. The tenderer is also required to take Insurance Policy for Driver to cover any payment under W.C. Act. Copies of the Insurance Policy for Taxi and Insurance Policy for Driver is required to be submitted to the Company.
9. The taxi should not be more than 3 years old. The taxi is required to be kept well maintained and in case of repairs of any kind which need vehicle to be taken to Repairer, alternative taxi of similar or equivalent make and model is to be provided.
10. The taxi shall be required to be used mostly for (name of city). However, if need be, the taxi would be utilized to travel anywhere in the States , for which the taxi should have a valid permit from the concerned authorities.
11. The Driver should have a valid Driving Licence for driving taxi including for hill stations and difficult terrains. The age of driver should not be more than 40 years.
12. The behaviour of the driver should be polite, cordial and obedient. In case of any misbehaviour, in addition to taking legal action, the contractor will be penalized for the same and the decision of the competent authority of the company in this regard shall be final and binding on the tenderer.
13. The driver, in addition to safe driving of the car, would receive/alighten the occupants in a very respectful manner and would obey the instructions of the occupants for doing various kinds of job.
14. The driver would wear well stitched and ironed uniform to be provided by the Taxi Operator.
15. The driver would necessarily keep mobile phone with him for 24 hours, even on roaming, and would attend and make calls at the directions of occupants.
16. The contractor will maintain taxi in a very good condition and would provide one economic newspaper, mineral water bottle and umbrella in the car.
17. There should be a fleet of minimum five cars with at least two-three years experience in providing such services preferably to Govt/Semi-Govt. Companies./PSUs or any private company having minimum Rs. 50 Crores paid-up capital.
18. The company reserves the right to reject all or any tender without assigning any reason, whatsoever.