



**SOUTH CENTRAL RAILWAY**

General Manager's Office,  
Secunderabad – 500 025.

No: G.203/Policy/Vehicle Hiring/Vol. 1.

Date 13.03.2024.

**All PHODs, DRMs & CWMs**

Sub: Comprehensive Revised Guidelines on provision of vehicles.  
(Departmental and hired)

Ref: This office letter No: G.203/ Policy/Vehicle Hiring/Vol. 1  
dated 27.09.2021.

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In supersession to the guidelines issued on the subject earlier vide reference above; the Comprehensive Revised Guidelines on provision of vehicles (Departmental and Hired) on this Railway are enclosed herewith for information and necessary action please.

The guidelines are issued with the concurrence of PFA and approval of the General Manger.

The revised instructions come into force with immediate effect.

Encl: Comprehensive Revised Guidelines (11 pages)

Dy General Manager (G)

C/- AGM – for kind information.

Date: 13.03.2024

**REVISED GUIDELINES ON PROVISION OF VEHICLES**  
**(DEPARTMENTAL AND HIRED)**

*Abbreviation: LMV stands for Light Motor Vehicle (Car); LCV stands for Light Commercial Vehicle (Pick-up Material vans/Mini-Trucks below 5 Tonnes capacity for transporting men as well as materials); HCV stands for Heavy Commercial Vehicles (Lorries/Flat bodied container road vehicles) Field Unit is defined as a unit under an independent charge of an officer or senior supervisor for a section or maintenance unit or workshop, other than divisional/extra-divisional/headquarters offices..*

1. All Railway owned vehicles shall be condemned once they complete 15 years life as per Central Motor Vehicle Rules, 1989 duly surrendering posts, imprest attached with it.
2. All the retained departmental Cars, in excess of quota of pooled Vehicle provided for other/general purposes as mentioned separately below (under **Para 3** *ibid*), should be allotted to eligible officers by designation or eligible departments/divisions before resorting to hiring. In case LMVs (Cars) are proposed to be hired for official use, over and above applicable pooled quota, it should be allotted to individual officers, designation wise, as per eligibility. All eligible officers, for whom departmental vehicle is not provided, can hire a car by Designation and no transport allowance will be allowed for such officials. Certification of any officer that his/her own vehicle is used for movement from residence to office and back for claim of transport allowance despite provision of official vehicle (department/ hired) for his/her post, will not be acceptable. If the officer opts out of such hired vehicle, either the contract in force should be terminated as per contract condition or this vehicle should be provided to another officer, who is so eligible, as per his/her Designation. However, till such termination of contract/transfer to other officer, the officer in the Designated Post, for which Vehicle is hired, shall use only the hired vehicle, as mentioned herein, since the facility is already hired and shall not claim Transport Allowance during this period.
3. Stipulations for Railway Owned vehicles and provision of hired vehicles:
  - 3.1. LCV-Pick-up Material Vans/Mini-Trucks below 5 Tonne capacity:

Railway Owned Light Commercial Vehicle:

Field Unit may retain one pick up Material Van/mini-truck duly transferring additional LCV, if any to other units of Divisions, for carriage of men and materials to the work site and back to Depot/Shed/Workshop/Maintenance unit, if justified, with following parameters:

- 3.1.1. This vehicle shall be under the custody of the unit in-charge, against which unit, it is justified.
- 3.1.2. If the unit is in possession of more than one vehicle, it shall be transferred to other units with no vehicle or hired vehicle so that fresh/existing hiring by that unit is prevented/short closed, provided that unit, to which it is proposed for transfer has requirement for at least 14 days in a month.

Hired Light Commercial Vehicle(LCV):

- 3.1.3. Senior Supervisors, who are assigned specific section can hire one pick up Material Van/mini-truck for carriage of men and materials, if otherwise not available and full justification exists for hiring of a vehicle for use at least for 14 days in a month subject to availability of funds. In case, justification is not there for 14 days use, the requirement of two or more units of that area can be clubbed to get a minimum of 14 days usage in a month and hiring of one LCV done for such clubbed units. DRM (for divisions)/PHOD (for other than divisions) may relax this condition in exceptional circumstances subject to availability of funds. The expenditure shall be chargeable to CAP only.
- 3.1.4. Pickup Material Van/Mini Truck/Van (8 - 12 seater capacity)/Mini Bus (15 - 25 seater): Normally, hiring shall be on the basis of 12 hours per day. Number of Kilometers, the Vehicle can be hired is 2500 KM per month with cumulative 30,000 KM per year. The vehicle hired for the Unit/Group of Units of that area has to be utilized for official duties of that department/ divisions/units. Monthly payment will be as per accepted monthly amount even if the utilization is less or more than 2500 KM per month.

3.2. Heavy Commercial Vehicle (HCV - Trucks/Lorries of 5 Tonne & above capacity:

Subject to de-novo review of need, Workshop/Depot/ Shed/ Maintenance Field Unit, which require to hire this type of vehicle, due to condemnation or non-availability of such a vehicle, may hire bare minimum number, which should be administratively approved by PHOD concerned for Workshops & Other Extra Divisional Units and by DRM for Divisional Field Units, whenever service is proposed as a fresh or renewal with concurrence of associate finance. In case, it is economical to hire vehicle on 'per Trip' or 'per KM' basis, instead of continuous (days) basis, hiring should be done on 'per Trip' or 'per KM' basis only. The estimated cost of hiring shall be the "AVERAGE" of last accepted rates (LAR) of existing contracts for "Similar capacity group" of Trucks/Lorries in the same Division/Unit, as on the date of finance concurrence.

Light Motor Vehicles (LMVs - Cars):

- 3.2.1. Eligible Officers: One vehicle for each of the eligible officers may be provided by allotting the existing railway owned LMVs (Cars) by Designation.

Additional requirement (which is not met from the Railway Owned vehicles) will be hired as per the guidelines at Para 4.0. The vehicle hired for an officer has to be utilized for official duties in his/her jurisdiction Office/Working Unit and also for commuting from residence to office & back and also for other.

3.2.2. Pooled Vehicles at HQ:

For each PHOD/CHOD at Zonal Headquarters office, other than GM's Office, one pooled vehicle will be available with the Department can be retained as its pooled quota. Such vehicle shall be under the control of Secretariat of the concerned Department.

One Non-AC base model SUV can be hired as per guidelines at Para 4.0, only if no railway owned vehicle is existing at present/no vehicle has been indented for. The vehicle hired for the unit has to be utilized for all official duties of that department.

3.2.3. Pooled Vehicles at Divisions:

In case of Divisions, two pooled vehicles available with the Division can be retained and kept at disposal of Divisional Control Office, under control of nominated ADRM, to ensure round the clock availability for official duties.

Two Non-AC base model SUVs can be hired as per the guidelines at Para 4.0, if no under-aged/extended life railway owned vehicle is existing at present/no vehicle has been indented. The vehicle hired for the unit has to be utilized for all official duties of that division/unit.

- 3.3. In case of Zonal Training Institute, one Railway owned Van (8 - 12 seater capacity)/Mini-bus (15 - 25 seater capacity) can be retained, if available, for movement of trainees and related purpose.

A vehicle can be hired in the absence of railway owned vehicles. The estimated hiring cost shall be LAR of that location/nearly by location for that capacity vehicle, by either Railways or PSU or State Govt. Units or accepted offer in GeM for that location, whichever is lower.

- 3.4. The departmental vehicles available in Security department in excess of the norms mentioned herein may be retained, provided they are justified, and they were procured as per separate orders of Railway Board, which are still valid. Provision of additional vehicles, if required, will also be governed by specific orders of Railway Board. For RPF Posts identified by Railway Board, one Non AC SUV( Mahindera TUV300/Maruti Suzuki Ertiga/Maruti Suzuki XL6) can be hired ( if there is no departmental vehicle ) for 24 hours availability and estimated rate shall be average of LARs available in the Division for similar type of RPF vehicles. Notwithstanding what is stated, these guidelines would be applicable if hiring of vehicle is proposed for officers of Security Department, as per eligibility and SOP provisions and with finance concurrence.

4. Category of Hired Vehicles for eligible officers/pooled vehicles:

<b>Sl. No.</b>	<b>Level of Officers</b>	<b>Category of Vehicle</b>	<b>Models ** recommended in GeM for bid creation</b>	<b>Estimated Value excl GST Rs.</b>
A	PHOD/CHOD/DRM/ Other Officers in HAG (Functional)	AC Premium Sedan/ Premium SUV (2000 KM per month, Cumulative 24000 per year )	Innova Crysta Maruti Suzuki Ciaz, Honda City Hyundai Verna	57,000
B	Other Officers in SAG (Functional)/ ADRM	AC Sedan/SUV (2000 KM per month, Cumulative 24000 per year )	<u>Sedan:</u> Maruti Suzuki Dzire Honda Amaze Toyota Etios <u>SUV:</u> Maruti Suzuki Ertiga Maruti Suzuki XL 6 Mahindra TUV300	52,000
C	Branch Officers, Other eligible officers of Extra Divisional units/HQ Offices (SG/JAG, adhoc JAG, Sr. Scale Officers independent charge)**	Non-AC SUV (2,000 KM per month, Cumulative 24000 per year)	Maruti Suzuki Ertiga Maruti Suzuki XL6 Mahindra TUV300	50,000
D	Field Officers (SG/JAG) of Construction/Projects	Non-AC SUV (2500 KM per month, Cumulative 30000 per year)	Maruti Suzuki Ertiga Maruti Suzuki XL6 Mahindra TUV300	54,000
E	Eligible Sr. Scale, Jr. Scale field officers of Divisions*	Non-AC base Model Hatch back (1500 KM per month, Cumulative 18000 per year )	Maruti Suzuki Swift Hyundai I10 Tata Tiago	43,000
F	Eligible Sr. Scale/ Jr. Scale officers of Construction/ Projects, Field units* & Eligible field unit incharge/ SSEs	Non-AC base Model MUV (Pick up Van) #	Mahindra Bolero Camper Tata Xenon Isuzu Dimax	53,000
G	Pooled Vehicles at HQ	Non-AC Sedan (2000 KM per month, Cumulative 24000 per year)	<u>Non-AC Sedan:</u> Maruti Suzuki Dzire Honda Amaze Toyota Etios	48,000
H	Pooled Vehicles at Divisions	Non-AC SUV (3000 KM per month, Cumulative 36000 per year )	<u>Non-AC SUV:</u> Maruti Suzuki Ertiga Maruti Suzuki XL6 Mahindra TUV300	55,000

Notes:

- SUV: Sports utility Vehicle (category as specified in GeM)
  - MUV: Multipurpose utility vehicle (category as specified in GeM) - Pick up Van.
  - Vehicle models recommended in the above table are to be part of bid in the GeM in a particular tender. However, Buyer/User can specify vehicle models in addition to the models recommended in the above table in the same/below the category of vehicles specified in the column No. 3 of the above table.
  - The No. of pooled vehicles for GM office to be hired in lieu or in case of shortage of department vehicles will be as administratively approved by AGM with Finance concurrence.
  - A review may be held after one year for monthly usage of KMs in respect of category of vehicles mentioned at D & F above and regulated based on actual usage. If it is felt that extra expenditure is incurred unnecessarily, concerned department can do this review themselves and take necessary action to reduce the KMs and estimated rate proportionately.
  - \* Approving/Sanctioning Authority may explore the possibility of merging the requirement of vehicles provided to Jr Scale/Sr Scale officers and SSE headquartered at same station/working on the same project in case of Construction/Projects to reduce the vehicles to be hired. Sanctioning authorities shall ensure vehicle hiring is kept to the barest minimum extent required and only where need is critical or inescapable.
  - \*\* Hiring of exclusive vehicle for SG/JAG and below rank officers of Headquarters offices shall be considered in exceptional cases where it is essential and considered inescapable. The proposal shall be initiated with the administrative approval of the General Manager and requires personal sanction of AGM with Finance concurrence. This expenditure shall be chargeable to CAP only.  
Regarding officers in SG/JAG and below rank of Headquarters offices who have already been provided with exclusive vehicle for their continuation of hired vehicle subsequent to lapse of existing Agreements shall obtain Administrative approval of General Manager and requires personal sanction of AGM with Finance concurrence. This expenditure shall be chargeable to CAP only.
- 4.1 The actual rates shall be decided by following the open tender process (through GeM under Service Contract). Depending on the lowest valid offer, the rate reasonability will be ensured by the tender committee/accepting authority. While accepting increase over the estimated cost, the Tender Committee shall record detailed considered views justifying the increase.

Further,

If the accepted offer value is more than 15% of estimated value, as per Para 4 *ibid*, then prior approval of DRM/PHOD should be taken, for incurring additional expenditure before the LOA is issued. While putting up to DRM/PHOD for approval of excess expenditure, the availability of funds in that unit/office to meet the excess expenditure should be furnished by giving the actual expenditure till date, liabilities committed for other vehicle hiring contracts in force during the balance part of the fiscal etc vis-à-vis Spending Limits/Budget allotted/earmarked for hiring of vehicles to that unit/office. Tender will be discharged and retendering done if DRM's/PHOD's approval is not granted. If DRM/PHOD do not approve the excess of more than 15% or if the overall budget cap is not met, fresh tender should be called as per revised guide lines.

5. Other Conditions:

- 5.1. All the estimated hiring cost mentioned in these guidelines/ policy includes all the charges associated with the vehicle and the wages to be paid to the driver, except the applicable GST.
- 5.2. All contracts to be finalized in GeM platform only. The actual rates shall be decided by following the open tender process (through GeM under Service contract by Railways). Depending on the lowest valid offer, the rate reasonability will be ensured by the tender committee/accepting authority.
- 5.3. Custom bid on GeM should not be invited for hiring of vehicles for officers. Complete file of hiring with sanction order released in GeM should be sent to associate finance for vetting of rates etc and then only contract/Agreement in GeM to be released.
- 5.4. Hiring of Non-AC Vehicles for Disaster Management Control in PCOM Office may be limited to 12 hours of night period, duly utilizing the pooled vehicles of all departments for day time (12 hours) use of Disaster Management activities.
- 5.5. Over Time Allowance for Railway vehicle drivers shall be brought to zero by booking them in split roster, if required, and pooling the drivers to the extent possible.
- 5.6. No departmental owned vehicle, in excess of scale mentioned in the policy shall be retained citing special or occasional needs.
- 5.7. Officers posted at Zonal/Divisional offices, who are not eligible for vehicle as per above table, will use the pooled vehicle (as per quota) for official duty/work.
- 5.8. The vehicle may be hired for a maximum period of Three years at a time, depending on the necessity.
- 5.9. The quantum of vehicles for officers (LMV-Car), department/unit (Pooled vehicles, LMV-Cars), HCV, LCV etc to be hired as provided elsewhere in this policy, would be distinct from specific provisions as per SOP or which may be separately sanctioned/approved by Railway Board, for regular hiring of vehicle for crew management & Ambulance service & UTS/PRS installations/maintenance and also hiring of vehicles as per day/trip basis, for each specific event/occasion, on need basis, such as movement during accidents/disasters/emergencies, breakdown maintenance to assets, ambush/surprise/RPF search/ preventive ticket checks, field inspections and other special requirements of particular occasion/event at DRM/PHOD/ GM level etc, provided the vehicles hired on regular basis cannot be used/spared. Except for this relaxation on the number of vehicles, the broad framework of hiring on separate account shall have to adhere to these policy guidelines, as applicable.
- 5.10. Hiring of vehicle whether against Revenue or non-revenue funds shall be proposed only with clear certification of availability of funds. In case of Revenue, the proposal send to Finance for concurrence will indicate the PU-32 (of relevant Demand/SMH) Grant (BG/SL) for current Financial year, cumulative expenditure as per latest month accounts, balance grant remaining, contractual liability due during the remaining part of the Financial year for vehicles as well a other ongoing contracts and net funds available. The likely expenditure on the proposed vehicle to be hired during current Financial Year as per the policy i.e. estimated cost +15% which TC can directly accept should be within the net funds worked out as above.

Further, the liability proposed shall be entered in liability register by Associate Accounts Officer, who will be admitting the bills and certify the same. The Associate Accounts posting the liability on proposed vehicle hiring to the extent of liability during current financial year shall ring fence this amount and regulate further liabilities only as per the balance amount. In other works, the liability on vehicle proposed to be hired will be entered in the liability register and this shall not be re-appropriated for any other purpose without Finance concurrence. Similar entries will be made in the liability register at the beginning of new financial year after budget allotment towards the contractual liabilities on hiring of vehicle for that financial year. If funds are not sufficient, operation of contract should be suspended and all concerned advised with the approval of PHOD/DRM/CWM. Further, funds availability has to be strictly observed by Authority approving the vehicle of the officers, as late payments are liable to attract penalty in GeM portal.

In case hiring is proposed from non-revenue funds, details of work(s) and provisions there under (covering full value, estimated cost + 15% for complete period of hiring of 1/2/3 years as the case may be) which will be utilized should be sent with the proposal for finance concurrence duly certified by associate finance of the Unit/Division. While certifying provision for hiring of vehicle under identified adequate outlay is existing to meet the liability of current financial year and make suitable entry in the budget certification register. The provision identified will also be deleted from the sanctioned estimates. Without certification as above from Associate Finance, proposal will not be considered for Finance concurrence or sanction.

- 5.11. Associate Finance will be responsible for certifying funds for hiring of vehicle and Finance concurrence/sanction will not be given without such certification.
- 5.12. Regular hiring of a LMV (Car) for Officers, Pick up Material vans/Mini truck & HCVs for field units, be it for the first time or subsequent occasions shall require administrative approval of DRM/PHOD, the concurrence of Associate Finance and the sanction of Competent Authority as provided in the extant Schedule of Powers. PHOD/CHOD/DRM can accord administrative approval & sanction for hiring of vehicle for their own official use within the existing policy guidelines. While approaching for administrative approval of DRM/PHOD and finance concurrence, the details of all types of department owned vehicles and all types of hired vehicles with their allotted posts/officers and pooled vehicles (Departmental/Hired) attached to their department shall be furnished in the justification.
- 5.13. Any other relevant instructions/orders of Railway Board shall also be applicable. In case of any conflict between these guidelines and specific orders/instructions of Railway Board, the latter shall prevail.
- 5.14. The above revised guidelines/policy will come into effect from the date of issue of this policy (unless otherwise specified within the precinct of these guidelines) and will be applicable for all the vehicle proposals which are being sent to finance for concurrence or cases where action on finance concurrence is pending or tender is yet to be floated. Citing the revised policy, no existing vehicle hiring contract shall be short closed or terminated abruptly. In other words, this new/revised guidelines shall be applicable for new tenders to be called based on fresh Finance Concurrence due to completion of existing contract or 1<sup>st</sup> time requirement and also where action Finance concurrence is pending and tender is yet to be floated.
- 5.15. The department to deal the hiring of vehicles contracts under GeM is guided by the Corrigendum Slip No. 10 to item No. 44 of Part 'A' of Model SOP 2018 and further instructions separately by this office from time to time.

- 5.16. Hiring of LMV-Car can also be done, as per these guidelines, for very short term, in one or more spells, with each spell of 3 months or less, but not exceeding 6 months in total through “Quotations” route out GeM platform, on account extreme urgency with the personal approval of GM/DRM, Associate Finance concurrence and sanction of Competent Authority as per Model SOP 2018.
  
- 5.17. Variation upto 25% of the original contract value is permitted in exceptional cases with the approval of PHOD/DRM/CWM with Associate Finance concurrence. The variation shall be operated only after completion of Original Contract Period.
  
- 5.18. Hiring Tenders are generally based on the above guidelines and other conditions stipulated at Annexure-A. Any relaxation in the above procedure/instructions requires prior concurrence of PFA and personal approval of GM on case to case basis.
  
- 5.19. Any other finer details/conditions regarding execution of hiring arrangement may be decided by the Department concerned (PHOD)/Division concerned (DRM) before calling the Tender.

**CONDITIONS TO BE INCLUDED IN THE VEHICLE CONTRACT**

- 1.0 Following conditions may be included as special conditions in the hiring Tender document/Agreement:
- 1.1 Vehicle should be registered in the name of Tenderer and should not sublet any part of the contract. However, the Tenderer can have **Lease Agreement with the owner of the vehicle/cab aggregator** on non-judicial stamp paper for the tenure of the contract, which should be submitted along with the bid. The tenderer is required to submit the Vehicle registration details along with supporting documents of the vehicle fulfilling the category, specifications etc. It is mandatory for the tenderers to submit documents in fulfillment of conditions as per Para 1.1 & 1.2 ibid along with the tender”, failing to submit the same along with the bid, the offer will be summarily rejected.
- 1.2 Payment of Earnest Money Deposit (EMD) and Performance Guarantee (PG) will be governed by GCC for Services, 2018 and instructions issued by Railway Board from time to time.
- 1.3 It should be stipulated that the vehicle supplied should be registered as a **Commercial vehicle**. Bids of other than commercial vehicles should be **summarily rejected**. It should have “Valid Fitness certificate/commercial license” (Permit for Commercial Vehicle shall cover all States in S.C. Railway jurisdiction or as considered necessary by the Department/ Division/ Unit calling the tender from appropriate Regional Road Transport Authority of the concerned State Govt./Union Territory), valid insurance and should meet requirements of pollution standard etc. as per provisions of Motor Vehicle Act and fulfill any other statutory obligations as applicable including all safety approved accessories/ equipment fitted to the vehicle. Driver should have passed a minimum of 10th standard and should possess a valid driving license, Aadhar Card on his name and employee identification card issued by the Contractor at all times.
- 1.4 The vehicle proposed to be offered on hire should be in good condition and not more than **4 years old**, on the date of opening of tender.
- 1.5 The vehicle should be mechanically sound and shall be well maintained with neat and clean interiors/exterior. The driver should display good behavior and be neatly dressed. Smoking and use of cell phone during driving by Driver is prohibited. It is desirable that driver should wear proper neat and clean formal uniform with shoes.
- 1.6 The contractor/agency participating in the tender should normally be GST compliant regarding registration, filing of returns etc., and shall be fully responsible for the compliance as per GST Act at all times. If the Contractor falls either “below the turnover threshold for GST” or is a “Composition Taxable Person” under the CGST Act, a self-declaration should be enclosed with his offer duly supported by a certificate of turnover from a Chartered Accountant or enclose Form ‘REG-06’ showing as “Composition” under Type of Registration and no GST is applicable for contracts with such persons/firms. GST for vehicle rental/hire services falls under SAC code 9966, as per which, the present applicable rate is 5% (2.5% CGST + 2.5% SGST) for Vehicle designed to carry only passengers where cost of fuel is included in the rate. However, if the vehicle is used for transport of men and materials, such as in case of HCV/LCV, the applicable GST would be 18% (9% CGST+ 9% SGST) at present with eligibility for Railways to claim Input Tax Credit (ITC). Where the GST rate is 18%, the Contractor should, along with the bills, be advised that it is mandatory to enclose invoices uploaded into GSTR-1, failing which ITC cannot be claimed by Railways. All Tenderers should enclose with the tender, either the GST registration certificate (REG-06) or a self-declaration of latest turnover attested by Chartered Accountant, failing which the

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tender shall be considered in-valid. Any further changes in GST regulations, in future, shall be adopted accordingly.

- 1.7 The bidder should submit an undertaking along with the bid that he/she is not under liquidation, court receivership or similar proceedings and not bankrupt.
- 1.8 Performance Guarantee is as per clause 4.11 of General Conditions of Contract of Services 2018.
- 1.9 Contractor shall be responsible for ensuring compliance with the provisions related to Labour Laws (Central/State) as applicable from time to time. The employees of the Contractor shall not be deemed to be employees of the user department/Railway. Hence the compliance of the applicable Acts/Laws will be the sole responsibility of the Contractor.
- 1.10 All Hired vehicles should be equipped with prescribed emergency medical kit and a fire extinguisher as per statutory provisions.
- 1.11 The vehicle should be available on all days including holidays.
- 1.12 In the event of any breakdown, servicing and repairs of vehicles, the Contractor at his own cost shall make alternate arrangements by providing similar or higher class of commercial vehicle(s) for which contract is entered into. The substitute vehicle offered shall not be older than the vehicle under breakdown at any point of time during the currency of contract. Maintenance works on vehicle should be done during off-duty hours by Contractor.
- 1.13 Contractor shall be fully responsible for any repair, accident, loss, damage to the vehicle and driver. If any fine or penalty is imposed by various authorities such as RTA, Traffic Police etc for any violation such as speed, traffic rules violation etc, the same will have to be borne by the Contractor only. Contractor shall provide detailed contingency plan (in the event of mechanical breakdown etc.) for each vehicle supplied for each area of operation.
- 1.14 The contractor shall be responsible for providing the vehicles at any point of time in day or night, even at short notice during any urgency/emergency. Hiring for 12 hours in a day can also mean continuous hiring for 12 hours during day or 12 hours during night. Drivers should have live mobile phone connection so that they are contactable whenever required. No advance payment shall be made and all payments released on completion of stipulated service periodically/monthly as stipulated.
- 1.15 Along with tender, bidders should be advised to enclose the list of ongoing vehicle hire contracts with Railways, Other Central Government Departments, State Government and PSUs in the same city/ location/ agglomeration with details of Contract Period, rate per month, Vehicle Class, Model and brand, Fuel (Diesel/Petrol/LPG/CNG/ Electric/ Hybrid), procurement cost (ex-showroom price) etc. Submission of this statement, even if Nil, shall be mandatory enclosure to the tender failing which the offer will be summarily rejected. This is included so that tender committee may keep this additional data in view while deciding the reasonableness of the offer received or to break the tie.
- 1.16 Imposition of penalties is as per Para 8 of GeM SLA.
- 1.17 Payment of bill will be processed by concerned Executive on submission of proper invoice along with log sheet and passed by Associate Accounts Officer.
- 1.18 In any month, run can be more or less than the scale of Number of KM/Month but shall not exceed cumulative KM mentioned in the table 4. Payment will be made on monthly basis as per accepted monthly rate irrespective of actual KM run in that month. No further variation in KM is either allowed or to be paid.
- 1.19 Normally, hiring shall be on the basis of 12 hours per day. In case, on any day, vehicle was utilized for more than 12 hours on exceptional/ emergency requirement, relaxation to that extent may be provided in subsequent days to the Contractor/firm.

- 1.20 PVC is **not** applicable to the tender.
- 1.21 A Log Book for each vehicle shall be maintained by the Contractor for the hired vehicles. The KM utilized shall be entered in it on daily basis to ensure proper accountal and payment at the end of every month/specified period. It is the responsibility of the official using the vehicle to keep the log book up to date and the vehicle is used for the official duties/works. Statement of entries as per Log Book should be enclosed with the bills submitted for payment by the service provider/contractor duly counter signed by the official to who/under whose custody the vehicle is placed except that in case of vehicles hired for DRMs/PHODs/AGM/GM, this statement shall be countersigned by nominated officer in the secretariat. In case of pooled vehicles, Secretary to PHOD or ADRM or nominated in charge Gazetted Officer will sign the Log Book/statement sent with bills thereof, as the case may be.
- 1.22 It shall be stipulated in the tender/agreement that the vehicle contract can be short closed with three months notice, if the post of the officer is surrendered or the officer opts for drawl of transport allowance or any other administrative reason (except unsatisfactory service, which will be as per Para 1.16 above). In this regard, the following conditions shall be included in the tender:
- 1.22.1 The Railway has liberty to short close the contract with any or all of the service providers normally with three months notice without assigning any reason. However, in case service provider wants to short close his services, he will have to serve 4 months advance written notice.
- 1.22.2 The contract for the vehicles hired can also be short-closed with a shorter notice of 15 days on account of unsatisfactory services at the discretion of the Officer in charge of hiring of vehicles. The unsatisfactory service shall mean and include the non-compliance of any of the obligations by the service provider, as given in this agreement and/or under the penalty clauses of the agreement or repeated breach.
- 1.22.3 In case of any dispute of any kind, the Contractor/ Agency shall abide by the decision of the controlling authority or Nodal Officer or Buyer in charge of hiring of the vehicle as the case may be.