



**MADHYA PRADESH MADHYA KSHETRA VIDYUT  
VITARAN COMPANY LTD.**

**(Government of Madhya Pradesh Undertaking)**

**Registered & Corporate Office: NISHTHA PARISAR,  
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# Vehicle Policy

## **FOREWORD**

*It is the endeavour of Madhya Pradesh Madhya Kshetra Vidyut Vitaran Company Limited (MPMKVVCL) to lay down fair and transparent policies, thereby fostering a good working environment which is conducive to meeting the organizational objectives and facilitating effective decision making.*

*The purpose of this Policy-document is to provide clear understanding of the policies and procedures with respect to hiring and entitlement of vehicles for the purpose of official transportation.*

*The Document shall provide direction to all the stakeholders while conducting any kind of activity relating to the hiring of vehicles, assigning of vehicles, fixation of rates and billing. The policy statements contained in this document represent the basic intentions and goals of the Company.*

*It is critical to ensure that all functional processes collaborate to form a part of the integral approach to deliver the Company's services in a holistic manner.*

From the desk of:

Managing Director  
MPMKVVCL, Bhopal  
Madhya Pradesh

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## DEFINITIONS

<b>DESCRIPTION</b>	
COMPANY	shall mean MPMKVVCL
O&M	shall mean Operation and Maintenance
SD	shall mean Security Deposit
OPERATIONAL LIMIT	shall mean the maximum limit of the distance that a vehicle is authorized to run with a specific time span like month
MINIMUM RUN	shall mean as the minimum distance run in kilometres (kms) for which the billing will be done for any vehicle in a particular month. However, in cases where the vehicle runs for less than the minimum run specified, appropriate deductions shall be done as per Policy
OIC	shall mean Officer-in-Charge
CEILING RATES	shall mean the upper limit of the amount which can be paid to a vendor for billing purpose on minimum run (excluding Price Variation)
VEHICLE AGE	shall mean the time in years from the date of registration to the current year
RELATIVE	shall mean all the first-degree blood relatives of the employee
FOC	shall mean Fuse-off-Call
MILEAGE FACTOR	shall mean distance run by the vehicle per litre of fuel
CA	shall mean Competent Authority
PQR	Pre-qualifying Requirement
DGS&D	Directorate General of Supplies and Disposal

## **1. INTRODUCTION**

Madhya Pradesh Madhya Kshetra Vidyut Vitaran Company Limited (MPMKVVCL) provides vehicles to its officers and employees exclusively for official purposes. Several amendments and clarifications in the previous vehicle-policy have been issued to address various issues from time to time. Over time, new insights have emerged to enhance travel-safety, while maintaining travel cost-effectiveness. Furthermore, ensuring transparency in vehicle hiring and implementing a fair payment system have become crucial. Considering these aspects, a comprehensive review of the Company's vehicle-policy was necessary. Accordingly, the 'Vehicle Policy 2025' is being introduced.

## **2. NAME OF THE POLICY AND VALIDITY**

- a) The Policy shall be termed as "Vehicle Policy of MPMKVVCL."
- b) The Policy shall be valid for a period of five (05) years or the next revision, whichever is earlier.
- c) It is clarified that this policy supersedes all previous policies and circulars issued in the past. However, vehicles currently engaged or under contract will be allowed to fulfill their existing contract (tenure)\* terms and conditions / circulars / tender, with efforts made to align these agreements with the new policy.
  - Extension of vehicle: - Vehicle eligible for extension as per clause 5 (a) of the 'Vehicle Policy 2025' based on the condition of vehicle and service provided by the vendor, on the rate of existing contract. The other terms and conditions will be as per the "Vehicle Policy 2025".
  - In no case extension of vehicle will be allowed after completion of 5 years or 1,50,000 KM run from registration date or vehicle deployment date, whichever is earlier.
  - The quarterly run for extended vehicle shall be as per 'Vehicle Policy 2025'.
- d) The rates prescribed in the policy will be revised or updated in accordance with changes and modifications issued by the competent authority as needed. These amendments will be incorporated into the policy from the date they are issued.

## **3. PURPOSE OF THE POLICY**

- a) The policy aims to provide vehicles for transportation to officers and employees to facilitate the efficient execution of their duties in an effective and economical manner.
- b) The policy enables fair returns to the vendors and opportunity of business with the company.

## **4. QUALIFYING SPECIFICATION OF VEHICLES**

The vehicles are to be engaged on hiring basis with safety norms as mandated by the government from time to time and shall be compliant with BS-VI and above.

## **5. GENERAL TERMS AND CONDITIONS FOR HIRING OF VEHICLES**

- a) The initial hiring period for a vehicle shall be three (03) years from the date of contract/agreement which is extendable for 01 year at a time up to maximum 2 years (i.e. 3+1+1) depending upon the vehicle age, condition of the vehicle and service provided by the Vendor.

- b) In NO case, the age of the vehicles deployed shall exceeds 5 years or 1,50,000 Km from registration date, whichever is earlier.
- c) In case, the vehicle provided by the respective vendor is not in good condition, the Company reserves the right for replacement of the same during the Contract-period.
- d) All the order-placing authorities have to invariably mention vehicle registration number in the work order.
- e) Officer-in-Charge of the vehicle shall ensure strict compliance with the vehicle policy and PQR terms and conditions. In case of violation of terms and conditions, OIC of the vehicle shall be responsible for the consequences.
- f) Number of vehicles shall be as per Organizational Structure (OS) of the Company.
- g) Any amendment or changes in the Policy-document for removal of discrepancies or otherwise, CGM (HR&A) shall issue appropriate clarification/orders after obtaining approval from MD.

#### **6. ENTITLEMENT FOR VEHICLES**

- a) The entitlement for vehicles shall take effect from the date this policy is issued. Vehicles hired prior to the implementation of this policy will continue to be governed by the terms of their existing contracts until the end of the contract-period. Subsequently, all new vehicle hires shall be made strictly in accordance with the provisions of this policy.
- b) Entitlement of vehicles shall be as per Table no. 3.
- c) The maximum number of vehicles which can be sanctioned to various units shall be as per the Table no. 3. However, in exigencies, the MD/CGM(HR&A) shall have the authority to sanction additional vehicles as per DOP.
- d) The vehicles sanctioned shall be utilized for official duties/visits only.
- e) The vehicle for a particular office/officer shall be hired while justifying the purpose and following the financial discipline in this regard.
- f) Entitlement of number of vehicles includes vehicles in the following categories.
  - i. Company owned vehicles.
  - ii. Vehicle provided by Project-agencies.
  - iii. Hired vehicles through vendors.
- g) The entitlement of vehicles for BI Cells shall be as per Table no. 6.

#### **7. RUNNING LIMIT OF VEHICLE**

- a) **Monthly Minimum Run** - The minimum run for the vehicle hired on monthly basis shall be as per the Table no. 4.
- b) **Quarterly permissible run** - The quarterly limits of maximum permissible vehicle run shall be as per Table no. 4 & 5.
- c) **Excess run-**

- i. In case of vehicle runs over and above the monthly minimum run, additional charges will be given as per Table no, 4.
  - ii. In case any vehicle runs more than their quarterly running limit, competent approval is required as per DOP. Payment should be done up to their permissible quarterly running limit by the respective Accounting Unit to the vendor. The excess run payment will be done after seeking the competent approval.
  - iii. The Competent Authority as per Delegation of Power (DoP) shall ascertain that excess run of the vehicle was necessary and justified. It shall also be ascertained that the vehicle has been used for official purpose only. The reasons for approval of excess-run shall always be recorded in writing.
- d) **Less run-** In cases where the vehicle runs less than the minimum run specified, deductions shall be done as per Table no. 4.

## **8. MONTHLY BILLING AND PAYMENT**

- a) **Gross Billing-** The Gross bill shall have three components namely.
- i. Monthly charges- This shall be the amount payable for Monthly minimum run as per Table no. 4.
  - ii. Variable charges - This shall be the amount payable for actual run more or less than Monthly minimum run as per Table no. 4.
  - iii. PV charges [difference of fuel (Petrol/diesel) charges for actual run as per PV formula mentioned below].

The PV for Petrol/Diesel vehicles shall be calculated in accordance with fuel prices as per the following formulae, whichever is applicable:

*For Diesel Vehicles*

**PV Rates for any month = (Average of Diesel Rates (max & min) in Rs. per litre for previous month–Base Rates)/Mileage Factor**

*For Petrol Vehicles*

**PV Rates for any month = (Average of Petrol Rates (max & min) in Rs. per litre for previous month–Base Rates)/Mileage Factor**

### **Notes:**

- i. The rates of diesel/petrol shall be taken into consideration, on those declared by any of nationalized oil companies.
- ii. The Base rate of Diesel shall be taken as Rs. 90 per Litre. The Base rate of Petrol shall be taken as Rs.100 per Litre.
- iii. For electric vehicles, there shall be no PV. The vehicles if charged through the Company resources, the charges at Rs. 1.00 per km shall be deducted for the same. These charges shall

be deducted from the vendor at the time of billing every month based on the number of units provided by MPMKVVCL for such vehicle charging.

- iv. The Mileage factor shall be fixed by the Company for each vehicle type based on the make and model of the vehicle, at the start of the hiring period. This shall remain same for the entire duration of the contract.
- v. The vehicles which shall be attached to the department other than Company, for example in election duty, such vehicle's bills shall be raised to the respective department by the Company.

#### **9. ADDITIONAL VEHICLE FOR OFFICIAL PURPOSE**

- a) Engagement of additional vehicles may be done by the Company during Rabi and Kharif seasons to cater to the increased demand. Such vehicles shall be termed as "Seasonal vehicles."
- b) The hiring of such vehicles shall be done preferably through vendors only.
- c) Any vehicle can be engaged daily @ Rs. 1200/day subject to maximum up to Rs.30000/month (for 25 days).
- d) CGM (Region) shall be the Competent Authority to sanction the seasonal vehicles based on request of field-officer (Assistant Manager/Manager/DGM) with recommendation of GM. The sanction shall be contingent on the concerned GM (Circle) providing an assurance in writing that the additional revenue equal to 15 times in rural areas and 20 times in urban areas of the expenses incurred on the vehicle requested, shall be collected as a result of usage of the same.
- e) The verification of the revenue shall be done by concerned General Manager (Circle) and Regional Account Officer.
- f) For payment, the concerned (Assistant Manager/Manager/DGM) shall submit the bills to Division/Circle office for further processing. A certificate providing the required details on the required 15/20 times additional revenue collection shall mandatorily be submitted by the concerned officer with the bill.
- g) In cases where the concerned officer is unable to provide details of (15 times in rural areas and 20 times for urban) additional revenue collection, the expenses on such vehicle shall be recovered from the concerned officer only.
- h) The request for additional vehicles (over and above the entitlement of vehicle allotment) shall always be processed through the CGM (Region). The underlying condition for such a sanction shall be:
  - a. Additional revenue collection in terms of 15 times in rural area and 20 times in urban area using such a vehicle.
  - b. VIP / DISCOM Guest Visits
  - c. The hiring of such vehicles shall be done as per relevant clauses/sections/provisions of the vehicle policy.

- i) Post such sanction of additional vehicles (as per clause 9 a), the concerning OIC shall examine and send the revenue collection information to the DGM (Commercial) of the corporate office through concerned Account Officer at the end of every month.
- j) Hiring of vehicles on Daily rates shall only be allowed in special exigencies (outage management, VIP movement, revenue collection, etc.). The same shall be done by keeping the current Madhya Pradesh Paryatan Vikas Nigam rates as the ceiling-rates as per the specific-vehicle mentioned or equivalent. As and when these rates are revised, the same shall be applicable.
- k) Hiring of special purpose vehicles like cranes, hydraulics, sky-lift etc. for specified period shall be allowed as and when required. The approval for such vehicle shall be provided by CGM(Region).

**10. RE-ALLOTMENT OF PROJECT VEHICLES**

- a) Project-vehicles which are not in use by Project-section shall be brought into notice of HR&A section of Corporate-office or CGM (Region) in the Field, as the case may be.
- b) CGM(HR&A) or CGM(Region) shall reallocate/change category of such vehicles, to the administrative units, based on requirements.

**11. SURRENDERING OF VEHICLE**

- a) In case, any officer has been given charge for more than one post where separate vehicles are sanctioned, one vehicle shall be immediately surrendered to the common pool at Corporate, Region or to the Circle, as the case may be.
- b) The head at Region or Circle shall take further action in terms of utilizing the vehicle for official-duties and re-nominating the OIC.

**12. VEHICLE CHARGES/ CONVEYANCE ALLOWANCE**

The OIC of any jeep/car shall not be eligible for any Conveyance-allowance, as per the Company-policy. In addition to that, a fixed amount shall be deducted from salary of the OIC as per prevailing provisions on account of the vehicle usage, except for pool vehicles.

**13. COMPANY OWNED VEHICLES**

For maintenance of Company owned vehicles in present scenario, the ceiling amount of annual R&M estimate (exclusive of tyre tube and battery) is detailed below –

**R&M estimate for Company owned vehicles.**

Types of vehicles	Vehicle Age more than 3 years	Vehicle age less than 3 years
Car	28000/-	14000/-
Pick Up (LCV)	37000/-	18500/-
Truck (HCV)	70000/-	35000/-
Hydraulics	70000/-	35000/-

- a) In cases where the expenditure goes beyond the rates prescribed in the above clause, HRM-committee shall have full powers to accord approval for the same. The justification for such approval shall be recorded in writing.
- b) Any revision in the ceiling amount of R&M estimate shall be approved by the HRM committee after consideration of causes for such revision.
- c) Purchase of new special type of departmental vehicle like cranes/sky lift etc. shall be as per the following guidelines: -
  - i. The requisition/proposal for vehicle like cranes/sky-lift or any other Special purpose vehicle for official use by Field-offices shall be put forward by the concerned Head of Department.
  - ii. Purchase of all such vehicles shall be done with approval of the CGM(HR&A) at corporate level preferably at DGS&D Rates. In cases where DGS&D Rate are not available, the vehicles shall be purchased from open market as per Purchase-manual of the Company. The Procurement-section shall be responsible for issuing tender and procuring such new vehicles.
  - iii. The cost of accessories of such new vehicles shall not be more than 3% of the cost of the vehicle. The record of the same must be entered in the maintenance register of the vehicle by the concerned OIC.
  - iv. Timely registration of such new vehicles, comprehensive insurance, maintenance, service and upkeep, deposit of Road Tax/RC, PUC certification and other related documents/certifications shall be the responsibility of the OIC. The records of such documents shall be maintained and updated.

***14. HIRING OF VEHICLE NOT TO BE DONE IF COMPANY OWNED VEHICLE IS AVAILABLE***

- a) In cases where the Company owned vehicle is available as per entitlement, no additional vehicle shall be hired.
- b) In cases where the Company vehicle is found to be not in working order, action to write-off the same shall be taken as per Company rules. Further hiring of vehicle against the written off vehicle shall be done only after the written-off vehicle is returned to stores.

***15. VEHICLE LOG-BOOK***

The OIC of the vehicle shall be responsible to maintain a date wise logbook for the journeys made by the vehicle. It shall detail the opening and closing km-readings for each date, pick up and drop locations. The same shall be countersigned by the OIC at the end of each month.

***16. ADDITIONAL PAYMENT DURING OUTSTATION JOURNEY***

- a) In case of night halt on out-station services of the driver, an amount of Rs. 300/- per night shall be paid to the vendor on submission of the claim with the monthly invoice. Any other charges of driver including TA/DA or other expense shall be the responsibility of the vendor.

- b) Toll Tax paid via FASTag shall only be reimbursed on submission of E-receipt, with the monthly bill. Penalty imposed in absence of FASTag or in any other case shall be the sole responsibility of the vendor and shall be paid by the vendor only. Vehicle owner shall be responsible to affix FASTag on the windscreen of the vehicle as prescribed.
- c) Parking expenses on official journeys shall be borne by the Officer-in-charge/User of the vehicle which shall be reimbursed to the Officer-in-charge/User.

**17. Tender Terms and Conditions:**

- a) The vehicles provided by the vendor to the Company shall have to be registered with RTO under Taxi for commercial use only.
- b) All vehicles provided by the vendor shall mandatorily be GPS-enabled. The vendor is required to maintain and update the GPS-specifications as necessary to ensure seamless integration with the company's IT applications. This shall enable effective tracking of the vehicles, and the retrieved data shall be stored with the Company for any future reference. The IT Section of the Corporate-office shall be responsible for creating and maintaining workability of the IT application which shall be integrated with the GPS enabled technology of the vehicle and the concerned GM shall ensure monitoring of the vehicles through the IT application. The concerned GM will randomly verify 10% of the vehicles engaged each month on rotational basis, by comparing the IT application data with the GPS-coordinates and logbooks.
- c) The vehicle provided to the Company by the vendor shall have to mandatorily display large sized logo of MPMKVVCL which shall be on the body of the vehicle. The vehicle shall be marked as 'On Duty' and any strike against the vehicle or occupants shall be a considered as obstruction to Government-duty.
- d) The vendor shall be solely responsible for compliance with all rules and regulations of various government agencies like Regional Transport Office (RTO), Labour, Police, and Insurance etc. This clause shall form a part of the tender as well.
- e) The fitness/insurance/PUC of the vehicle shall have to be comprehensively maintained during the period of engagement with the Company. The insurance premium shall be payable by the Vendor. In cases of any eventuality, lodging insurance claims with the insurance Company and other related processes shall be the responsibility of the Vendor.
- f) The minimum educational qualification for the driver to be engaged by the vendor shall preferably be 8th Pass.
- g) The driver shall possess a valid driving licence during the Contract-period with the Company and the vendor has to submit a copy of the same to the company. The same shall be again if the driver is replaced.
- h) The drivers shall always be On-call with the vehicles deployed in the Company, or else Liquidated-damages shall be enforced as per applicable clause.

- i) It is the responsibility of the vendor to ensure that the driver is not under the influence of any sort of drug or alcohol at the time of duty. In cases where the driver is found under influence, the Officer-in-charge (OIC) shall have the authority to replace the driver and/or the vehicle either for time being or permanently.
- j) It is the responsibility of the vendor to ensure that the driver does not have a criminal record.
- k) The vendor shall have to submit a medical fitness report of the driver to the Company. The same shall be provided again if the driver is replaced.
- l) The vehicles engaged by MPMKVVCL shall be in possession of the Company for 24 hours.
- m) It is the responsibility of the vendor to keep the vehicle in good condition with sufficient fuel, Stepney, other tools etc. always, ensuring smooth running and efficient services.
- n) The Company shall not be responsible for any legal, financial, criminal, and other liabilities in case of any fatal/non-fatal accidents.
- o) The vendor shall also produce PUC on an annual basis during the contract duration.
- p) OIC of the vehicle shall ensure strict compliance of above terms and conditions. If vehicle vendor is violating the above terms and conditions, OIC shall be responsible in person for the consequences.
- q) Vendor should not affix any banner/poster on the vehicle engaged by MPMKVVCL for any purpose other than that of Company.
- r) Vehicles shall be used for Company purpose and works only.
- s) The company may at its discretion float the rate-contract/empanelment of the vendor/service provider/travel-agency for engagement for the entire requirement of particular type of vehicles in circle/Corporate-office.

**18. MANDATORY CRITERIA TO BE INDICATED IN THE INQUIRY/TENDER FLOATED FOR HIRING OF VEHICLE**

- a) All notices for hiring of vehicles shall be put on the Company's website and the process shall be completed in the stipulated timeline.
- b) Earnest Money Deposit of INR 3000 (Three Thousand Rupees only) through Demand Draft in favour of "Account Officer - Respective accounting unit" payable at (name of city).
- c) The Security Deposit will be 25% of the monthly ceiling rate for each vehicle offered by the bidder or service provider. It must be paid only by Demand Draft made in favour of "Account Officer - Respective accounting unit," payable at (name of city).
- d) The vendor shall quote its rates exclusive of GST.
- e) Bidder shall be a Transporter/Service Provider/Firm/Proprietor.
- f) Certificate/Documents w.r.t EPF, ESI & GST Registration required to be furnished, if applicable.
- g) Bidder should submit copies of Vehicle Registration with RTO, Document of Updated Road Tax, Taxi permit, comprehensive insurance document for the vehicle, Fitness certificate, PUC certificate at the time of signing of contract-agreement.

- h) Bidder shall provide the undertaking that the vehicle model is not more than 02 years old and has not completed the run of 50000 km during the submission of bid.
- i) Bidder shall provide the undertaking that the Bidder and none of his/her relative is employed in MPMKVVCL.
- j) Except for Government Organization and Public Sector undertakings, the bidder is required to upload a notarized affidavit on a non-judicial stamp paper of amount Rs. 200 as per The Indian Stamp (M.P. Government) Act, 2025 “Madhya Pradesh Gazette (Extra-ordinary)” dated the 9<sup>th</sup> September 2025 or as per prevailing notification of the Government from time to time stating that “neither the bidder nor any of its sister concerns is undergoing Insolvency or Bankruptcy proceedings.”
- k) All the technical and commercial conditions shall be as per the tender/circular issued by the Company. Following details shall mandatorily form a part of the inquiry/tender floated for vehicle hiring.
  - i. PV calculation formula.
  - ii. Condition regarding age of vehicle and Contract-period.
  - iii. Liquidated damages.
- l) Offers containing the rates of Monthly-charges above Ceiling-rates shall be rejected.
- m) Vehicles can be hired directly from a public sector undertaking, government organization, central public sector agency, or state government agency through a Memorandum of Understanding (MoU) or based on agreed rates between the agency and MPMKVVCL.

*Note: Draft Tender/Enquiry is enclosed herewith as Annexure 1*

### **19. LIQUIDATED DAMAGES**

In cases where the vehicle is not provided by the vendor due to any reason attributable to the vendor, the liquidated damages shall be deducted from the payment as per following formula –

$$\text{Liquidated Damages} = \left[ \frac{\text{No of days when vehicle was not provided} * \text{Monthly charges}}{30} \right] * 2$$

Provided further that total applicable deduction as calculated from above formula shall not exceed the monthly charges payable as per the contract.

In cases where the vendor fails to provide the vehicle and/or the driver or does not meet any of the criteria mentioned in the guidelines, for 3 times, action for termination of contract and forfeiting of Security Deposit can be taken by OIC of the vehicle. The same should also form a part of the tender-conditions.

## ***20. CONTRACT AGREEMENT***

The Contract Agreement shall be done on the stamp paper/e-stamp of Rs. 500/-. Draft agreement is enclosed herewith as Annexure 2.

## ***21. CONFLICT OF INTEREST***

The officer/employee himself/herself or the First-degree relatives of employee including contract-employee shall not take part in the bidding process with respect to hiring of vehicles in the Company at any level.

## ***22. EXCLUSIONS***

The MD shall be empowered to sanction vehicles beyond the scope of this Policy, which encompasses entitlements, ceiling rates, type of vehicle, monthly run and other terms and conditions related to vehicles.

## ***23. DISPUTE RESOLUTION***

- a) For any matter pertaining to application of the guidelines in this Policy-document, CGM (HR&A) shall issue appropriate clarification/orders after obtaining approval from MD for removal of difficulties.
- b) Any of the aforesaid guidelines may be relaxed, waived, modified or removed with the approval of MD in general or in specific cases.

## ***24. DELEGATION OF POWER***

For any matter pertaining to amendments to be done in the Policy-document, CGM (HR&A) shall issue appropriate clarification/orders after obtaining approval from MD, as per DoP.

**25. TABLES**

**TABLE 1: PASSENGER VEHICLES**

<b>Type of vehicle</b>	<b>Vehicle specifications</b>
Type A	Premium Air-conditioned Car / Premium Air conditioned MUV with min. engine capacity <b>2200 CC</b> (Petrol / Diesel) with Airbags, ABS
Type B	Premium Air-conditioned Car / Premium Air conditioned MUV with min. engine capacity <b>1900 CC</b> (Petrol / Diesel) with Airbags, ABS
Type C	Premium Air-conditioned Car / Premium Air conditioned MUV with min. engine capacity <b>1450 CC</b> (Petrol / Diesel) with Airbags, ABS
Type D	Premium Air-conditioned Car / Premium Air-conditioned SUV with min. engine capacity <b>1150 CC</b> (Petrol / Diesel) with Airbags, ABS
Type E	Air-conditioned Jeep or equivalent Category MUV with min. engine capacity <b>1450 CC</b> (for Petrol / Diesel) with Airbags and ABS.

**TABLE 2: UTILITY VEHICLES**

<b>Type of vehicle</b>	<b>Vehicle specifications</b>
Type F1	Mini Pick up - Double cabin with ladder / Any Low-End SUV half open from backside for carriage of man, materials, ladder, etc. or equivalent (For 1200 Km monthly or 4800 Km quarterly) (For Single Shift)
Type F2	Mini Pick up - Double cabin with ladder / Any Low-End SUV half open from backside for carriage of man, materials, ladder, etc. or equivalent (For 1500 Km monthly or 6000 Km quarterly)
Type F3	Mini Pick up - Double cabin with ladder / Any Low-End SUV half open from backside for carriage of man, materials, ladder, etc. or equivalent (For FOC vehicle in 01 shifts) (For 2000 Km monthly or 8000 Km quarterly)
Type F4	Mini Pick up - Double cabin with ladder / Any Low-End SUV half open from backside for carriage of man, materials, ladder, etc. or equivalent (For 2000 Km monthly or 8000 Km quarterly) (For double shift)
Type F5	Mini Pick up - Double cabin with ladder / Any Low-End SUV half open from backside for carriage of man, materials, ladder, etc. or equivalent (For 3000 Km monthly or 12000 Km quarterly) (For three shift)
Type G1	Light Commercial Vehicle (Non-AC) (1.5 to 2 metric ton) Mini Truck or equivalent, etc. (For 1200 Km monthly or 4800 Km quarterly)
Type G2	Light Commercial Vehicle (Non-AC) (above 2 to 3 metric ton) Mini Truck, or equivalent, etc. (For 1200 Km monthly or 4800 Km quarterly)
Type G3	Light Commercial Vehicle (Non-AC) (above 3 to 5 metric ton) Mini Truck, or equivalent, etc. (For 1200 Km monthly or 4800 Km quarterly)
Type G4	Light Commercial Vehicle (Non-AC) (above 2 to 3 metric ton) Mini Truck, or equivalent, etc. (For 3000 Km monthly or 12000 Km quarterly)
Type H1	Heavy Vehicle - Truck (10 Metric ton) (for 1200 km)
Type H2	Heavy Vehicle - Truck (10 Metric ton) (for 2000 km)
Type H3	Heavy Vehicle - Truck (25 Metric ton)
Type H4	Sky-Lift Vehicle (Hydraulic Access Platform) of 11-meter-long boom length fitted on Light Commercial Vehicle
Type I	Air-conditioned Ambulance compliant with latest National Ambulance Code, provided with Mono-block stretcher, Nursing and First Aid

Type of vehicle	Vehicle specifications
	Kit, Oxygen Cylinder and with facilities as required for standard ambulance, Engine Capacity of min. 1450 CC and above (Petrol / Diesel)
Type J	Any vehicle can be engaged daily at Rs. 1200/day subject to maximum up to Rs.30000/month (for 25 days).
Type K	Auto Rickshaw / Electric Vehicle (Auto) / Loading Vehicle (as and when required). Fixed for 1250 Km
Type L1	Crane (Hydra model) Capacity 3-9MT
Type L2	Crane (Hydra model) Capacity 12-20MT
Type M	Tractor Hydra with drill (For Pole Installation, Pole Straightening, DTR (replacement / Augmentation), etc.)
Type EV	Electric Vehicle with Airbags and ABS with capacity to run more than 400 Km in a single charge

**Note: -**

- i. Details of entitlement and allocation of vehicles is annexed in Table no.3 & 4.
- ii. The respective GM Field will have authority as per prevailing DOP, including GM (Civil) and GM (Area Store) to approve the engagement of vehicles for their office and its associated administrative units, in accordance with the eligibility criteria and within the budgetary constraints.
- iii. The CGM (Region) will have authority as per prevailing DOP, to approve the engagement of vehicles for their office and its associated administrative units, in accordance with the eligibility criteria and within the budgetary constraints.
- iv. CGM(HR&A) shall have full powers for engagement of vehicle in the Corporate Office as per the eligibility criteria considering the budgetary limits.  
All types of vehicles previously owned by the Company shall continue to remain in ownership of the Company till completion of their useful life unless retired or scraped.

**TABLE-3: ENTITLEMENT OF VEHICLE TO OFFICERS/OFFICES**

S. No.	Designation	Car					Jeep	Mini Pickup					Light Commercial Vehicle	Ambulance	Seasonal Vehicle	Heavy Vehicle				Crane	
		A	B	C	D	EV	E	F1	F2	F3	F4	F5	G3	I	J	H1	H2	H3	H4	L1	L2
<b>CORPORATE OFFICE</b>																					
1	Director (Commercial)		1																		
2	Director (Technical)		1																		
3	CGM (HR&A)		1																		
4	Chief Financial Officer		1																		
5	Chief General Manager			1																	
6	Deputy Chief General Manager			1																	

S. No.	Designation	Car					Jeep	Mini Pickup					Light Commercial Vehicle	Ambulance	Seasonal Vehicle	Heavy Vehicle				Crane	
		A	B	C	D	EV		E	F1	F2	F3	F4				F5	G3	I	J	H1	H2
7	Additional Director			1																	
8	General Manager				1																
9	Joint director (Finance)				1																
10	Public Relation Officer				1																
11	Company Secretary				1																
12	In charge (Accounting Unit)				7																
13	Chairman (ECGRF)				1																
14	Member (ECGRF) (if officer rank is GM or equivalent)				1																
15	Pool Vehicle	1			5																
<b>REGION OFFICE</b>																					
1	Chief General Manager			1																	
2	General Manager (Office)				1																
3	Pool Vehicle					2															
4	Dispensary													2							
<b>CITY CIRCLE OFFICE</b>																					
1	General Manager				1 (D or E)																
2	DGM (STM)					1															
3	DGM (STC)					1															
4	DGM (HT Maintenance)					1															1
5	DGM (Vigilance)					1															
6	DGM (NSC) (wherever NSC division exists)					1															
7	DGM (SCADA)								1												
8	Manager (Vigilance)					1															
9	Manager (NSC) (wherever NSC division exists)							1													
10	Pool Vehicle					2															
<b>CITY DIVISION OFFICE</b>																					
1	DGM (City)					1															
2	Transformer Maintenance Team								1												
3	Pool Vehicle					1															

S. No.	Designation	Car					Jeep	Mini Pickup					Light Commercial Vehicle	Ambulance	Seasonal Vehicle	Heavy Vehicle				Crane	
		A	B	C	D	EV	E	F1	F2	F3	F4	F5	G3	I	J	H1	H2	H3	H4	L1	L2
<b>HTM SUB DIVISION</b>																					
1	Manager												1	2							1
<b>STC (CITY) SUB DIVISION</b>																					
1	Manager							1					1								
<b>STM (CITY) SUB DIVISION</b>																					
1	Manager												2								
<b>BI CELL</b>																					
1	For Entitlement of Vehicle refer table no. 6						Type E														
<b>O&amp;M CIRCLE OFFICE</b>																					
1	General Manager						1 (D or E)														1
2	DGM (STM - STC)						1														
3	Capacitor Bank to be utilized by DGM (STC-STM)						1														
4	DGM (Vigilance)						1														
5	Manager (Vigilance)						1														
6	Pool Vehicle						2														
<b>O&amp;M DIVISION OFFICE</b>																					
1	DGM (O&M)						1						1		2						
2	Pool Vehicle						1														
3	Additional Vehicle provided for O&M Division situated 150 Km away from concerned Area Store												1								
<b>O&amp;M SUB DIVISION OFFICE</b>																					
1	Manager												1		1						
2	Transformer Maintenance Team												1								
<b>CITY ZONE OFFICE</b>																					
1	Manager												1*								
2	FOC													1							
<b>TOWN ZONE OFFICE</b>																					
1	Manager												1*								



office, each officer is entitled to a vehicle as specified. Similarly, if a new Regional Office is established in the future, vehicle entitlements will be determined based on the above table.

2. The vehicle for DGM (STC-STM) under O&M Circle shall be applicable as per number of DGM (STC-STM) appointed.
3. The entitlement of Heavy Vehicle (Type H1/H2) is provided to every O&M Circle Office.
4. Pool Vehicle shall be provided for the officers /employees who are not entitled to vehicles and will be used as per Office Requirements.
5. The places where more than 01 FOC in a Zone/Towns are running shall continue to operate
6. Each Transformer Maintenance Team Unit shall be as per letter no. **प्र.सं./म.क्षे./संचा./संधा./25/ई 703275/366** dated 28.07.2025 and shall be revised as per further orders if and when issued.
7. \* Vehicle is provided for maintenance purpose to all zones for single shift.
8. The senior officer in the concerned office shall be the Officer-in-Charge of Pool Vehicles.
9. Each DGM (Vigilance) and Manager (Vigilance) will be provided separate vehicle.
10. GM (Area Stores) can engage 10MT / 25MT Truck as per their requirement.
11. One Pool-vehicle in circle is to be utilized by officers/employees from HR & IT Section.
12. The General Manager shall be authorized to utilize any vehicles in the circle for revenue related activities.
13. The above entitlement of vehicles is as per Organization Structure of the Company.
14. The entitlement of vehicles can be updated as per latest approved OS of the Company.
15. Regional CGM, GM/DGM(O&M) will make available Pool Vehicle (Jeep) based on the need to Manager (Additional Tehsildar) /IT/NDCC/RMT.
16. Whenever new administrative unit is sanctioned, the officer posted in that unit will be entitled for vehicle as per the Vehicle Policy.
17. The offices can deploy utility vehicles with lower rates to which they are entitled in Table no.3

**TABLE 4: MONTHLY MINIMUM RUN AND MONTHLY CEILING CHARGES FOR VARIOUS TYPES OF VEHICLES**

S. No.	Type of Vehicle	Monthly minimum run (Km)	Quarterly Running Limit run (Km)	Monthly Ceiling Rates (Rs.)	Variable charges Per Km (in Rs.)		Mileage factor
					Excess Run Charges Rs per Km	Less Run Deduction Rs per Km	
1	<b>Type A:</b> Premium Air-conditioned Car / Premium Air conditioned MUV with min. engine capacity <b>2200 CC</b> (Petrol/Diesel) with Airbags, ABS	2000	8000	66500	14	8	11 Kmpl
2	<b>Type B:</b> Premium Air-conditioned Car / Premium Air conditioned MUV with min. engine capacity <b>1900 CC</b> (Petrol/Diesel) with Airbags, ABS	2000	8000	46300	14	8	11 Kmpl
3	<b>Type C:</b> Premium Air-conditioned Car / Premium Air conditioned MUV with min. engine capacity <b>1450 CC</b> (Petrol / Diesel) with Airbags, ABS	2000	8000	42500	6	4	16 Kmpl
4	<b>Type D:</b> Premium Air-conditioned Car / Premium Air-conditioned SUV with min. engine capacity <b>1150 CC</b> (Petrol / Diesel) with Airbags, ABS	2000	8000	38650	6	4	16 Kmpl
5	<b>Type E:</b> Air-conditioned Jeep or equivalent Category MUV with min. engine capacity <b>1450 CC</b> (for Petrol / Diesel) with Airbags and ABS.	2000	8000	42500	6	4	14 Kmpl
6	<b>Type F1:</b> Mini Pick up - Double cabin with ladder / Any Low-End SUV half open from backside for carriage of man, materials, ladder, etc. or equivalent.	1200	4800	38900	9	6	11Kmpl
7	<b>Type F2:</b> Mini Pick up - Double cabin with ladder / Any Low-End SUV half open from backside for carriage of man, materials, ladder, etc. or equivalent.	1500	6000	41900	9	6	11Kmpl
8	<b>Type F3:</b> Mini Pick up - Double cabin with ladder / Any Low-End SUV half open from backside for carriage of man, materials, ladder, etc. or equivalent. (for single shift)	2000	8000	45950	9	6	11Kmpl
9	<b>Type F4:</b> Mini Pick up - Double cabin with ladder / Any Low-End SUV half open from backside for carriage of man, materials, ladder, etc. or equivalent. (for double shift)	2000	8000	53800	9	6	11Kmpl

S. No.	Type of Vehicle	Monthly minimum run (Km)	Quarterly Running Limit run (Km)	Monthly Ceiling Rates (Rs.)	Variable charges Per Km (in Rs.)		Mileage factor
					Excess Run Charges Rs per Km	Less Run Deduction Rs per Km	
10	<b>Type F5:</b> Mini Pick up - Double cabin with ladder / Any Low-End SUV half open from backside for carriage of man, materials, ladder, etc. or equivalent. (For Three Shift)	3000	12000	71940	9	6	11Kmpl
11	<b>Type G1:</b> Light Commercial Vehicle (Non-AC) (1.5 to 2 metric ton), Truck or equivalent, etc.	1200	4800	38840	10.50	7.50	12Kmpl
12	<b>Type G2:</b> Light Commercial Vehicle (Non-AC) (above 2 to 3 metric ton), Truck or equivalent, etc.	1200	4800	41590	11.50	8	11Kmpl
13	<b>Type G3:</b> Light Commercial Vehicle (Non-AC) (above 3 to 5 metric ton), Truck or equivalent, etc.	1200	4800	51920	12.50	9	10Kmpl
14	<b>Type G4:</b> Light Commercial Vehicle (Non-AC) (above 2 to 3 metric ton), Truck or equivalent, etc. (for Three shift)	3000	10000	76276	11.50	8	11Kmpl
15	<b>Type H1:</b> Heavy Vehicle - Truck (10 Metric ton)	1200	4800	83500	22	13	5 Kmpl
16	<b>Type H2:</b> Heavy Vehicle - Truck (10 Metric ton)	2000	8000	97900	22	13	5Kmpl
17	<b>Type H3:</b> Heavy Vehicle - Truck (25 Metric ton)	1600	6400	155000	45	32	2.5Kmpl
18	<b>Type H4:</b> Sky-Lift Vehicle (Hydraulic Access Platform) of 11-meter-long boom length fitted on LCV.	500	2000	63889	22	15	5Kmpl
19	<b>Type I:</b> Ambulance	1000	4000	32250	6	4	16Kmpl
20	<b>Type J:</b> Any vehicle can be engaged daily at Rs. 1200/day subject to maximum up to Rs. 30000/month (for 25 days).	NA	NA	NA	NA	NA	NA
21	<b>Type K:</b> Auto Rickshaw / Electric Vehicle (Auto) / Loading Vehicle (as and when required). Fixed for 1200 Km	1250	NA	17457	NA	NA	NA
22	<b>Type L1:</b> Crane (Hydra Model) Capacity 3-9MT	Will be decided later based on the actual input. Presently input is not available.					
23	<b>Type L2:</b> Crane (Hydra Model) Capacity 12-20MT	NA	NA	130000 Per Month	NA	NA	NA

S. No.	Type of Vehicle	Monthly minimum run (Km)	Quarterly Running Limit run (Km)	Monthly Ceiling Rates (Rs.)	Variable charges Per Km (in Rs.)		Mileage factor
					Excess Run Charges Rs per Km	Less Run Deduction Rs per Km	
24	<b>Type M:</b> Tractor Hydra with drill bearing valid registration (For Pole straightening, Pole installation, DTR (replacement / augmentation), etc) @ Rs. 2500 for 04 hours.						
25	<b>Type EV:</b> Electric Vehicle with Airbags and ABS with capacity to run more than 400 Km in a single charge	2000	8000	47900	1.3	NA	NA

\*Charges excluding applicable GST.

**Note:**

1. Salary and other allowances of driver of engaged vehicle will meet all the statutory and regulatory compliance and the liability will be solely on vendor.
2. The Base rate of Diesel is taken as Rs. 90 per Litre and Petrol as Rs.100 per Litre. If rate of Petrol/Diesel changes, then the difference of price variation shall be paid as per rules.
3. The Quarterly limit Regional CGM, CGM (Project), GM (O&M), GM (Project), GM (Works-Corporate Office), DGM (O&M), STM division (any 02 vehicle), STC division (any 02 vehicle), Vigilance Division, BI Cells, Nodal Officer (Project) of Region / Circle, STRU and Civil Circle shall be 10000Km.

**TABLE 5: MAXIMUM PERMISSIBLE RUNNING LIMIT OF VEHICLES (ACCORDING TO DISTANCE FROM AREA STORES)**

Sl. No	Administrative unit	Monthly limit (in km)	Maximum Quarterly Limit (in km)
1	Sub-Dn/Zone which is up to 50 km away from Area store by the shortest route	1500	6000
2	Sub-Dn/Zone which is 51 to 100 Km away from Area store by the shortest route	2000	8000
3	Sub-Dn/Zone which is 101 to 150 Km away from Area store by the shortest route	3000	12000
4	Sub-Dn/Zone which is 151 to 200 Km away from Area store by the shortest route	3500	14000
5	Sub-Dn/Zone which is above 200 Km away from Area store by the shortest route	4000	16000

**Note:**

**Above Maximum permissible running limit will be applicable also for vehicles of STMs/STCs subdivision, O&M subdivisions and STRUs for Material Transportation (According to distance from Area /Sub-area Stores)**

**TABLE-6: ENTITLEMENT OF VEHICLE TO BI CELLS (TYPE E)**

Sl. No.	Name of BI Cell	Headquarters	Circles covered	No. of Vehicles
1	Bhopal City	Bhopal	Bhopal City	5
2	Bhopal (O&M)	Bhopal	Bhopal (O&M)	4
3	Vidisha	Vidisha	Vidisha	2
		Raisen	Raisen	1
4	Sehore	Sehore	Sehore	2
		Rajgarh	Rajgarh	1
5	Narmadapuram	Narmadapuram	Narmadapuram	2
6	Betul	Betul	Betul	2
		Harda	Harda	1
7	Gwalior City	Gwalior	Gwalior City	3
8	Gwalior (O&M)		Gwalior (O&M)	2
		Datia	Datia	1
9	Morena	Morena	Morena	3
		Bhind	Bhind	1
10	Guna	Guna	Guna	2
		Ashoknagar	Ashoknagar	1
11	Shivpuri	Shivpuri	Shivpuri	2
		Sheopur	Sheopur	1
<b>Total</b>				<b>36</b>

**Note:**

1. Largely, 1 vehicle for every 350 HT consumers in purely Urban-area and for every 250 HT consumers in Mixed-area.
2. Largely, 1 vehicle in every 2500 LT High value consumers in Urban-area and for every 1500 LT consumers in Mixed-area.



OFFICE OF THE MANAGING DIRECTOR  
M.P.MADHYA KSHETRA VIDYUT VITARAN CO. LTD.  
(A Wholly Owned Govt. of M.P.Undertaking)  
NISHTHA PARISAR, BIJLINAGAR, GOVINDPURA,  
BHOPAL-462023

Phone: 0755-2551222, Toll Free No.- 18002331912

Email: [\\_\\_\\_\\_\\_@gmail.com](mailto:_____@gmail.com)

No.-MD/MK/Vehicle \_\_\_\_\_, Dated xx.xx.202x  
Tender Number xx/202x

Subject: Tender for hiring of Vehicle \_\_\_\_\_

1. **Invitation of Offers** –MPMKVVCL hereby invites offers for hiring the below mentioned type of vehicles in the following locations.

S.no	Name of Unit / Office	Type of Vehicles	Due Date for Submission up to	Opening Date
1.		<b>Type _____ (As per Vehicle Policy)</b>	<b>xx.xx.202x 03:00 pm</b>	<b>xx.xx.202x 3:30 pm</b>
		Rates for run of Minimum _____ km. (Excluding GST)		

2. The rates for a minimum run of \_\_\_\_\_ km shall be considered exclusive of GST, with additional charges for extra runs beyond \_\_\_\_\_ km billed at Rs. \_\_\_\_\_ per km (subject to a maximum ceiling limit).
3. The bidder must produce a valid document of being either a Transporter, Service provider, Firm, Proprietor or Authorization/ consent of Transporter, Service provider or firm.  
Note- The Authorization/consent from Sole Proprietor of the vehicle will not be accepted.
4. At the time of signing the contract agreement, the bidder shall submit copies of the Vehicle Registration with the RTO, updated Road Tax documents, Taxi permit, comprehensive vehicle insurance, Fitness certificate, and PUC certificate.
5. The bidder shall provide a declaration stating that neither the bidder nor any of their relatives are employed with MPMKVVCL.
6. Except for Government Organization and Public Sector undertakings, the bidder is required to upload a notarized affidavit on a non-judicial stamp paper of amount Rs. 200 as per The Indian Stamp (M.P. Government) Act, 2025 "Madhya Pradesh Gazette (Extra-ordinary)" dated the 9<sup>th</sup> September 2025 or as per prevailing notification of the Government from time to time stating that "neither the bidder nor any of its sister concerns is undergoing Insolvency or Bankruptcy proceedings."

7. The bidder must provide vehicles equipped with mandatory GPS devices and integrated with the IT application developed by the Corporate Office.
8. Contract Period: The maximum duration for vehicle hiring shall be three (03) years from the date of the contract/agreement, which may be extended by one (01) year, and further extended by an additional one (01) year (i.e., 3+1+1 years), subject to the vehicle's age, condition, and the quality of service provided by the service provider.
9. The service provider shall be solely responsible for complying with all applicable rules and regulations set by various government authorities, including the Regional Transport Office (RTO), Labour Department, Police, Insurance companies, and others.
10. The fitness certificate, insurance, and PUC of the vehicle must be maintained comprehensively throughout the contract period with the Company. The insurance premium shall be borne by the service provider. In the event of any incident, lodging insurance claims and managing all related formalities shall be the service provider's responsibility.
11. The minimum educational qualification for drivers engaged by the service provider shall preferably be 8th Pass.
12. Drivers must possess a valid driving license throughout the contract period. In case of driver replacement, the new driver's valid license must be submitted as well.
13. Drivers must be available "on-call" at all times when vehicles are deployed with the Company; failure to comply will result in imposition of Liquidated Damages as per the applicable clause.
14. It is the service provider's responsibility to ensure that drivers are not under the influence of drugs or alcohol while on duty. If a driver is found intoxicated, the Officer-in-Charge (OIC) reserves the right to replace either the driver or the vehicle temporarily or permanently.
15. The service provider must ensure that their drivers do not have any criminal record.
16. A medical fitness certificate for each driver must be submitted to the Company. In case of driver replacement, an updated medical fitness certificate shall be submitted accordingly.
17. Vehicles engaged by MPMKVVCL shall be available to the Company on a 24-hour basis.
18. The service provider shall maintain vehicles in good working condition at all times, ensuring adequate fuel, a spare tyre (stepney), necessary tools, and smooth operation for efficient service.
19. The Company shall not be liable for any legal, financial, criminal, or other responsibilities arising out of any fatal or non-fatal accidents involving the vehicle.
20. The service provider shall submit the Pollution Under Control (PUC) certificate on an annual basis during the contract tenure.
21. The service provider shall not display any banners, posters, or advertisements on the vehicles engaged by MPMKVVCL except those authorized by the Company.
22. Vehicles shall be used exclusively for Company-related work and purposes.
23. The service provider shall quote their rates excluding GST.
24. The vehicle model offered must be not older than two (02) years and must not have completed more than 50,000 km at the time of bid submission.
25. An Earnest Money Deposit of **INR 3,000 (Three Thousand Rupees Only)** shall be submitted via Demand Draft payable to "Account Officer - Respective Accounting Unit" at (name of city).

26. A Security Deposit of **25%** of the monthly ceiling rate for each vehicle offered by the bidder or service provider shall be submitted through Demand Draft in favour of "Account Officer - Respective Accounting Unit" payable at (name of city).
27. Uniforms and other supplies: Provision of uniforms for drivers is mandatory. The cost of uniforms and any other necessary items required for the proper fulfillment of duties shall be borne by the Service Provider. The Company shall not reimburse any such expenses.
28. Drivers deployed by the Service Provider shall generally remain assigned throughout the contract duration and shall not be replaced without prior written notice, consultation, and approval from the Officer-in-Charge of the Purchaser.
29. The Service Provider must provide the names and details of all deployed drivers at the start of the contract. Any subsequent changes must be communicated immediately to the Purchaser.
30. Upon written instruction from the Officer-in-Charge of the Purchaser, the Service Provider shall immediately remove any driver deemed incompetent or guilty of misconduct. In case of disagreement, the matter shall be referred to the Circle-in-Charge, whose decision will be final and binding. Such drivers shall not be rehired without written permission from the Officer-in-Charge or authorized personnel.
31. All drivers engaged under this contract shall be employees of the Service Provider. The Purchaser shall have no liability or responsibility to absorb these personnel or provide any employment recommendations.
32. The Service Provider shall arrange suitable alternatives in case any personnel are on leave or absent. Adequate provisions must be made for leave reserves and communicated to the Officer-in-Charge or competent authorities. Holidays and weekly offs shall be as per Company rules.
33. *Liquidated Damages*  
In cases where the vehicle is not provided by the service provider due to any reason attributable to the service provider, the liquidated damages shall be deducted from the payment as per following formula –

$$\text{Liquidated Damages} = \left[ \frac{\text{No of days when vehicle was not provided} * \text{Monthly charges}}{30} \right] * 2$$

Provided further that total applicable deduction as calculated from above formula shall not exceed the monthly charges payable as per the contract.

In cases where the service provider fails to provide the vehicle and/or the driver or does not meet any of the criteria mentioned in the guidelines, for 3 times, action for termination of contract and forfeiting of Security Deposit can be taken by OIC of the vehicle. The same should also form a part of the tender-conditions.

34. The Company shall segregate the rates under monthly charges and variable charges, the same shall be defined as below:
  - a) Monthly charges – This shall be the amount payable on monthly basis to the Service Provider for each type of vehicle, based on actual run, limited to \_\_\_\_\_ kms (applicable as per the type of vehicle). In cases where the actual run is less than \_\_\_\_\_ kms, a deduction shall be made from the Service Provider's amount on account of unused fuel as mentioned in table below.

- b) Variable charges – This shall be payable for actual run of vehicle above \_\_\_\_\_ kms on Rupees per km basis for each type of vehicle engaged.
- c) The Company has defined ceiling rates (GST exclusive) for both the Monthly charges as well as the Variable charges based on the type of vehicle deployed:

S No	Type of Vehicle	Monthly minimum run (Km)	Monthly Ceiling Charges (Rs.)	Variable charges Per Km in Rs.		Mileage factor*
				Extra Run Charges	Less Run Deduction	
1						
2						

**Note:** - The service provider has to deploy separate driver for each shift in case of vehicles engaged for more than one shift.

35. Monthly Billing and payment

a) **Gross Billing-** The Gross bill shall have three components namely.

- i. Monthly charges- This shall be the amount payable for Monthly minimum run as per above table.
- ii. Variable charges - This shall be the amount payable for actual run more or less than Monthly minimum run as per above table.
- iii. PV charges (Difference of fuel (Petrol/diesel) charges for actual run as per PV formula mentioned below).

The PV for Petrol/Diesel vehicles shall be calculated in accordance with fuel prices as per the following formulae, whichever is applicable:

*For Diesel Vehicles*

**PV Rates for any month = (Average of Diesel Rates (max & min) in Rs. per Litre for previous month–Base Rates)/Mileage Factor**

*For Petrol Vehicles*

**PV Rates for any month = (Average of Petrol Rates (max & min) in Rs. per Litre for previous month–Base Rates)/Mileage Factor**

36. Offer Submission –

- a) The bidder shall only quote on the monthly charges for offer evaluation purpose. The ceiling rates for the Variable charges for each type of vehicle shall be fixed by the Purchaser and the bidder shall abide by the same.
- b) The price quoted by the bidder shall be inclusive of all running expenses to be incurred while providing the said services.
- c) In cases where the bidder quotes above the ceiling rates, the offer shall stand disqualified.

37. Offer Evaluation –

- a) The bidders whose offers are found to be substantially responsive, complete in all respects (as per necessary terms and conditions of offer document) and meeting required minimum eligibility criteria shall be said to have met the Techno-Commercial criteria and the same shall stand eligible for their price offer opening.
  - b) The financial evaluation shall be done only on the basis of the rates quoted by the bidder.
  - c) The bidder (eligible for price offer opening) quoting the lowest rates shall be adjudged as L1 and such rate will then be deemed as the lowest rate to perform the services. Further, process for awarding rate contract at L1 rate shall begin with the remaining bidder based on the descending order of their techno-commercial scores (whose price offer has been opened).
38. In cases of non-adherence to the clause of displaying large sized logo of MPMKVVCL on the body of the vehicles deployed, payment to the service provider shall be put on hold with immediate effect by the Authority as decided by the Purchaser.
- 39. SNAP BIDDING**
- a) In case the Purchaser opts for snap bidding, then all the initial Price Bids shall be discarded by the purchaser and shall invite all the bidders, who were technically qualified, to submit the new Price Bids as per terms and conditions of the bidding document. The timeline for submission and price bid opening of such price bids shall be intimated separately to all such Bidders by the Purchaser. Bidders submitting new Price Bids electronically shall follow the electronic bid submission procedures specified in the bid document for resubmission of Price Bids.
  - b) The quoted price in the Price bid shall not be allowed to be increased above the L-1 rates. If any bidder bids above the lowest evaluated price during the initial bidding, his bid shall be treated as non-responsive and bidder shall not be considered for award.
  - c) In case any of the invited technically qualified bidder does not submit new Price Bid during the snap bidding then he shall not be considered for any further evaluation by the Purchaser.
  - d) Re-submitted new Price bids shall be again evaluated by the Purchaser as per terms and conditions of the bidding document. The Purchaser shall evaluate the price bids and derive the lowest evaluated bid (L1). However, in case, even after submission of new price bids by the bidders, the Purchaser has right to reject the lowest Evaluated Bid Price. If the bid is rejected by the purchaser then the entire bidding process shall be annulled.

**General Manager (\_\_\_\_\_)**  
**MPMKVVCL, Bhopal**

**Copy to:-**

1. The C.G.M. (HR&A), O/o MD MPMKVVCL Bhopal.
- 2 The Web Master, O/o MD MPMKVVCL Bhopal, - The enquiry may be posted on the website of the company.
4. The Sr. P.R.O., O/o MD MPMKVVCL Bhopal, for issuing press release.
5. The Sr. A.O. (H.O.A.U.), MPMKVVCL Bhopal.

**General Manager (Admin)**  
**MPMKVVCL, Bhopal**

## DRAFT AGREEMENT

This Agreement is made on this \_\_\_day of \_\_\_\_\_ between the M.P.M.K.V.C.L \_\_\_\_\_ duly registered under the companies Act 1956 at Reg. No. U 40209 MP 2002 SGC 15119 WITH THE REGISTRAR OF COMPANIES GWALIOR having its Head Office at Bhopal, herein after called "Company" of the One part and \_\_\_\_\_ hereinafter to as the "Owner" which expression shall there the context so admits include his heirs, executors, administrators and representative of the Other parts.

Whereas the Company has decided vide Work order No. .... Dtd ..... to engage \_\_\_\_\_ on hire w.e.f. date of engaging the vehicle for its Officer's use to discharge their official duties. Now therefore it is agreed as follows:-

01. That the owner shall provide \_\_\_\_\_ having Registration No. \_\_\_\_\_ Engine No. \_\_\_\_\_, and Chassis No. \_\_\_\_\_ on hire to the Company.
02. (a) The minimum charges payable to the owner of vehicle \_\_\_\_\_ will be Rs \_\_\_\_\_ Only ( \_\_\_\_\_ Rupees only) for monthly fixed hire charges for \_\_\_\_\_ Kms. run per month.  
  
(b) In case, in any particular month if vehicle run exceeds \_\_\_\_\_ Kms, the excess run will be paid @ Rs. \_\_\_\_\_ per Km. beyond \_\_\_\_\_ Kms.  
  
(c) In case of vehicle run below \_\_\_\_\_ Kms. in a month, Rs. \_\_\_\_\_ per Km. for less run deduction will be made as per Vehicle Policy 2025.  
  
(d) The ceiling limit for vehicle run be \_\_\_\_\_ Kms. per month subjected to \_\_\_\_\_ Kms. in a quarter.
03. The Vehicle will be in the custody of the Company for all the 24 hours in day.
04. That the owner shall provide a driver for the vehicle \_\_\_\_\_ having registration No. \_\_\_\_\_
05. The cost of the petrol/Diesel/Lubricants to be consumed in vehicle will be borne by the owner. The repairs and maintenance for the said vehicle will also be carried out at owner's cost, provided the proper/equivalent vehicle is replaced for adjustment of time for the purpose.
06. The payment will be made normally within 2 months from the date of submission of the bills in the office. No claims for delay in payment due to any reason shall be entertained.
07. Weekly off as per Labour Law will have to be given to the driver.

08. Before accepting the vehicle \_\_\_\_\_ for hire the \_\_\_\_\_ will inspect the Vehicle for its road worthiness and his decision in this regard shall be final.
09. All expenditure like Vehicle Registration with RTO, Road Tax, Taxi permit, comprehensive insurance of the vehicle, Fitness certificate, PUC certificate will be borne by the owner.
10. In case of any break down of vehicle lasting more than 24 hours, the owner will have to provide another same type of vehicle for carrying out the programmed works of the officer-in-charge of the vehicle. Total break down time during a month should not exceed 24 hours, if it exceeds, Liquidated damage for the breakdown period at the rate given in clause (11) will have to be given to the Company.
11. Penalties shall be levied as under: -

Liquidated Damages: In cases where the vehicles, as per the contract, are not deployed by the service provider/driver is not available on call due to any reason attributable to the service provider, the liquidated damages shall be deducted from the payment as per following formula:-

$$\text{Liquidated damages} = \left\{ \frac{\text{No. of days when vehicle not provided} * \text{monthly charges}}{30} \right\} * 2$$

Provided that total applicable deduction as calculated from above formula shall not exceed the monthly charges payable as per the contract.

In case were vehicle owner fails to provide the vehicle or driver or does not meet any of the criteria mentioned above for 3 times, action for termination of contract can be taken by officer-in charge of the vehicle.

12. Sufficient amount, as decided by Officer-in-charge of the vehicle, in advance should be given to the driver by the owner to meet out emergency expenditure as also the cost of oil and lubricants. Only in the extreme urgency, expenditure done by deptt. Will be deducted from the monthly bills of the owner.
13. The \_\_\_\_\_ will be the Officer-in-charge of the vehicle.
14. Since only one driver will be provided for the hired vehicle, the owner shall permit a driver of M.P.M.K.V.V.C.L to drive the vehicle during urgency case if the driver is not available.
15. Since payments are partly linked with the Milometer run of the vehicle, the Milometer installed in the vehicle will be checked and sealed once a three months in the presence of the owner and in charge of vehicle or their authorized representative.
16. The Company reserves the right to terminate the contract summarily without assigning any reason.

17. The maximum contract duration for vehicle hiring shall be three (03) years from the date of the contract/agreement, which may be extended by one (01) year, and further extended by an additional one (01) year (i.e., 3+1+1 years), subject to the vehicle's age, condition, and the quality of service provided by the service provider. The Company reserves the right to extend the contract at the same rate, terms and conditions.
18. The owner will be responsible towards expenses of license, challan, accident of hired vehicle or any other expenses incurred on the vehicle.
19. The owner shall bear the stamp duty payable in respect of this agreement.
20. The owner will have to keep the vehicle in good running condition and all the furnishing in the vehicle for safe and comfortable journey during all weathers.
21. This agreement shall be deemed to be executed at \_\_\_\_\_. In case of any dispute, court at \_\_\_\_\_ shall have only power to decide the same.
22. The Driver should also be available on call after the normal duty hours.
23. The Driver should wear uniform as specified by the company in duty hours. The cost of uniform will be borne by vehicle owner.
24. Other conditions as mentioned in the vehicle policy 2025 along with amendments updated time to time and the tender / enquiry will be applicable.
25. The agreement is effective from hiring date of vehicle. In witness thereof, the parties hereto have signed this agreement, the date and year respectively mentioned against their signature.

Date:-

WITNESS:

01. Signature of Vehicle owner  
Address:

02.

WITNESS:

01.

02.

**CGM/GM/DGM (.....)**  
**MPMKVVCL \_\_\_\_\_**