



SUI NORTHERN GAS PIPELINES LIMITED

State Life Building, G.T. Road Gujrat

REF: ADMIN: GRT:11.6

DATE: _____

Name: _____

S/o: _____

Address: _____

HIRING OF VEHICLE:

Dear Sir,

With reference to your application No NIL Dated: _____ We are pleased to award you contract of hiring of your vehicle No. _____ Model _____ Make /type _____

For a period of w. e. f _____ to _____ as per following terms & conditions: -

1. Hiring charges will be paid @ Rs _____
2. The company will provide POL i.e. Diesel/Petrol/CNG with minimum consumption of POL required @ _____ KM/LTR Deduction will be made from your bill in case of excessive fuel consumption vis-à-vis bare minimum POL consumption.
3. Driver of the vehicle which will be engaged by you at your cost, should possess valid driving license. The driver is required to undergo medical examination as per recommendation of HSE department. and will be allowed to drive the vehicle if declared fit by the Company Medical Officer. Overtime of the driver after (10) ten hours will be paid Rs.20/- as per Company's rate along with hiring bill after verification from the concerned Sectional Head.
4. All incidental charges resulting from accident (minor/major) of the vehicle, theft of vehicle, damage of vehicle due to any reason, penalty/charges of driver due to violation of traffic rules, fitness/passing of vehicle (if required) will be borne by the owner. SNGPL will not be liable or responsible for any loss (Theft, Snatching of vehicle or to the crew as a consequence of Accidents, fire, riots, civil commotion, floods, or any other Act of God). In addition, payment of toll tax of vehicle and renewal tax of driving license of the driver will be borne by you. However, parking, and toll tax charges will be borne by SNGPL. Company does not extend insurance coverage to any hired vehicle. All damages to third party as a result of accident involving the hired vehicle will be borne and managed by owner or his insurer.
5. Change of Mobil oil/filter will be at your cost. In addition, servicing of the vehicle (at least once in a month) will be on your account. You will be allowed a reasonable time for serving and another minor repair work. A proportionate deduction on daily basis will be made from your bill for the period, the vehicle will remain off duty/dehired for major/minor repair. It is the prime responsibility of the owner to keep the hired vehicle in road worthy condition at all times. Further hiring of the vehicle is subject to fitness/periodic inspection by the concerned Admin Officer.
6. The hiring period will start when the vehicle is handed over to us and will lapse when it will be handed over to you. Please note that hiring of your vehicle is subject to Management approval inter alia with our operational requirements, so the vehicle may be dehired during the period of tenancy at any time as per sole discretion of the user dept. without serving any notice.
7. During closed or gazetted holidays, your vehicle may be dehired without notice if not required by the Company.
8. Driver will be paid salary by you in line with GOP gazette notification regarding minimum wages. Any liability in this regard will be borne by the owner. The owner is also responsible for good behavior of the driver and will bear complete responsibility of any situation resulting from misconduct like misbehavior with our staff or misuse/ embezzlement of POL etc. In all such condition, Co's decision regarding further hiring of vehicle or his driver will be final and irrevocable. Driver will maintain log book of the vehicle properly and ensure its filling on daily basis.
9. The vehicle will be parked by the driver at SNGPL Gujrat (D) office during night hours or after completion of duties.
10. You have to submit an indemnity on stamp paper (Rs. 100/-) that vehicle is not owned by SNGPL employee or any of their relatives at the time of hiring and in case of change of ownership of vehicle.
11. You are advised to submit your bill in duplicate duly verified from user and payment will be made within 30 days after receipt of bill in Admin Section.
In proof of your agreement with the stipulated terms and conditions, please acknowledge receipt of this letter on duplicate as a token of your acceptance enabling us to proceed further in this matter

Assuring you of our best cooperation at all times

Yours faithfully,
SUI NORTHERN GAS PIPELINES LIMITED

Regional Manager Gujrat-D
for Managing Director

ACCEPTANCE:

I _____ hereby declare that I understand the aforementioned conditions of temporary hiring of vehicle on daily wages against temporary assignment and confirm that I fully accept above terms and conditions.

Date: _____

SIGNATURE

N.O.O

CC: Area Accountant Gujrat (D)

THUMB IMPRESSION