HPOIL GAS PRIVATE LIMITED

(A Joint Venture of HPCL & OIL)

HIRING OF CNG FUELLED COMMERCIAL VEHICLES AT NAGALAND GA

TECHNICAL VOLUME

TENDER NO. HOGPL/2026-27/C&P/034

DATE: 04.11.2026

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Date: 2026.11.04 11:44:51 IST

1. INTRODUCTION

HPOIL Gas Private limited (HOGPL) consortium of HPCL & OIL has received the authorization from PNGRB vide letter PNGRB vide letter PNGRB/CGD/BID/8/2018/ GA/Ambala-Kurukshetra District dated 22/02/2018, PNGRB/CGD/BID/8/2017/BEC/GA-Kolhapur dated 06/03/2018 and PNGRB/Auth/CGD(06)/(2023)/12.04 Nagaland State dt. 04/03/2024 to Lay, Build and Operate City Gas Distribution networks in Ambala-Kurukshetra, Kolhapur District and Nagaland State. HOGPL (hereinafter referred as Owner), is supplying Piped Natural Gas (PNG) to domestic, commercial, and Industrial consumers and Compressed Natural Gas (CNG) to automobiles in Ambala-Kurukshetra and Kolhapur District.

2. SCOPE OF WORK

The Scope of Work covers providing vehicle along with driver as per specification of tender documents for meeting owner's day-to-day requirements of travelling on various types of roads viz. National highways, State highways, City roads, District roads, Village roads, kutcha roads etc. both in cities and remote villages.

The scope of works also includes driver wages, fuel cost, insurance, RTO taxes and maintenance cost for the vehicle

2.1 VEHICLE SPECIFICATION

1. Type of Vehicle:

   SOR Item No. 1: CNG fuelled SEDAN Model (Swift Dzire, Aura, Xcent, Etios, Tigor) preferably white colour

   SOR Item No. 2: CNG fuelled AC 7-seater Maruti Suzuki Ertiga or higher variants of respective models.

2. Model Year: 2024 or later (preferably white colour).
3. Duty: 12 hrs a day & 6 days a week
4. 01 no of vehicle each type is to be deployed as above
5. Minimum assured mileage: 7500 KMs per quarter
6. Vehicle Registration: Under Tourist Vehicle
7. Type of Vehicle on call basis: Petrol/Diesel fuelled SUV Model (Toyota Innova)
8. Model Year: 2024 or later (preferably white colour).

3. DEPLOYMENT OF VEHICLE

Contractor shall deploy the vehicle with driver within 15 Days from the date of written advise from HOGPL's Officer in Charge at HOGPL designated Office as per SOR. Contractor has to deploy vehicle at Nagaland office only after taking in writing from HOGPL respective station/Engineer/officer in charge. If the vehicle is not placed within 15 days, HOGPL reserves the right to cancel the Work order & forfeit security deposit.

Vehicle may be required to report at different places from time to time with prior intimation for reporting as per travel requirements of HOGPL officer/HOGPL representatives. The contractor shall have an address for correspondence with mobile facility, contractor should be generally available over his mobile whenever required and should report on designated places as required or whenever called for the reporting point for the vehicle shall be at Dimapur, Nagaland as per the instructions of HOGPL Officer.

Vehicle(s) deployed should be duly registered with R.T.O. under valid Permit(s), all taxes paid, comprehensively insured covering the risk of all passengers traveling in the vehicles. Vehicles should have valid Permit(s), required tools, spare wheels, portable fire extinguisher and spares for repairs to be carried out en-route.

Contractor should have valid "Permanent EPF Account" under RPFC and "ESIC" in its name. Wherever, "ESIC" is not applicable, same shall be governed by "Workmanship Compensation Act". Documentary proof(s) of "Permanent EPF Account" and "ESIC" / "The Workmen Compensation Act" [prior to commencement of work, in case of award]", must be submitted.
The Contractor shall ensure that the vehicle(s) are kept clean and upholstery with neat seat covers duly washed / dry-cleaned to be provided at an interval as specified by the Officer in Charge.

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Contractor should appoint one driver as a supervisor on 12 hrs daily basis with communication facility & he will be responsible for the movement and condition of vehicle

His duty is to control vehicles, daily checking of vehicle conditions, facilitate HPOIL employees and other related activities which will be given by HPOIL officials.

Driver must have authorized valid commercial vehicle driving license and neat & clean on daily basis (properly in uniform and shoes) Contractor will be held responsible if driver is not in proper attire. A Fine of Rs.500/- will be imposed.

As per requirement of vehicle in Odd Hour/Holiday/Outstation, vehicle as well as driver will be arranged by the Contractor. If the Contractor fails, then a fine of Rs.2,500/- plus the hired vehicle charges from outside will be borne by the Contractor which will be deducted from monthly bill.

Contractor should personally visit at HPOIL office at least twice in month for inspection of vehicles and also monitor the driver's attire.

Binding (Hard) Logbook (at least 200 pages) will be provided by Contractor, which should be maintained by Drivers on daily basis, & Contractor/Supervisor should ensure it is maintained properly. During inspection if it is found that the Logbook is not maintained properly then a fine of Rs. 1,000/- will be imposed.

All vehicles must be clean (inside -out) on regular basis, Contractor/Supervisor should ensure it on daily basis. If any vehicle found dirty on duty, then fine of Rs. 1,000/- per vehicle per day will be imposed.
Toll & Parking charges will be paid by Contractor which he can claimed along with bills on monthly basis. But if paid by the User then double amount will be deducted from his monthly bill with fine charges of Rs. 1,000/- per occasion.

The Contractor has to provide the vehicle(s) with tank full of fuel and sufficient money with the driver to meet with any exigency for all the notified requirements for long distances/ outstation duties. In case of failure of the vehicle in route for want of fuel or otherwise and the accompanying Driver shows his inability and the Company's employee/ officer or any other authorized person utilizing the vehicle has to incur expenditure for making good the vehicle either by refuelling or any other act which is recorded in log book by the utilizing person, recovery of such expenses shall be double the amount spent by the utilizing person along with a day's hire charges calculated on pro-rata basis and these amounts shall be recovered from the Contractor's bill.

Speedometer Kilometer Recorder and other instruments/meter(s) must be maintained at a high standard of accuracy. Any defect noticed by Officer-in-Charge or his authorized representatives shall be rectified forthwith by the Contractor. Until such rectification, the kilometer for such distance/places as verified and certified by the Officer/Staff traveling in the Vehicle shall be final and binding to the Contractor for the purpose of billing, etc.

4. EXTRA KILOMETERS

Calculation of extra kilometers i.e., SOR Item No. 3 will be done only at the end of each set of three Months of actual usage. Monthly bills will be processed at the accepted monthly rate of the contract. Payment towards extra kilometres i.e., SOR Item No. 3 & 4 - if any will be made in the last monthly bill of each quarter.

However, payment towards extra duty hours, outstation night halts and CNG Fuel Escalation Prices Variation will be made on monthly basis.

Following example will illustrate the method of payment towards extra kilometres i.e., SOR Item No. 3

For the purpose of illustration, monthly rate of vehicle as Rs 100000/- and rate for extra kilometres as Rs 5.50/- per Km.

Actual Mileage for Three Months of actual use = 8500 Km

Extra Kilometres for Three Months = 8500 Km - 7500 Km (2500 kms per month for single vehicle)

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= 1000 Km (extra kms)

Hiring Charges for 3rd Month = Rs.100000/ -
Amount payable for 3rd Month = Rs.100000+ (5.5x1000)

= Rs. 105500/-

5. EXTRA DUTY HOURS, NIGHT HALTS & WORKING ON HOLIDAYS/SUNDAYS

Duty hours in excess of 12 hours from the reporting time each day will be considered as extra duty hours for the vehicle. (SOR Item No. 7 & 9)

Where the vehicle is required to halt overnight at a place other than the reporting location, duty hours will be counted only up to the time of closing and not for the entire night; however, night halt charges shall be applicable. (SOR Item No.5)

Working on holidays/Sundays as per requirement of the company shall be claimed as per (SOR Item No.6)

6. VARIATION IN FUEL PRICE

The rates accepted by HOGPL in the contract will remain firm & fixed for the duration of the contract and extension if any. However, following method will be adopted to compensate for periodic variations in the price of CNG.

i) No consideration of Fuel escalation/de-escalation rates shall be considered, in case of Fuel (CNG) price variation between ranges up to 1.5 Rs/Kg from the base price.

ii). For an upward variation (i.e., increase in CNG price) of more than 1.50 Rs/Kg from the base price, the amount payable will be paid on monthly basis on actual Km logged in that month post prices variation.

iii) For a downward variation (i.e., decrease in CNG price) of more than 1.50 Rs/Kg from the base price, an amount as calculated above will be deducted from the monthly bill.

Rates quoted are firm and will remain unchanged during currency of the contract. However, the Company will consider an increase/decrease in the Kilometre rates. During the contractual period, in the event of increase/decrease in retail prices of fuel as per, the following formula:

Fuel Increase/decrease (Escalation/ De-escalation) during the month =

$$\frac{\text{Actual KMs run by the vehicle} * (\text{Revised rate of fuel price per Kg} - \text{Base rate per Kg})}{\text{Average Mileage of the vehicle in Km per Kg}}$$

Note: - Current CNG Fuel price in Nagaland GA is 93.00 Rs/kg.

The above price shall be considered as base price for CNG for calculation of Fuel price escalation.

The Average Mileage for SEDAN model shall be considered- **20 Km/Kg**.

The Average Mileage for AC 7-seater model shall be considered- **18 Km/Kg**

If there is decrease (De-escalation) in Fuel Price, formula will indicate negative figure which means the deduction shall be done from the bill.

The contractor shall submit supplementary bill for reimbursement towards increase in Fuel price on monthly basis without accumulation. This supplementary bill is to be supported with proof of fuel price prevailing on 1st of the month.

7. OPERATING CONDITIONS.

FOR ALL VEHICLES

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The supplied vehicle shall be registered as TOURIST VEHICLE with the respective RTA. The contractor should ensure that vehicles shall have permit to RTOs to operating in state of Nagaland as well as adjacent state commercially registered for regular plying.

Vehicle should be in good condition, regularly serviced and roadworthy at all times. All necessary accessories like wipers, horn, spare tyre, toolbox and critical spares like fan belt and fuses etc. should be available in the vehicle in serviceable condition. HOGPL officer has the right to inspect the vehicle each day and reject vehicle not meeting contract requirements. Party to provide replacement vehicle in lieu of rejected vehicle in good condition acceptable to officer in-charge. Actual amount spent by HOGPL will be deducted per day for each default if replacement is not provided immediately in addition to pro-rata deduction in absence of vehicle.

HOGPL reserves right to hire / engage any other vehicle of same type from market as & when the contractor does not provide vehicle with driver.

Vehicle is required to ply on all kinds of roads including pipeline ROU, unmetaled and uneven kuccha roads in the states/villages in all kinds of terrains, and in all weather.

Servicing/maintenance of vehicle should be well planned and intimated at least three days in advance. When a vehicle is under servicing, maintenance or repair, replacement vehicle of same model has to be provided. If replacement vehicle is not of same model and is not substituted immediately, HOGPL may appoint a vehicle for unavailable service period and actual amount spent by HOGPL will be deducted from contractor's account/Bill as per usage in addition to pro-rata deduction in absence of vehicle.

HOGPL does not assure to provide any parking place for supplied vehicle and HOGPL shall not be responsible for safety or security in relation to the contractors Vehicle / Staff / Equipment or any other property. If required, the contractor has to provide his own parking space /area without any extra cost to HOGPL.

Recording of reading in all cases shall start from the place where HOGPL officer receives vehicle & closing reading shall be from where HOGPL board off & closes vehicle logbook. In no case payment for vehicle usage will be paid for before reporting & after closing usages.

Contractor shall have no objection for mounting / installation of HOGPL-RBPL's Mobile Radio System by HOGPL on the hired vehicle and the safety and security of the same shall rest solely with party and on the representative (Driver). Cost of Repair /Loss in case of Damage /Loss shall be recovered from the contractor.

Maintenance:

a) Regular Schedule Maintenance shall be the contractor's responsibility.

b) Keeping all 24*7 Vehicle ready for every time shall be contractor's responsibility.

c) 12 Hr. time in a month shall be given for maintenance after approval from EIC.

d) At the time of schedule/Breakdown maintenance, bidder has to provide alternate normal vehicle at bidder's cost.

e) Every year Painting and emergency nos. display with Radium Paint shall be bidder's responsibility.

f) 24*7 driver should be Available on vehicle by considering availability of vehicle for Night Halt, Working on Holiday/Sunday, and Extra Duty beyond 12hrs per day.

First Aid Kit shall be made available in the vehicle and shall contain, at a minimum, the following items:

LIST OF FIRST AID KIT ITEMS		
Sl.	**Content**	**Qty**
1	Burn Ointment	1
2	Band Aid	10
3	Antibiotic Cream	1
4	Antiseptic Solution(Dettol)	1
5	Aspirin Tablets	10
6	Small-Size Sterilised Dressing	4
7	Medium-Size Sterilised Dressing	4
8	Large-Size Sterilised Dressing	4

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9	Large-Size Burn Dressing	4
10	Scissor	1
11	Cotton wool	2
12	Safety pins	10
13	Adhesive Tape	5

FOR DRIVERS

Contractors should provide one driver for each vehicle. The contractor provided two sets of dress (colour white) and one set of black leather shoe to deployed driver and instruct them to strictly wear dress all the time when on duty. No separate payment shall be made for the same to the contractor & the cost to be incurred should be included in the Quoted Rates.

Contractors should make arrangements to provide relief to the driver on their off days/holidays or leave, the cost of which will be included in the Quoted Rate

Driver should possess valid vehicle driving license, should be healthy, punctual, well dressed and well behaved. They should - under no circumstances be under the influence of alcoholic drinks or drugs when on duty. The contractor should immediately replace any driver found violating these norms.
Driver shall always carry following documents:

1. Driving License (Min 2 years of Taxi Driving Experience)
2. Registration Book
3. Road Tax Challan
4. PUC Certificate
5. Package Insurance Policy
6. Other documents as applicable.

All above documents should be always in ORIGINAL and valid/current during the contract period.

It will be the driver's responsibility to maintain the logbook on a day-to-day basis and obtain signatures of the concerned HOGPL officers.

Driver shall have their own arrangements for accommodation and food etc. both for normal duty as well as outstation visits and outstation halts. Contractors should ensure that drivers carry enough money for their stay, food, fuel, and repairs etc.

The Contractor has to provide a Mobile Phone with roaming facility to the driver of the vehicle. No separate payment shall be made for the same & the cost to be incurred should be included in the quoted rates.

The firm/contractor will arrange to provide at its/his own cost and format a photo identity card (Duly Serial numbered and laminated) to the driver of his vehicle deputed for providing.
Requisitioned service in the Office. Such card should contain the name, date of birth, permanent, and temporary address and category of service for which deputed along with a recent photograph.
The photo identity card should be countersigned by the authorized Officer.

The firm/Contractor shall carry out the Police verification of driver before placement. The Police verification report shall be submitted to the HOGPL, each time the driver is replaced, or removed & new driver is provided by contractor.

The vehicle is to be registered on the name of the contractor

8. DELAY ON SUPPLY OF VEHICLE(S)

There will be a pro-rata deduction in the monthly bill for each day (or part thereof) of absence of vehicle. For this purpose, no. of days in a month will be taken as 30, irrespective of the month.

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However, there will be no pro-rata reduction in the assured mileage (i.e., the assured mileage will have to be completed regardless of the deduction of amount as above.)

HOGPL shall have the right to hire any vehicle from the market/other agencies against non- supplied vehicles. The cost of hiring such vehicle will be recovered from contractor's monthly bill in addition to pro-rata deduction.
Contractor shall also be responsible for any claim/compensation that arises due to damage/cause or injuries sustained by any third party/parties/including life, permanent injuries etc. by his/their vehicle(s), in addition to damages/death etc. The contractor shall reimburse on demand and without any demur the compensation /damages if any sustained by the HOGPL on its account.

The contractor himself will be responsible for any damage to the vehicles, any personal injury to driver or any other person in the employment of contractors while vehicles are on HOGPL duty. It is the responsibility of the contractor to inform the user of the vehicle as well as the Location In-charge, the occurrence of any accident involving his vehicle, as early as possible to avoid any disruption of HOGPL's operations & provide substitute vehicle. Absence of vehicle due to any accident shall not entitle the contractor for any exemptions from the liabilities of the contract whatsoever and arrangement of the alternative/substitute is the responsibility of the contractor.

9. ACCIDENTS/DAMAGES/CLAIMS LIABILITIES

In the event of any accident or damages while the vehicles on the duty, HOGPL shall be completely free from the liability of any nature connected with the accident/damage. The contractor is fully and exclusively responsible for any damages to vehicles or any personal injury to driver or any other person in the employment of the contractor, occupants of the vehicle or any third-party damage / claims.
The contractor will be solely responsible for any consequences under law, arising out of any accident caused by the vehicle /equipment to the property or personnel of HOGPL. The contractor shall also be responsible for any claim/compensation that arises due to damage/cause or injuries sustained by any third party/parties/including life, permanent injuries etc. by his/their vehicle(s), in addition to damages/death etc. The contractor shall reimburse on demand and without any demur the compensation /damages if any sustained by the HOGPL on its account.
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