

RAJIV GANDHI CENTRE FOR BIOTECHNOLOGY
An Autonomous National Institute under
Government of India, Ministry of Science & Technology
Department of Biotechnology
Thycaud Post, Poojappura, Thiruvananthapuram 695 014, Kerala, India

No. RGCB/A/3023/2025-26

Dated: 26.08.2025

ANNEXTURE I

1. Well maintained vehicles with neat and tidy upholstery registered after 01.08.2019 only to be provided. Sufficient spares viz. Stepney, fan belt, hose, tools etc. should be available with the vehicles to take care of emergency repairs.
2. Driver of the vehicle need to possess all documents as required by RTO in the vehicle and he should be normal and his behaviour should suit the organizational status. The driver should wear neat uniform with name badge as per the existing MV Act. He shall also possess driving license and other requirements. The Driver shall always carry a mobile phone in which he can be contacted at all times.
3. The distance and time from service providers' garage/office to starting point and termination point of a day's duty will be counted for calculating of charges per day and it should be recorded in the log sheet promptly.
4. Rate/charges for out station duties will be calculated on 24 hour continuous duty basis and not on calendar dates of duty performed.
5. Any extra charges like temporary interstate permit toll charges etc. incurred during duty shall be reimbursed on production of original genuine receipts issued by The Competent Authority, with vehicle registration number duly incorporated.
6. Speedo meter reading in the vehicle should always tally with the entries in trip/log sheet.
7. The driver/service provider of the taxi must produce the vehicle and trip/log sheet before Officials of RGCB periodically for verification of speedometer reading, entries in the trip sheets and vehicle condition.
8. Only vehicle with yellow number board and taxi permit will be allowed as taxies. RGCB reserves the right to refuse/restrict payment in case unauthorized vehicles are provided as taxies.
9. RGCB will not bear any cost towards operation, repair, maintenance, fuel and oil, servicing, wages to drivers, garage fees, insurance, road tax etc. The complete liability in such cases will be that of service provider.
10. Sun control film shall not be stuck on the windows glass as per the norms stipulated by motor vehicle rules and the interior of the vehicle shall be visible for the security

personnel without lowering the window glass. The service provider shall follow the rules and regulations of RGCB and its security personnel shall always have the right to inspect the vehicle and the driver at any time during the duty period inside RGCB campus, or while entering therein.

11. All cost and liability arising out of accident or traffic offence are solely the responsibility of the service providers. RGCB officials will not be a party to any dispute arising out of accident or traffic offences. Further the service providers shall observe and comply with the requirements of the Minimum Wages Act and all other Industrial & Labour legislations being in force from time to time or that may hereafter be brought into force, governing the relationship between the employer and the employee.
12. In case of any damages to RGCB property due to an accident within the premises, the vehicle will be permitted to take out only after remittance of the amount towards the damages. The decision of the Institute regarding the amount of damages will be binding on the service providers and the amount should be paid without any demur. RGCB will also have the option of recovery of the amount from the pending bills of the service providers.
13. The service providers will provide as many taxis as requisitioned by RGCB. In case of breakdown of any taxi, the replacement should be provided within 1 hour.
14. RGCB reserve the rights to choose any one or more number of firms in the contract for assigning/hiring of taxis on hourly/daily/monthly rates based on performance/requirement.
15. The service providers shall hold responsible for:
 - a) Claiming of higher time and kilometre than actual.
 - b) Misbehaviour of the driver with RGCB officials.
 - c) Indulging in manipulation of meter reading and time.
 - d) Tampering of speedometer.
 - e) Breach of any other mandatory requirements, as by law established or by custom.

In case of finding guilty, a suitable amount will be deducted/recovered from the bills apart from cancelling the service providers.

16. The service providers shall ensure that the entries in the trip/log sheets be written legibly by the users. Name of the persons using the vehicle, starting and closing time & Km. should be written against their signature. Incomplete and illegible log sheets will not be entertained for payment. Service providers should give strict instructions to the drivers that they should not make any entries in the log sheet other than the entries of travel between their garage to duty starting point/RGCB and back to garage after completion of duty. In case any driver is found guilty, the whole log sheet will not be entertained for payment.

17. In case RGCB requests for taxi on continuous period exceeding 24hrs, the service providers shall change the driver and log sheet, except for outstation travels.
18. RGCB also reserves the rights to terminate the service providers without notice and without assigning any reasons, at its own decision.
19. Applicable Tax will be payable only if service providers is registered with the appropriate Authorities, copy of such certificates to be produced to RGCB by the service providers.

Chief Controller
RGCB