



OIL & GAS DEVELOPMENT COMPANY LIMITED

Regional Office Kohat

Bungalow No. 22 Plot No. 8

C.M.H Road Kohat Cantt:



Subject: TOR'S FOR HIRING OF TOYOTA CAR FOR THE OFFICIAL DUTY AT OGDCL REGIONAL OFFICE, KOHAT

With reference to subject purpose the following terms and condition will be followed before and after hiring of vehicle.

1. Vehicle Model: 2015 or up will be considered.
2. Fuel/lubricant will be provided by the Company.
3. Running average 13 Km/liter minimum and deduction will be made accordingly.
4. Driver will be provided by the owner.
5. Payment will be made on monthly basis.
6. In case of vehicle breakup/ off road, rental payment(off road period) and fuel will be deducted from monthly invoice.
7. Vehicle will be bound for 24 hours duty along with driver.
8. In case of accident, or any mishap, company will not be responsible for any kind of loss, repair or claim for compensation.
9. Driver must keep his documents in the vehicle i-e CNIC, driving license, vehicle registration book and log book.
10. Its sole responsibility of owner to provide genuine registration and other documents if any, forgery highlighted at any time, rent/ days of that particular month will be deducted along with de-hiring of vehicle.
11. The owner will pay salary to driver and alternate driver.
12. Fitness of vehicle and driver will be checked by the company on monthly basis.
13. Contractor should be registered with Khyber Pakhtunkhwa Revenue Authority (KPRA) and must contain a valid NTN, Professional Tax Certificate and comply with all rules & regulations of tax authorities.
14. The contract will be initially for a period of one year from the actual date of commencement and is renewable on mutual agreement (if found satisfactory).

Mushfiq Hameed Paracha
Regional Coordinator