



भारत संचार निगम लिमिटेड

(भारत सरकार का उपक्रम)

BHARAT SANCHAR NIGAM LIMITED

(A Govt. of India Enterprise)


No. BSNL/Admn./6-5/2007-08/Pt.

Dated: 16.11.2009

Subject – OPTION FOR MARUTI LEASED VEHICLES.

The Management Committee in the 28th meeting held on 14.10.2009 has approved the leasing of vehicles for PGM/GM level officers and the vehicles will be provided to 50% of the officers on basis of seniority in each service category.

Applications are invited from all the PGM's & GM's working in BSNL CO who are interested in availing the facility of Maruti leased vehicles. The user guidelines for the leased vehicles are given in Annexure-II. The application form (Annexure-I) should be filled and submitted to AGM (Admn-I) by 24.11.2009. Application received after 24.11.2009 may not be considered, therefore, all are requested to kindly cooperate in the matter.


(J.P. Meena)
AGM (Admn-I)
Fax.-23710103

To

1. ALL PGM's/ GM's/ CS & GM (L) BSNL CO, New Delhi.

APPLICATION FORM
(For Vehicles)

Name : _____

Designation : _____

Staff No. : _____

Date of joining DOT/ BSNL : _____

Date of the joining in the present Grade : _____

H.R. Package No. : _____

Residence Address : _____

Phone (Office) : _____

Phone (Residence) : _____

Mobile : _____

E-mail : _____

I have read the user guidelines and agree to abide by the same.

(Signature):

Designation:

USER GUIDELINES

A. General Terms & Conditions

- (1) The vehicles are being provided to the user (officer) as a result of tripartite agreement between M/s MSIL, M/s L&T Finance Ltd. (Lessor) and BSNL (Lessee). M/s MSIL is the authorized attorney of M/s L&T Finance Ltd. for the purpose of this lease and BSNL has to interact with M/s MSIL for most of its needs.
- (2) The vehicles shall be registered in the name of BSNL & hypothecated to M/s L&T Finance Ltd.
- (3) The type of vehicle, fuel entitlement and Driving charges for various category of officers is as follows:

Sl. No.	Category	Type of Vehicle	Fuel Entitlement (in Litre) *	Driving Charges (in Rs. Per month)
1	PGM	Swift D'zire	120	5,000
2	GM	Swift D'zire	100	4,000

* Normal fuel charges only allowed, not premium

- (4) For the vehicles officers will be paid driving charges as given above.
- (5) The officers who have availed this facility if transferred to another BSNL office within NCR region can carry the vehicle with them and this scheme will be applicable to them.
- (6) The officers who are transferred or have retired can keep the vehicles allotted to them but they will have to pay the foreclosure charges as applicable at that time.
- (7) If the officers who are transferred or retired do not wish to retain the vehicle, it will be offered first to the new incumbent and then to other officers.
- (8) The officer can opt for taking the vehicle for own use on completion of leasing period of 5 years by paying the foreclosure (residual) value of the vehicle applicable at that time

- (9) Those officers who have been allotted the vehicle will have to use them for all official purposes within Delhi & NCR.
- (10) M/s MSIL shall provide complete fleet management including maintenance, repairs, insurance etc.
- (11) The agreement provide for personal accident cover for 4 passengers for a value of Rs. 2 lakh and third party insurance of Rs. 7.5 lakh.
- (12) The vehicles have been leased for a period of 5 years or 90,000 Km. of use. Vehicle is to be returned to the lessor after 5 year 90,000 Kms. However, the user can retain the vehicle after 5 year after paying the residual value.
- (13) Services shall continue even if vehicle crosses 90,000 Kms. before completion of 5 years lease period. However, following additional per Km. charges will have to be paid

To MSIL :

- (a) Swift D'Zire : Rs. 2.05 per km.
- (b) To lessor : Rs. 1.50 per Km (applicable only if vehicle is returned to lessor after 5 years).

The above charges will have to be paid by the user if he uses vehicle beyond 1500 Km. in a month (or a cumulative of 18000 Km. in a year or proportionately.)

- (14) No transport Allowance will be paid to the officer availing this facility.
- (15) The claim form for reimbursement of payment of vehicle is given at Annexure-III

(B) OBLIGATIONS OF THE USER

- (1) The user shall operate the vehicle carefully, always in conformity with the instructions or operating manuals of MSIL and at all times keep the vehicle and all its parts and accessories in good, safe, operating order and condition and also comply with all statutory and other requirements of law, rules & regulations governing the use and operation of the vehicle and also ensure that vehicle at all the times is operated by persons competent to do so and having valid permanent driving license, and further not do anything whereby the warranty given by MSIL as the manufacturer becomes invalidated.
- (2) The user shall not make any alteration, addition or improvement to the vehicle or change the mechanical, electrical or structural condition without the prior written consent of MSIL. Any alterations/changes made to the vehicle by the user or by MSIL will be deemed to be part of the vehicle & shall belong to the lessor.
- (3) The user will make the vehicle available for periodic maintenance to M/s MSIL.
- (4) The user will use the vehicle in a proper manner & shall not use it for speed trials, for giving driving lessons etc.
- (5) The user will bear any liability arising out of not conforming to the guidelines mentioned in the manufacturer manual.
- (6) The vehicle shall be taken only to the Designated Authorized Workshops for any repair/maintenance. The cost of any work carried out from a workshop not authorized by MSIL will be borne by the user.
- (7) The user shall report to MSIL/BSNL any defect in the Km indicator (Odometer) within 24 hours.
- (8) The fines etc. imposed by traffic police for traffic rule violations like wrong passing, jumping of traffic lights etc. will have to be borne by the user.
- (9) All expenditure for small & petty repairs/maintenance like puncture, fused bulbs headlights/backlights, cleaning, washing etc. will have to be borne by the user.

- (10) In case of theft of items like side mirrors, battery, tyres, stepni, stereo etc., the cost of replacement will have to be borne by the user.
- (11) In case of vehicle moving out of base location (NCR region) meets with an emergency situation & it is required to get emergency repairs, the user can get the necessary service done from a Maruti Authorized dealer (only to the extent to make the vehicle mobile), pay the dealer and claim reimbursement from MSIL.
- (12) The user will be responsible for the safety of the vehicle and it will be parked at his residence after office hours.
- (13) The user should inspect the vehicle to his complete satisfaction before receiving physical delivery of the vehicle from MSIL's authorized dealer.

C. OBLIGATIONS OF MSIL

- (1) As part of the agreement with BSNL, MSIL will ensure that the vehicles are maintained as per the OEM standards and schedules as specified in the vehicle's owner manual.
- (2) MSIL shall maintain the vehicles as per MSIL's comprehensive maintenance programme which includes periodic maintenance as well as all necessary running/breakdown repairs involving suspension, steering, engine, brakes, electrical, clutches, wheel alignment etc. and shall cover all parts, consumables and labour costs etc.
- (3) The scope of maintenance shall not cover
 - (i) Any additional work like body polishing/waxing etc.
 - (ii) Failure of any external accessories fitted
 - (iii) All forms of accidental repairs
- (4) MSIL shall insure the vehicle for its full replacement value, covering comprehensive insurance risk including for riots, civil commotion risks, acts of terror & third party liability. MSIL shall maintain and also renew such insurance.
- (5) MSIL will replace the tyres and battery of the vehicle once during the lease period.

- (6) MSIL will provide a complimentary equivalent replacement vehicle when the vehicle is down for "non accidental" maintenance for more than 24 hours. Such vehicles would be provided free of cost for a "10 Hr. 80 Km" run in a day for as many days as the vehicle is under maintenance. For usage beyond that extra Km & Hr charges will be paid by the user.
- (7) In case of any grievance with MSIL in relation to the condition, functioning repair or maintenance of the vehicle, the user shall communicate such grievance in writing to MSIL and ask it to remedy the same within 24 hours or reasonable time as agreed mutually.

The address of MSIL for the purpose is:
 Deputy General Manager
 Institutional Sales & N2N
 MSIL
 11th floor, Jeevan Prakassh, 25 KG Marg,
 New Delhi-110001
 Fax no. 011 – 23318754

D. STEPS TO BE TAKEN IN CASE OF ACCIDENT

- (1) The accidental car is to be driven down to the nearest Maruti Authorized Dealer workshop.
- (2) In case the car is not in a position to be driven, the nearest workshop people would have to be intimated and they will arrange for towing the vehicle. Towing facility is available free of cost up to Rs. 1500 and cost beyond it will have to be borne by the user.
- (3) The claim form need to be collected from dealer workshop and filled by the user.
- (4) The dealer will intimate the insurance company & call the surveyor.
- (5) The surveyor will give his confirmation on the dealer estimate. If there is a gap between the two because of depreciation, compulsory deductible component etc., and the dealer will inform BSNL/user for confirmation on the surveyor amount before starting repair work.
- (6) In case of accidents, expenditure not reimbursable by the insurer will have to be borne by the user.

- (7) Partial Accidental damage coverage (repairs not covered by insurance) will be done by M/s MSIL as per vehicle model for full lease tenure of 60 months as per details given below:

Swift D'Zire : Rs. 21,000/- (for 5 years)
 : Rs. 4200/- (per year)

The expenditure incurred beyond the above limits will have to be borne by the user which will be calculated proportionately as per the period of use.

- (8) Post repair, the user will collect the repaired vehicle from the workshop.
- (9) In case of accident, during the period in which the vehicle is under repair, the user will have to make his own arrangement for commuting to office.

E. STEPS TO BE TAKEN IN CASE OF THEFT

- (1) The user will lodge FIR with the police station of the area where the car has been stolen.
- (2) User will also intimate BSNL & MSIL immediately.
- (3) Non traceable report has to be collected by the user from the Police station and he has to submit the same to the local office of the insurer.
- (4) In case of theft of the vehicle, BSNL reserves the right to make alternate arrangement of transport for the user (which can be the present option or hiring from the approved contractor) and user will not have any claim/right to continue with the present option.

CLAIM FORM

(Reimbursement of Payment for Vehicle)

To

DM (Admn.)
BSNL, Corporate Office,
Bharat Sanchar Bhavan,
New Delhi-01,

(I) I have been allotted a vehicle No. _____ .

(II) Reimbursement of Rs. _____ incurred towards driving charges
for the month of _____ be made to me.

(III) Reimbursement of Rs. _____ towards fuel entitlement as per
letter no. _____ dated. _____ be made to me.

Total : Rs. _____

Signature:

Designation:

Agreement No.

Schedule No

Asset

PTPM

Amount Financed

Start Date

RV

Discounting Rate

Foreclosure Date

VEHICLE

20.00

433401.00

11/1/2008

20.00%

12.05%

Saturday, October 21, 2009

Sr No.	Due Date	Rental Amount	Discounting Factor	Discounted Rental	Rental	Rv	Foreclosure value
1	01-Nov-2009	9014.74	0.9997	9011.77	1.00	46.5115	419289.31
2	01-Dec-2009	9014.74	0.9999	8923.42	31.00	45.8798	413591.67
3	01-Jan-2010	9014.74	0.9799	8833.92	62.00	45.2440	407862.87
4	01-Feb-2010	9014.74	0.9702	8746.21	93.00	44.6040	402093.73
5	01-Mar-2010	9014.74	0.9616	8668.47	121.00	43.9600	396287.69
6	01-Apr-2010	9014.74	0.9522	8593.99	152.00	43.3116	390443.13
7	01-May-2010	9014.74	0.9433	8503.79	182.00	42.6591	384560.8
8	01-Jun-2010	9014.74	0.9343	8422.49	213.00	42.0022	378638.92
9	01-Jul-2010	9014.74	0.9257	8345.26	243.00	41.3413	372680.86
10	01-Aug-2010	9014.74	0.9170	8266.93	274.00	40.6758	366682.22
11	01-Sep-2010	9014.74	0.9085	8190.07	305.00	40.0059	360642.46
12	01-Oct-2010	9014.74	0.9004	8117.03	335.00	39.3314	354562.34
13	01-Nov-2010	9014.74	0.8922	8042.91	366.00	38.6522	348439.97
14	01-Dec-2010	9014.74	0.8844	7972.47	399.00	37.9685	342276.11
15	01-Jan-2011	9014.74	0.8764	7900.26	427.00	37.2799	336068.87
16	01-Feb-2011	9014.74	0.8687	7830.72	458.00	36.5865	329817.55
17	01-Mar-2011	9014.74	0.8617	7768.34	486.00	35.8882	323522.99
18	01-Apr-2011	9014.74	0.8542	7700.43	517.00	35.1849	317183.13
19	01-May-2011	9014.74	0.8470	7635.83	547.00	34.4767	310798.81
20	01-Jun-2011	9014.74	0.8398	7570.20	578.00	33.7634	304367.87
21	01-Jul-2011	9014.74	0.8328	7507.76	608.00	33.0452	297894.24
22	01-Aug-2011	9014.74	0.8258	7444.31	639.00	32.3218	291372.68
23	01-Sep-2011	9014.74	0.8189	7381.92	670.00	31.5920	284802.48
24	01-Oct-2011	9014.74	0.8123	7322.53	700.00	30.8588	278184.5
25	01-Nov-2011	9014.74	0.8056	7262.16	731.00	30.1192	271516.43
26	01-Dec-2011	9014.74	0.7992	7204.68	761.00	29.3740	264799.13
27	01-Jan-2012	9014.74	0.7927	7146.23	792.00	28.6231	258039.23
28	01-Feb-2012	9014.74	0.7863	7086.72	823.00	27.8665	251208.92
29	01-Mar-2012	9014.74	0.7805	7035.75	852.00	27.1041	244336.1
30	01-Apr-2012	9014.74	0.7742	6980.00	883.00	26.3357	237409.22
31	01-May-2012	9014.74	0.7684	6926.89	913.00	25.5614	230429.22
32	01-Jun-2012	9014.74	0.7624	6872.03	944.00	24.7809	223393.48
33	01-Jul-2012	9014.74	0.7567	6813.32	974.00	23.9946	216304.76
34	01-Aug-2012	9014.74	0.7509	6768.90	1005.00	23.2018	209158.53
35	01-Sep-2012	9014.74	0.7451	6717.28	1036.00	22.4026	201953.05
36	01-Oct-2012	9014.74	0.7397	6668.07	1066.00	21.5970	194691.69
37	01-Nov-2012	9014.74	0.7341	6617.97	1097.00	20.7848	187369.16
38	01-Dec-2012	9014.74	0.7288	6570.20	1127.00	19.9659	179987.24
39	01-Jan-2013	9014.74	0.7234	6521.56	1158.00	19.1401	172542.93
40	01-Feb-2013	9014.74	0.7181	6473.63	1189.00	18.3073	165035.17
41	01-Mar-2013	9014.74	0.7134	6430.94	1217.00	17.4675	157464.97
42	01-Apr-2013	9014.74	0.7082	6384.33	1248.00	16.6205	149829.11
43	01-May-2013	9014.74	0.7033	6339.06	1278.00	15.7663	142129.72
44	01-Jun-2013	9014.74	0.6983	6294.55	1309.00	14.9045	134360.38
45	01-Jul-2013	9014.74	0.6935	6251.32	1339.00	14.0359	126529.66
46	01-Aug-2013	9014.74	0.6886	6207.27	1370.00	13.1594	118628.71
47	01-Sep-2013	9014.74	0.6838	6163.83	1401.00	12.2750	110656.24
48	01-Oct-2013	9014.74	0.6792	6122.37	1431.00	11.3828	102613.33
49	01-Nov-2013	9014.74	0.6745	6080.11	1462.00	10.4924	94496.299
50	01-Dec-2013	9014.74	0.6700	6039.77	1492.00	9.5739	86306.23
51	01-Jan-2014	9014.74	0.6654	5998.64	1523.00	8.6569	78039.295
52	01-Feb-2014	9014.74	0.6609	5958.06	1554.00	7.7311	69894.039
53	01-Mar-2014	9014.74	0.6569	5921.88	1582.00	6.7968	61271.56
54	01-Apr-2014	9014.74	0.6525	5882.33	1613.00	5.8535	52767.768
55	01-May-2014	9014.74	0.6483	5844.56	1643.00	4.9013	44184.779
56	01-Jun-2014	9014.74	0.6441	5806.04	1674.00	3.9397	35515.316
57	01-Jul-2014	9014.74	0.6400	5769.24	1704.00	2.9895	26762.196
58	01-Aug-2014	9014.74	0.6358	5731.79	1733.00	1.9895	17935.182
59	01-Sep-2014	9014.74	0.6317	5694.64	1766.00	0.9997	9811.7657
60	01-Oct-2014	86680.2	0.6317	54756.16	1796.00	0.9997	86651.59

* THIS IS A TENTATIVE FORECLOSURE CALCULATION