

QUOTATION NOTICE

SUB: Invitation of sealed quotations for providing Bolero vehicle on hiring on Daily need basis for official use

Spices Board, DO, Nedumkandam under Ministry of Commerce and Industry, Govt of India invites competitive Quotations for providing Mahindra Bolero/Tata Sumo/ Chevrolet Tavera/4x4 vehicle on hiring on daily need basis. The quotations shall be submitted in a sealed envelope superscribing "Quotation for Hiring vehicle" to the Divisional Office, Spices Board, Nedumkandam, Idukki district, Kerala- 685619 so as to reach on or before 06.12.2025 by 10.30am.

Terms and Conditions

1. The contractor/Owner/Travel Agency shall provide 07Seat, Non AC, Taxi Permit vehicle anyone of the following vehicles (Mahindra Bolero/Tata Sumo/ Chevrolet Tavera/4x4 vehicle) in excellent condition including driver and fuel for transportation of officials of Spices Board for Field Visits, Official Tours and other related official commitments as applicable.
2. The Contractor/Owner/Travel Agency shall have experience of not less than 02 years of serving in this field.
3. Insurance, Tax and other statutory requirements, fuel, lubricants, maintenance of the vehicle and any other charges shall be the responsibility of the contractor/Owner/Travel Agency. In case of any accident all repairs shall be done by the Contractor/Owner/travel agency without any liability to Spices Board and with no delay.
4. In case the vehicle cannot be utilized due to maintenance, repair or non-availability of driver, a suitable replacement with same type of vehicle with driver shall be provided without delay. A daily log book with kilometer usage and timings shall be maintained if DO Rajakumary with counter signature of the nominated officer. The vehicle may be used for outstation duties also; interstate permit shall be the responsibility of the Contractor/Owner/Travel Agency. Trip sheets for the official journey made shall be provided by the Contractor/Owner/Travel Agency before payment to be made effective.
5. The drivers of the vehicle shall be competent, well dressed with decent behavior and must be provided with a mobile phone for communication.

6. The Contractor/Owner/Travel agency shall provide the vehicle on need basis on prior invitation by the Officer in charge. Running hours may vary depending upon the nature of official tour programme and vehicle should be available even before and after office hours, based on the nature of official tours, if required.
7. Bank account details of the owner of the vehicle only will be considered for payment.
8. The format for submitting quotation is provided as Annexure-1. Request for rate hike in the middle of the contract will not be considered. Running Kilometers will be calculated from Spices Board, DO Nedumkandam and back to office only.
9. Spices Board will not be responsible for any damages/accidents caused to the said vehicle during the rental/contract period.
10. The Quotation may be opened on 06.12.2025 by the office staff in DO Rajakumary
11. Copies of Aadhaar card of registered owner, registration certificate, insurance and pollution certificate of the taxi to be submitted along with the Quotations, without which application will not be considered.
12. Payment will be arranged on monthly basis after deducting applicable taxes.
13. Spices Board has the right to cancel the agreement at any point of time with one week advance notice.
14. Spices Board reserves the right to reject any or all of the quotations without assigning any reason thereof.
15. The applicant must not have any form of restrictions or legal/issues cases pending with the Spices Board or any other Central or State Government institution. If any such case exists, the application will be rejected.

Quotation shall be submitted in the following format:

FORMAT FOR VEHICLE HIRING

SLNO	PARTICULARS	Rate
1.	Type of vehicle	
2.	Daily rent (Including Driver bata)	
3.	Minimum kilometers included in the daily rent	
4.	Minimum Hours included in the daily rent	
5.*	Additional rate per Kilometer	
6.*	Additional rate per hour	
7.	Night halting charges	
8.	Quotation Date:	

Terms & conditions

1. Time and Kilometer will be charged from office to office.
2. All parking charges, toll charges, state charges will be charged extra.
3. All the quotations shall be inclusive of all taxes and other charges.
4. *Rate will be charged either for additional Kilometer or extra hours whichever is higher.