

## **QUOTATION NOTICE**

### **Sub: Invitation of sealed quotations for providing Taxi Car on hiring on need basis for official use**

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Spices Board, DO, Rajakumary under Ministry of Commerce and Industry, Govt of India invites competitive Quotations for providing Taxi Car as vehicle on hiring on need basis. The quotations shall be submitted in a sealed envelope super scribing "Quotation for Hiring Taxi Car" to the Divisional Office, Spices Board, Rajakumary, Idukki district, Kerala- 685 619 so as to reach on or before 15.06.2026 by 5.30 pm.

### **Terms and Conditions**

1. The contractor/Owner/Travel Agency shall provide Taxi car as vehicle in good condition including driver and fuel for transportation of officials of Spices Board for Field Visits, inspections, Official Tours and other related official commitments as applicable
2. 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.
3. A daily log book with kilometer usage and timings shall be maintained in DO Rajakumary with counter signature of the nominated officer.. The vehicle may be used for outstation duties also interstate permit and tolls 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.
4. The drivers of the vehicle shall be competent, well dressed with decent behavior and must be provided with a mobile phone for communication.
5. 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.
6. Bank account details of the owner of the vehicle only will be considered for payment.
7. 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 Rajakumary and back to office only.

8. Spices Board will not be responsible for any damages/accidents caused to the said vehicle during the rental/contract period.
9. The Quotation may be opened on 15.06.2026 5.30 pm by the office staff in DO Rajakumary
10. 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.
11. Payment will be arranged on monthly basis after deducting applicable taxes.
12. Spices Board has the right to cancel the agreement at any point of time with one week advance notice.
13. Spices Board reserves the right to reject any or all of the quotations without assigning any reason thereof.
14. 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**

<b>SLNO</b>	<b>PARTICULARS</b>	<b>Rate</b>
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.