



स्पाइसेस बोर्ड / SPICES BOARD
भारतीय इलायची अनुसंधान संस्थान
INDIAN CARDAMOM RESEARCH INSTITUTE
वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार
MINISTRY OF COMMERCE, GOVT. OF INDIA
कैलासानादु पी.ओ., इडुक्की जिल्ला - 685553
KAILASANADU P.O., MYLADUMPARA, IDUKKI DT-685553

**HIRING OF VEHICLE ON CONTRACT/RENTAL AT ICRI
MYLADUMPARA**

No.MYL/ADM/2(11)2021-22/VG

05th June 2025

Quotation Notice

Indian Cardamom Research Institute (ICRI), Spices Board under Ministry of Commerce and Industry, Govt. of India invites Competitive Sealed Quotations for providing **Vehicle on Hire** for official use. The quotations shall be sent in a sealed cover super scribing "**Quotation for Hiring Vehicle on Rental Basis**" to the Director (Research), Indian Cardamom Research Institute, Spices Board Myladumpara, Kailasanadu P 0, Idukki 685 553, so as to reach on or before 20th June.2025 by 2.30 pm.

Terms and Conditions.

1. The contractor/Owner/Travel agency shall provide 07 Seat AC, Taxi permit vehicle with less than 8 year old of any one of the following vehicles (Mahindra Bolero/Ertiga/Innova/or equivalent) preferably in White colour, excellent condition including driver and fuel for transportation of officials of ICRI for field visits, official tours and other related office 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, taxes 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 ICRI Myladumpara and with no delay.

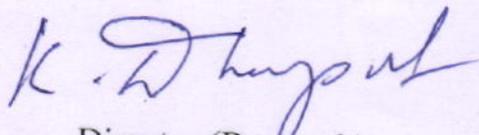


4. In case the vehicle cannot be utilized due to maintenance, repair or non-availability of driver, a suitable replacement with same type of vehicle with driver shall be provided without delay. A daily log book with kilometer usage and driver hours shall be maintained with counter signature of the nominated officer. The vehicle may be used for outstation duties also (outside Idukki district). Interstate permit, toll, parking fee halt and if any additional expenses shall be the responsibility of the contractor/Owner/Travel agency. Drivers are not eligible for TA/DA/Halt allowances/Daily Bata etc.
5. The driver of the vehicle shall be competent, well dressed in uniform with decent behavior and must be provided with a mobile phone for communication.
6. The contractor/Owner/Travel agency shall provide the vehicle on all days of the week excluding Sunday's and other public holiday's, from 0900hrs to 1730 hrs. 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 tour, if required.
7. Rate may be quote for first 1500 KMs/month and rate per KM for additional running KMs after 1500 KM/month. Request for rate hike in the middle of the contract will not be considered. Running kilometers will be calculated from HQ, ICRI Myladumpara, and back to office only.
8. ICRI Myladumpara will not be responsible for any damages/accident caused to the said vehicle during the rental/contract period.
9. The rate may be quoted for Hiring of Vehicle on rental/contract quoted separately in the quotation for further comparison and evaluation.
10. Quotations shall be opened on 23rd June 2025 at...11.00...am by the committee in the presence of available bidders. There shall not be any further communication regarding the opening of the same.



11. The submitted quotations are valid for a period of six months and may be extendable for another six months with the same terms and condition without any change in the approved rates.
12. Copies of Aadhar card of registered owner, registration certificate & permit details of the vehicle should be submit with quotation. Quotations without required documents will not be considered.
13. The email id and mobile number of the contractor/agency/owner should be provided on the envelope as well.
14. Payment will be arranged on monthly basis after deducting applicable taxes.
15. Indian Cardamom Research Institute Spices Board Myladumpara has the right to cancel the agreement at any time with one week advance notice.
16. ICRI Myladumpara reserves the right to reject any or all of the quotations without assigning any reason thereof.




Director (Research)

VEHICLE HIRING QUOTATION FORMAT

| Sl No | Detailed Requirements | |
|--------------|---|--|
| 1 | Name and Address of Travel Agency/Vehicle owner. | |
| 2 | Mobile No, PAN No, GST | |
| 3 | Make, Model & mfg year of vehicle. | |
| 4 | Vehicle Reg. No | |
| 5 | *Ownership details ,Insurance details with policy period & validity, Permit details and validity. | |
| 6 | Monthly rent for first 1500 KMs | |
| 7 | Rate per KM after 1500 KM | |
| 8 | Night Halt charges/day if required | |

*Copies of Registration certificate, Taxi Permit, insurance certificate, Aadhaar card of registered owner should be submit along with quotation.

Quotations without above document will be rejected without assigning any reason thereof.

I agree the terms and conditions, and willing to give vehicle on contract basis at ICRI Myladumpara as per the rate quoted.

Date:

Name & Address

Contact No.