



SPICES BOARD

(Ministry of Commerce & Industry Govt. of India)

Sugandha Bhavan

N.H. By-pass

P.B. No. 2277

Palarivattom P.O.

Cochin - 682 025, India

स्पाइसेस बोर्ड

(वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार)

सुगन्ध भवन

एन.एच. बाईपास

पी.बी.नं. 2277

पालारिवट्टम पी.ओ.

कोचिन - 682 025, भारत

HIRING OF VEHICLE ON CONTRACT AT ICRI MYLADUMPARA

No.MYL/ADM/2 (11)2021-22/VG/80

24th September 2025

Quotation Notice

Indian Cardamom Research Institute, Spices Board under Ministry of Commerce and Industry, Govt. of India invites Competitive Scaled 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 O, Idukki 685 553, so as to reach on or before 08th October 2025 by 2.30 pm.

Terms and Conditions.

1. The contractor/Owner/Travel agency shall provide 07 Seat, Taxi permit vehicle with less than 8 year old Mahindra & Mahindra make Bolero 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 01 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. 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 available even before and after office hours based on the nature of official tour, if required.
7. Rate may 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 kilometer will be calculated from HQ, ICRI Myladumpara and back to ICRI Myladumpara only.
8. ICRI Myladumpara will not be responsible for any damages/accident caused to the said vehicle during the rental/contract period.
9. Quotations shall be opened on 09th October 2025 at...11.00...am by the committee in presence of available bidders. There shall not be any further communication regarding the opening of the same.
10. The submitted quotations are valid for a period of six months and may be extendable with the same terms and condition without any change in the approved rates.
11. Copies of Aadhar card of registered owner, registration certificate & permit details of the vehicle should submit with quotation. Quotations without required documents are rejected.
12. The email id and mobile number of the contractor/agency/owner should be provided on the envelope as well.
13. Payment will be arranged on monthly basis after deducting applicable taxes.
14. Indian Cardamom Research Institute Spices Board Myladumpara has the right to cancel the agreement at any time with an advance notice of one week.



15. ICRI Myladumpara reserves the right to reject any or all of the quotations without assigning any reason thereof.



for *[Signature]*
Director (Research)
(MAN SARALI)
SC ©
25/09/25

Quotation Format

Sl No	Detailed Requirements	
1	Name and Address of Travel Agency/Owner.	
2	Mobile No, PAN No,e-mail	
3	Vehicle Reg. Number	
4	Make, Model & mfg. year of vehicle.	
5	*Ownership details with Insurance details with policy period & validity.	
6	*Permit details and validity	
7	Monthly rent for first 1500 KMs/Month	Rs..... In words Rupees.....
8	Rate per KM after 1500 Km	Rs...../Km... In words Rupees.....
9	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.

Quotation Format

Sl No	Detailed Requirements	
1	Name and Address of Travel Agency/Owner.	
2	Mobile No, PAN No,e-mail	
3	Vehicle Reg. Number	
4	Make, Model & mfg. year of vehicle.	
5	*Ownership details with Insurance details with policy period & validity.	
6	*Permit details and validity	
7	Monthly rent for first 1500 KMs/Month	Rs..... In words Rupees.....
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Date:

Name & Address

Contact No.