

**HIRING OF VEHICLE ON CONTRACT /RENTAL AT SPICES BOARD, SPICES
PARK, PUTTADY**

DO/PTY/PRIVATEVEICLEHIRINGRELATED/2025-26/

Dt. 10.12.2025

QUOTATION NOTICE

Divisional Office, Spices Board, Spices Park, Puttady 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 Daily Rental Basis" to the Assistant Director, Spices Board, Spices Park, Puttady, Idukki, 685551, so as to reach on or before 29.12.2025.

Terms and Conditions

1. The contractor/Owner/Travel Agency shall provide 07 Seat, Non AC, Taxi Permit vehicle any one of the following vehicles (Mahindra Bolero/ Tata Sumo/ Chevrolet Tavera) preferably white in colour, excellent condition including driver and fuel for transportation of officials of Spices Board 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, 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 driver hours shall be maintained 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. Drivers are not eligible for TA/DA/Halt Allowances/Daily Bata etc.
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. 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 Park, Spices Board, Puttady 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 30.12.2025 by the committee in the presence of available bidders. There shall not be any further communication regarding the opening of the same.
10. The submitted quotation maybe valid till 31st March 2026 may be extendable for another six months with the same terms and condition without any change in the approved rates.
11. **Copies of Aadhaar card of registered owner, registration certificate & permit details of the vehicle should be submitted the quotation. Quotations without required documents will not be considered.**
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. Spices Board has the right to cancel the agreement at anytime with one week advance notice.
15. Spices Board reserves the right to reject any or all of the quotations without assigning any reason thereof.
16. 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.

VEHICLE HIRING QUOTATION FORMAT

Sl. No	Detailed Requirements	
1.	Name and Address of Travel Agency/ Vehicle Owner	
2.	Mobile No, PAN No	
3.	GST(if applicable)	
4.	Make, Model& MFG Year of vehicle	
5.	Vehicle Reg. No	
6.	Ownership details, insurance details with policy period & validity, Permit details and validity.	
7.	Daily rent (Including Driver bata)	
8.	Minimum Kilometers included in the daily rent	
9.	Minimum Hours included in the daily rent	
10.	*Additional rate per KM	
11.	*Additional rate per hour	
12.	Night Halt charges/day if required	

Terms and conditions

1. Time and kilometer will be charged from the Office to Office.
2. All parking charges, Toll Charges will be charged extra.
3. All 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

Name

Address

Vehicle No

Mobile no.