

ICAR-INDIAN INSTITUTE OF SPICES RESEARCH

Post Bag No: 1701, Marikunnu Post, Kozhikode – 673 012, Kerala, India

CIRCULAR

22(36)/2019-Lib

Dated 08.07.2019

Based on the recommendation of Transport committee following directions are issued with the approval of Director.

1. Vehicle indents may be submitted at least one day before the journey day except in emergency cases.
2. Vehicle to Peruvannamuzhi farm trip will be allotted against request from two or more staff . On any urgent occasion vehicle can be allotted to single person to farm with Director's prior consent.
3. The institute vehicle should be used for bank trips / local trips depending on the availability of vehicle at HQ and such trips may be combined to limit the use of hired vehicles.
4. As payment for airport trip etc from IISR, Calicut will be restricted to the accepted rates of the office , rate may be verified from institute LAN portal before paying the taxi charges.


Asst. Administrative Officer



भाकृअनुप- भारतीय मसाला फसल अनुसंधान संस्थान
ICAR-INDIAN INSTITUTE OF SPICES RESEARCH
(भारतीय कृषि अनुसंधान परिषद Indian Council of Agricultural Research)

पी. बी. संख्या: Post Bag No: 1701, मेरिकुन्नु पोस्ट Marikunnu Post,
कोषिकोड Kozhikode -673 012, केरल Kerala, भारत India



F.No. 12(138)HV/2018-19/Works (38)

Dated 17-11-2018

To

M/s Ganga Tours & Travels
Opp. Malabar Hospital
Eranjipalam
Kozhikode-673 020

Sub: Work order for hiring vehicles- reg.
Ref: Your quotation dt 30-11-2018

Sir,

The rate quoted for the work mentioned below have been accepted by the Director, ICAR-IISR, Kozhikode. You are therefore requested to take up the following work on contract basis subject to the terms and conditions given below.

Sl. No.	Type of Vehicle	RAIL WAY STATION TRIP	LOCAL (Beyond 24 kms)		AIRPORT TRIP		LOCAL (Beyond 60 kms)		LONG JOURNEYS		Waiting charge / idling charges per hour when trip finishes the same day	Night halt charges Rate *	
			Rate for 1 st 24 Km (To & Fro)	Addl Rate/ Km	To Drop	To Pick up	Min. for 60 Km	Addl Rate/ Km	Rate for 1 st 100 Km	Addl Rate / Km		Within Kerala	Outside Kerala
1	Indica (AC & Non AC)	450	450	13	850	850	850	13	-	-	200	250	
2	Indigo (AC & Non AC)	-	-	-	900	900	-	-	-	-	200	250	
3	Toyota Etios (AC & Non AC)	550	550	14	950	950	-	-	-	-	250	250	
4	Tempo Traveller-12 seater (AC)	1500	1500	18	2500	2500	2500	18	-	-	300	250	

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			Rate for 1 st 24 Km (To & Fro)	Addl Rate/ Km	To Drop	To Pick up	Min. for 60 Km	Addl Rate/ Km	Rate for 1 st 100 Km	Addl Rate / Km		Withi n Keral a	Outside Kerala
5	Tempo Traveller-12 seater(Non AC)	1300	1300	17	2300	2300	2300	17	-	-	300	250	
6	Tempo Traveller-14 seater (AC)	1800	1800	18	2800	2800	2800	18	-	-	300	250	
7	Tempo Traveller-17 seater(AC)	2000	2000	20	3000	3000	3000	20	-	-	350	250	
8	Tempo Traveller-17 seater(Non-AC)	2000	2000	18	2500	2500	2500	18	-	-	350	250	
9	Tempo Traveller-26 seater (AC)	2500	2500	27	5000	5000	5000	27	-	-	400	250	
10	Tempo Traveller-26 seater(Non-AC)	2300	2300	23	4000	4000	4000	23	-	-	400	250	
11	Bus 30 Seater (AC)	4000	4000	-	-	7000	7000	40	-	-	500	500	
12	Bus 30 Seater (Non-AC)	3500	3500	35	5000	5000	5000	30	-	-	500	500	
13	Bus 49 Seater (Non-AC)	4000	4000	35	7000	7000	7000	35	8000	35	500	500	500

* No waiting/idling charges are admissible during the period of night halt between 8 pm to 8 am (if actually halted) in addition to night halt charges.

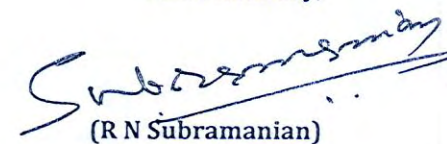
During short trips of less than 100 kms (to and fro) waiting charges is admissible for only for the period beyond 2 hrs. In respect of long trips exceeding 100 kms (to and fro) such as far/field trip returning on the same day without halt, waiting charges is admissible only for the period beyond 4 hours.

Terms and conditions

1. The rate is valid for one year from 17-11-2018.
2. The operator/contractor will be responsible to make available the services of vehicles and drivers required at all times on call basis immediately.
3. While receiving the guests from railway Station/Airport, the display board has to be held/exhibited by the Driver in railway station/airport for identifying/locating the person.
4. Rate per km is count from the starting point ie., normally from ICAR-IISR Chelavoor Campus. Meter reading of the vehicle at the time of starting from the Campus and return to be recorded at the Security Post by the driver of the vehicle which will be verified during settlement of bills.
5. This office will not be responsible for any damage/accident, etc. sustained by the vehicle while on services with this office
6. The rights and obligation of this office are tantamount to private passengers availing similar services.
7. Advance payment is not permitted. Bills and tip sheet pertaining to each trip to be furnished in the prescribed format (enclosed).
8. The rate includes the all taxes.

9. Cost of Petrol/Diesel/Oil/Lubricants and additional payment if any ie., permit for traveling outside state, toll and other charges are to be met/paid by the contractor/driver as and when required, in addition to the incidental expenses required for the driver.
10. The contractor should ensure the uninterrupted running of vehicle without any delay/problem to the travelling officers. The drivers engaged shall behave politely and dressed neatly and report for duty atleast 5 minutes earlier of the time required. Office Name Board should be displayed in all vehicles while on duty.
11. The driver should attend the duty as per the instructions of the officer-in-charge (Vehicles) and the trip sheet report/bills, etc. are to be furnished through him only to office.
12. Payment will be made through Online in favour of the firm/party after satisfactory completion of the work against submitted stamped/pre-receipted bill (duplicate) drawn in favour of DIRECTOR, ICAR-INDIAN INSTITUTE OF SPICES RESEARCH, MARIKUNNU P.O, CALICUT - 673 012, KERALA
13. If any halting/waiting is made at the destination or enroute for the need of travelling officers, the period of such halting/waiting may be indicated in the trip sheet and signature of the travelling officer/intender may be obtained.
14. For long trips exceeding 100 kms (to & for), and returning to the camps on the same day, such as farm trips, field trips, waiting charges may be claimed for the period exceeding to 4 hours only and for local trips of less than 100 km (to&fro), such as Airport/Bus stand/Rly. station, Local Offices, banks etc., waiting charges may be claimed for the period exceeding to 2 hours only.
15. The vehicle allotted should have comprehensive/full cover insurance. Proper number plate and all the documents required under the rule/law of RTO/Govt.
16. **You may acknowledge the receipt of this order duly accepting the terms and conditions and remitting an amount of Rs. 10000/- towards Security Deposit which will be refunded on satisfactory completion of the work during the period.**
17. The Director, IISR reserves the right to discontinue/stop the contract in case of any kind of actions from contractor/driver causing displeasure to the travelers/officers and if the work is unsatisfactory.

Yours faithfully,



(R N Subramanian)

Asst. Administrative Officer

सहायक प्रशासनिक अधिकारी

Assistant Administrative Officer

भाकृअनुप - भारतीय मसाला फसल अनुसंधान संस्थान

ICAR-Indian Institute of Spices Research

मरिकुनु पी.ओ, Marikunnu (PO)

कोयिकोड Kozhikode-673 012

केरल Kerala भारत India

Copy to:-

- 1) Finance & Accounts Officer, ICAR-IISR, Kozhikode.
- 2) Officer in Charge, Vehicle, ICAR-IISR, Kozhikode.
- 3) Vigilance Officer, ICAR-IISR, Kozhikode
- 4) Commitment Register



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कोषिकोड Kozhikode -673 012, केरल Kerala, भारत India



F.No. 12(138)HV/2018-19/Works (40)

Dated 17-11-2018

To

M/s. Vismaya Travels & Holidays
Opp. Civil Station
Kalpetta
Waynad - 673 122

Sub: Work order for hiring vehicles- reg.
Ref: Your quotation dt 30-11-2018

Sir,

The rate quoted for the work mentioned below have been accepted by the Director, ICAR-IISR, Kozhikode. You are therefore requested to take up the following work on contract basis subject to the terms and conditions given below.

Sl. No.	Type of Vehicle	RAIL WAY STATION TRIP	LOCAL (Beyond 24 kms)		AIRPORT TRIP		LOCAL (Beyond 60 kms)		LONG JOURNEYS		Waiting charge / idling charges per hour when trip finishes the same day	Night halt charges Rate *	
			Rate for 1 st 24 Km (To & Fro)	Addl Rate/ Km	To Drop	To Pick up	Min. for 60 Km	Addl Rate/ Km	Rate for 1 st 100 Km	Addl Rate / Km		Withi n Keral a	Outside Kerala
1	Indigo (AC & Non AC)	490	490	12.90	-	-	-	-	-	-	200		
2	Tata Sumo(AC)								1390	17.90	200	250	300
3	Tempo Traveller-12 seater (AC)	-	-	-	-	-	-	-	2990	17	200	250	300
4	Tempo Traveller-12 seater(Non AC)	-	-	-	-	-	-	-	2990	16	200	250	300

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			Rate for 1 st 24 Km (To & Fro)	Addl Rate/ Km	To Drop	To Pick up	Min. for 60 Km	Addl Rate/ Km	Rate for 1 st 100 Km	Addl Rate / Km		Withi n Kerala	Outside Kerala
5	Tempo Traveller-14 seater (AC)	-	-	-	-	-	-	-	3440	18	200	250	300
6	Tempo Traveller-14 seater(Non-AC)	-	-	-	-	-	-	-	3240	17	200	250	300
7	Tempo Traveller-17 seater(AC)	-	-	-	-	-	-	-	3990	19	250	250	300
8	Tempo Traveller-17 seater(Non-AC)	-	-	-	-	-	-	-	3490	18	250	250	300
9	Tempo Traveller-26 seater (AC)	-	-	-	-	-	-	-	5900	28	250	250	300
10	Tempo Traveller-26 seater(Non-AC)	-	-	-	-	-	-	-	4900	22	250	25	300
11	Bus 30 Seater (AC)	-	-	-	-	-	-	-	7490	35	400	400	500
12	Bus 30 Seater (Non-AC)	-	-	-	-	-	-	-	5490	29	400	400	500
13	Bus 49 Seater (AC)	-	-	-	-	-	-	-	10990	44	400	400	500

* No waiting/idling charges are admissible during the period of night halt between 8 pm to 8 am (if actually halted) in addition to night halt charges.

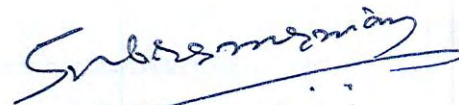
During short trips of less than 100 kms (to and fro) waiting charges is admissible for only for the period beyond 2 hrs. In respect of long trips exceeding 100 kms (to and fro) such as far/field trip returning on the same day without halt, waiting charges is admissible only for the period beyond 4 hours.

Terms and conditions

1. The rate is valid for one year from 17-11-2018.
2. The operator/contractor will be responsible to make available the services of vehicles and drivers required at all times on call basis immediately.
3. While receiving the guests from railway Station/Airport, the display board has to be held/exhibited by the Driver in railway station/airport for identifying/locating the person.
4. Rate per km is count from the starting point ie., normally from ICAR-IISR Chelavoor Campus. Meter reading of the vehicle at the time of starting from the Campus and return to be recorded at the Security Post by the driver of the vehicle which will be verified during settlement of bills.
5. This office will not be responsible for any damage/accident, etc. sustained by the vehicle while on services with this office.
6. The rights and obligation of this office are tantamount to private passengers availing similar services.
7. Advance payment is not permitted. Bills and tip sheet pertaining to each trip to be furnished in the prescribed format (enclosed).
8. The rate includes the all taxes.

9. Cost of Petrol/Diesel/Oil/Lubricants and additional payment if any ie., permit for traveling outside state, toll and other charges are to be met/paid by the contractor/driver as and when required, in addition to the incidental expenses required for the driver.
10. The contractor should ensure the uninterrupted running of vehicle without any delay/problem to the travelling officers. The drivers engaged shall behave politely and dressed neatly and report for duty at least 5 minutes earlier of the time required. Office Name Board should be displayed in all vehicles while on duty.
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15. The vehicle allotted should have comprehensive/full cover insurance. Proper number plate and all the documents required under the rule/law of RTO/Govt.
16. You may acknowledge the receipt of this order duly accepting the terms and conditions and remitting an amount of Rs. 10000/- towards Security Deposit which will be refunded on satisfactory completion of the work during the period.
17. The Director, IISR reserves the right to discontinue/stop the contract in case of any kind of actions from contractor/driver causing displeasure to the travelers/officers and if the work is unsatisfactory.

Yours faithfully,



(R-N Subramanian)

सहायक प्रशासनिक अधिकारी
Assistant Administrative Officer
भाकृअनुप - भारतीय मसाला फसल अनुसंधान संस्थान
ICAR-Indian Institute of Spices Research
मेरिकुनु पी.ओ, Marikunnu (PO)
कोझिकोड Kozhikode-673 012
केरल Kerala भारत India

Copy to:-

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- 2) Officer in Charge, Vehicle, ICAR-IISR, Kozhikode.
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F.No. 12(138)HV/2018-19/Works (39)

Dated 17-11-2018

To

M/s Aswathi Tours & Travels
Nadakkavu Cross Road
Kozhikode-673 011

Sub: Work order for hiring vehicles- reg.
Ref: Your quotation dt 30-11-2018

Sir,

The rate quoted for the work mentioned below have been accepted by the Director, ICAR-IISR, Kozhikode. You are therefore requested to take up the following work on contract basis subject to the terms and conditions given below.

Sl. No.	Type of Vehicle	RAIL WAY STATION TRIP	LOCAL (Beyond 24 kms)		AIRPORT TRIP		LOCAL (Beyond 60 kms)		LONG JOURNEYS		Waiting charge / idling charges per hour when trip finishes the same day	Night halt charges Rate *	
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1	Innova (AC & Non AC)	800	800	14	1200	1300	1200	14	1800	14	150	200	250
2	Tavera/Qualis (AC & Non AC)	700	700	13	1100	1200	1100	13	1700	13	150	200	250
3	Indigo (AC & Non AC)	-	-	-	900	900	900	11	1400	11	125	200	250
4	Toyota Etios (AC)	-	-	-	950	950	950	12	1400	12	125	200	250
5	Indica (AC) & (Non-AC)	-	-	-	-	-	-	-	1400	11	125	200	250

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6	Toyota Etios (Non AC)	-	-	-	950	950	950	12	1400	12	125	200	250
7	Tata Sumo(AC & Non AC)	700	700	13	1100	1200	1100	13	-	-	150	200	
8	Tempo Traveller-14 seater(Non AC)	1800	1800	15	2750	2750	2750	15	-	-	250	200	
9	Bus -30 Seater (AC)	-	-	-	6500	29	-	-	-	-	-	-	-
10	Bus-49 seater (AC)	6000	6000	39	7500	8000	7500	40	-	-	200	-	-

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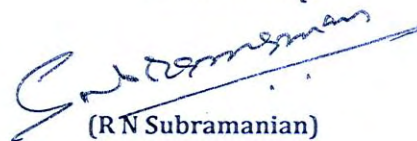
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Yours faithfully,



(R N Subramanian)

Asst. Administrative Officer

सहायक प्रशासनिक अधिकारी

Assistant Administrative Officer

भाकृअनुप - भारतीय मसाला फसल अनुसंधान संस्थान

, ICAR-Indian Institute of Spices Research

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