



Government of Kerala  
Directorate of Environment & Climate Change  
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No.DoECC/E2/93/2026

Dated:14-05-2026

### **QUOTATION NOTICE**

Sealed competitive quotations are invited from individuals/firms/vehicle operators for supply of one car (seven seater) having All India Permit on hire basis for the Official Purpose of the Director, Directorate of Environment & Climate Change, Fourth Floor, KSRTC Bus Terminal, Thampanoor, Thiruvananthapuram on monthly basis. The terms and conditions of the contract are detailed below.

**Last date for submission of quotation: 3.00PM on 20.05.2026**

**Quotations will be opened at 4.00 PM on 20.05.2026**

#### **Terms and Conditions**

1. The quotations for the vehicle should be given as per Annexure, in sealed cover.
2. The envelope enclosing quotation should be superscribed "Quotation for Hiring of Vehicle for the Official Purpose of the Director, Directorate of Environment & Climate Change, Fourth Floor, KSRTC Bus Terminal, Thampanoor, Thiruvananthapuram.
3. The Quotation should be addressed to the **The Director, Directorate of Environment & Climate Change, Fourth Floor, KSRTC Bus Terminal, Thampanoor, Thiruvananthapuram.**
4. The quotation should reach the **The Director, Directorate of Environment & Climate Change, Fourth Floor, KSRTC Bus Terminal, Thampanoor, Thiruvananthapuram. before 3 PM on 20.05.2026.**
5. The quotations will be opened at **4.00 pm on 20.05.2026.** The quotationer or representatives thereof can attend the quotation opening session at the scheduled time.
6. Directorate of Environment & Climate Change reserves the right to accept or reject all or any of the quotations without assigning any reason thereof. The Directorate shall be under no obligation to accept the lowest tender. The capability of the bidder, his performance, etc will also be taken into account along with the rate quoted before finalizing the award of contract.
7. Employees of Directorate of Environment & Climate Change or their relatives are not eligible to participate in this tender.
8. In case of acceptance of quotation, the quotationer will have to execute an

agreement with the Director, Directorate of Environment & Climate Change, on a stamp paper worth ₹ 200/-. The contract period will normally be for Six months from the date of execution of the agreement or until the Directorate's official vehicle become available after maintenance, whichever is earlier.

**9. The maximum age of the vehicle provided should be 24 months on the date of contract and should not have covered 40,000 kms in all.** The vehicle should be in good running conditions, hygienically maintained, having good and decent upholstery. Vehicle should be maintained in perfect condition throughout the contract period.

10. All documents and records related to the vehicle should be kept valid and current throughout the period of the contract.

11. True Copies of R.C Book, Permit and Insurance of the vehicles to be provided for monthly use should be submitted at the time of Agreement. Any change in the vehicle agreed should be made only with the written prior approval of the competent authority.

12. The contractor shall also provide qualified and experienced drivers with mobile phone. The Driver shall not use alcohol or intoxicating drinks/ items while driving/on duty. The contractor shall be responsible for the conduct of the drivers. Directorate of Environment & Climate Change have the right to discontinue hiring the vehicles if in the opinion of the officers of Directorate of Environment & Climate Change by whatever designation such officer is called, the behavior of the driver is found objectionable and his opinion in this regard shall be final and binding on the contractor.

13. It will be the responsibility of the contractor to see that the driver possesses the valid driving license and has got 3 years' experience in driving the vehicle. The contractor will also be responsible for any penalty imposed on the driver due to violation of the traffic rules.

14. The contractor should see that the driver reports in the Directorate of Environment & Climate Change office with vehicle at 9 AM every day unless otherwise informed in advance. For the purpose of reckoning the hiring charges 'Day' means 12 hours from 8:30 AM to 8:30 PM and night means 12 hours from 8:30 PM to 8:30 AM. Drivers Bata will be paid Rs. 200/- per night, if the halt exceeds 3 hours beyond 8.30 PM. *(This clause is not applicable when the vehicle is halted at night within Thiruvananthapuram District.) This is only for out station halts beyond Thiruvananthapuram District.)*

15. If any loss/damage caused to the Directorate due to the negligence or lapse on the part of the contractor/driver, the contractor of the vehicle alone shall be held liable for such Losses/ damages.

16. Directorate of Environment & Climate Change will not be held responsible for

any loss/ damage to the vehicle, their properties, life or other unforeseen incident that may occur during the period of hiring of vehicle.

In case of accidents, the Directorate shall not be liable to pay any damages or cost of repairs including legal charges to defend any litigation.

17.The vehicle should be provided on all days in a month and at any time including holidays to take any trips whether long or short.

18.The maintenance of vehicle, including cost of fuel, salary of driver, repair charge and upkeep of the vehicle should be done without causing any inconvenience to the Directorate. The contractor is liable to make available a substitute vehicle having same specification, if the vehicle on contract is under repair/ in case any inconvenience experienced in the performance of trips/ due to other reasons. If the contractor fails to provide a vehicle on specified time and date, an amount of Rs.1000/- per day will be deducted from the monthly rental charges and if the party repeats the same for more than three times in a month, the contract will be terminated.

19.The odometer of the hired vehicle should be accurate and in working condition as per the regulations of the RTO. The mileage will start and terminate at the Directorate of Environment & Climate Change, Thiruvananthapuram and no mileage will be allowed for use by the driver/ contractor of the vehicle for the purposes other than authorized by Directorate.

20.The trip sheet will be kept for the vehicle and should be got countersigned by the officer along with the bill for payment.

21.The odometer reading at the time of reporting for duty/release from duty will only be reckoned for calculation of total KM run or hours used. **The assured KM run/ month shall be 1500 km** and the excess km run in a particular month will be carried over to the next months for adjusting against total distance to be covered in the quarter. The excess distance beyond the quarterly limit will be paid at the accepted rates. The distance unused will also be carried over in the similar manner for adjustment in the quarter. No advance payment on any account will be made.

22.Payment will be made directly to the bank account of the contractor.

23.During the period of contract toll/ parking fee etc., paid during the official use will be reimbursed on production of the receipt.

24.In the absence of terms and conditions relevant to specific context related to this contract, the rules/norms issued by Transport Department, Government of Kerala shall be followed in all such cases which shall be binding on both the parties.

25. Contractor as well as the driver of the vehicle shall obey all the directions issued by the officers to which the contract vehicle is attached or other designated officers of Directorate of Environment & Climate Change.

26. No increase on rates will be allowed during the currency of contract under any circumstances.

27. Statutory deductions such as Income Tax/Service Tax and duties payable will be deducted from the hire charges.

28. Directorate of Environment & Climate Change reserves the right to terminate any contract after serving seven days notice in writing without assigning any reason thereof.

  
SUNEEL PAMIDI  
DIRECTOR

- 247 -

PART -III- SCHEDULES  
SCHEDULE 'A'  
PROFOMA-VEHICLE DETAILS  
Vehicle Category

1	Name & address of the contractor		
2	Telephone no.	a. Contactor	
		b. Driver	
		c. Registered Owner	
3	Details of the vehicle Offered	a) Make	
		b) Capacity	
		c) Model	
		d) Registration Number	
		e) Year	
		f) name & address of the registered owner	
		g) Tax expiry date	
		h) Insurance expiry date	
		i) Pollution Control certificate expiry date	
		j) Tourist permit expiry date	
4	Whether copy of relevant pages of Registration Certificate/others showing details under item (3) above in respect of the vehicle duly attested by a Gazatted officer attached	Yes/No	
5	In case the Contractor (Item 1) and the Registered owner (Item 3f) of the vehicle are different, written consent of the Owner for lending the vehicle to the contractor for a specified period of not less than one year shall be attached.	Yes/No/NA	
6	GSTIN & PAN No: of the contractor		

**Note: All the above items shall be filled up by the contractor**

Name & Signature of the Contractor

Place:

Date:

- 249 -

PART-III  
 SCHEDULE 'B'  
 DETAILS OF RATE QUOTED  
 Vehicle Category ..... Car

1. HIRE CHARGE ON MONTHLY BASIS

Sl. No.	Particulars	Rate (Rs.)	
		In figures	In words
1.	Hire charges on Monthly basis up to 1500Kms.		
2	Charges for running every additional Kilometer over and 1500Km to be adjusted in 3 months (4500 Km) block period		

The above rates are inclusive of wages and Bata to the driver, costs of fuel, maintenance charges, tax, and insurance, all taxes payable by the Owner of the Vehicle to Government etc. and for providing vehicle in good running condition. The Owner of the Vehicle hereby agrees to all the terms and conditions of the tender and also agrees to any deduction to be made from the bills towards statutory taxes and levies as per relevant rules in force from time to time.

Name & Signature of the Contractor

Place:

Date: