



भा. क. अनु. पा. - केन्द्रीय खारा जलजीव पालन अनुसंधान संस्थान
ICAR - CENTRAL INSTITUTE OF BRACKISHWATER AQUACULTURE
(ISO 9001 : 2015 Certified)

भारतीय कृषि अनुसंधान परिषद, कृषि एवं किसान कल्याण मंत्रालय, भारत सरकार
Indian Council of Agricultural Research, Ministry of Agriculture and Farmers Welfare, Govt. of India
75, संथोम हाई रोड, एम. आर. सी. नगर, आर. ए. पुरम, चेन्नई- 600 028, तमिल नाडु, भारत
75, Santhome High Road, M. R. C. Nagar, R. A. Puram, Chennai- 600 028, Tamil Nadu, India

CIBA GST: 33AAAAI1830P1ZQ

आदेश/Order No: CIBA/25-26/ 461

कार्य आदेश / WORK ORDER

फाइल संख्या / F.No: 22-6/23-24/ST

दिनांक / Date: 29-08-2025

सेवा में / To

**M/s. Jeeva Travels
No. 1/1, Bharathi Avenue, II street,
Kottur, Chennai - 600 085.
Email: jeevatravelskottur@gmail.com**

विषय/Sub: Work order for Hiring of vehicles on contract basis - Reg

संदर्भ /Ref No: date: 28-08-2025

महोदय/ महोदया / Sir/Madam,

It is informed that your quotation for hiring of vehicles on contract basis has been accepted by the Competent Authority for a period from 29-08-2025 to 29-11-2025 or Untill the finalization of the new tender, Which ever is earlier.

Packages	Swift Dizire or Toyota Etios or equivalent	Innova crysta or equivalent	12-14 Seater AC Tempo traveller or equivalent
5 hrs or 50 km	1150	1900	2350
7 hrs or 70 km	1550	2550	3210
10 hrs or 100 km	2350	3900	4800
15 hrs or 150 km	3500	5800	7100
Package wise Sub Total	8550	14150	17460
Charges per KM for out station trip	14	20	23
Driver bata for one day out station trip	600	700	700
Extra charges per KM city limit	14	21	23
Extra hour	220	375	480

GENERAL TERMS & CONDITIONS FOR HIRING OF THE VEHICLES :-

1. Mileage and time will be counted from time of departure from CIBA Head Quarters, Chennai -28 and time of arrival to CIBA, Chennai-28.
2. Entry tax, Toll Tax, parking charges etc. will be reimbursed on submission receipts along with the bill of receipts along with the bill.
3. Payment will be made on monthly basis through ECS (Appendix-A) on getting the bill along with duty slip and certified by the concerned officer, who has used the vehicle. Bill submitted by the agency should accompany the "Duty Slip" depicting out-meter / in-meter, total run in Km. and out-time / in-time, total duty period in hours duly signed by the indenting/ availing officer.

4. Vehicle should be provided at short notice (within 15 minutes). Cleanliness of vehicles and its conditions should be excellent. The driver should be in neat uniform. The vehicles so requisitioned should be provided in time.
5. Penalty etc. imposed by Traffic Police/Department will not be paid by this office.
6. If the agency fails to provide vehicle(s) so requisitioned, in time after receiving the message, the contract is liable to be cancelled, without assigning any reason.
7. Tax and other levies to be charged should be specifically indicated.
8. Vehicles provided on hire to the institute should be commercial vehicles and registered as such with the Transport Authority.
9. Quoted rates should be valid for one year.
10. The contract may be terminated by the competent authority at any time in case of performance is found to be unsatisfactory.

भवदीय / Yours Faithfully,

E. Manj Deraouga
29-8-25

सहायक प्रशासनिक अधिकारी / Asst. Administrative Officer,

तिलिपि / Copy to

- The Chief Finance & Accounts Officer, CIBA, Chennai.
- The DDO, CIBA, Chennai
- **Shri. N.Jagan Mohan Raj, TO & OIC Vehicle, CIBA, Chennai**
(C.No. 302556, Note # 31, Dt:29-08-2025)