



CIBA GST: 33AAAAI1830P1ZQ

आदेश/Order No: CIBA/26-27/ 292

कार्य आदेश / WORK ORDER

फाइल संख्या / F.No: 22-6/23-24/ST

दिनांक / Date: 29-07-2026

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: CPPP tender dated: 20-06-2025

महोदय/ महोदया / Sir/Madam,

It is informed that the Competent Authority has approved the extension of the vehicles hiring contract from 01-08-2026 to 28-11-2026 on the existing terms and conditions.

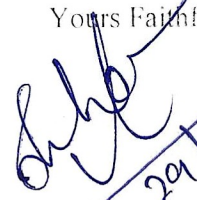
Packages	Mini Bus 15 and 21 seater	Mini Commercial vehicle Tata Ace or equivalent
5 hrs or 50 km	3000	2000
7 hrs or 70 km	4200	2800
10 hrs or 100 km	6000	4000
15 hrs or 150 km	9000	6000
Package wise Sub Total	22200	14800
Charges per KM for out station trip	29	21
Driver bata for one day out station trip	800	700
Extra charges per KM city limit	29	21
Extra hour	600	400
Minimum Out station Kms	250	250

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.

Yours Faithfully,


29/7/26
Administrative Officer,

29/7/26

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 #113, Dt:28-07-2026)