



भाकृअनुप - केन्द्रीय रोपण फसल अनुसंधान संस्थान
कासरगोड़, केरल - 671 124 भारत
ICAR - Central Plantation Crops Research Institute
Kasaragod - 671 124, Kerala, India
 (An ISO 9001:2015 Certified Institution)



E-mail: director.cperi@icar.org.in; directoreperi@gmail.com; Website: <https://cperi.gov.in> GST: 32AAAI1830P5ZO

F. No. 5(10)/2024/Outsourcing-Vehicle/Estate

Date: 29.07.2026

Mr. Damodara Naik. K
 Ballimogaru House
 Kruvailu, Kudlu PO
 Kasragod 671124.

Sub: Hiring of Taxi on rate contract basis -Reg.

Ref: Your Quotation Dated: 19.06.2026

Sir,

With reference to the above, the rate quoted by you for the hiring of a **5-seater air-conditioned (AC) car (Ciaz/Etios/Dzire/Tata Tiago or equivalent model)**, as detailed below, has been accepted by the Competent Authority, subject to the terms and conditions stipulated hereunder:

Sl. No	Min. charge (Rs.)	Kilometers covered under the min.charge (Rs.)	Charges for extra kilometer (Rs.)	Driver Bata (Rs.)	charges for night halt at tour station (Rs.)	
1	1730/-	80KM	16.80/- per km	Nil	400/-	

Terms and Conditions

1. The kilometers run shall be calculated from the starting point of the official journey and not from the place where the vehicle is stationed/starts.
2. The approved rate shall remain valid for a period of one year i.e., from 01.07.2026 to 30.06.2027.
3. Toll charges, parking charges, GST, and other applicable temporary permit charges shall be paid extra, as applicable.
4. The travel details /trip sheet / logbook entries, duly signed by the official availing the vehicle facility, shall be furnished to this office promptly along with the pre receipted bill. Payment shall be released through online transfer after satisfactory completion of the trip, as per the approved rate.
5. The Bank Account number, Name and Address of the Bank, and IFSC Code shall be furnished along with the bill for processing payment.
6. The vehicle shall be provided promptly upon receipt of intimation and the subsequent indent forwarded by the O/c (Vehicle) of this Institute.
7. The contract shall be subject to review, based on the performance of service provider. In case the service is found unsatisfactory at any stage, the Director, ICAR-CPCRI shall have the right to terminate the contract without any further notice.

You are requested to acknowledge the receipt of this letter and convey your acceptance of the above terms and conditions.

Yours faithfully,

**Digitally signed by
M Ravindran
Date: 30-07-2026
12:31:58**

Asst. Administrative Officer (Estate)

Copy to:

1. The Project Coordinator(PC) / The Head of Division (Crop Production/Crop Improvement/Crop Protection/ PB & PHT/Social Sciences, ICAR CPCRI Kasaragod
2. The Vigilance Officer, ICAR-CPCRI, Kasaragod.
3. The Head, ICAR-KVK, CPCRI Kasaragod.
4. The Comptroller / Sr.F.&AO / SAO, ICAR CPCRI Kasaragod
5. The Officer Incharge (Vehicles), ICAR-CPCRI, Kasaragod.
6. The AAOs /AF&AOs / PPS to Director / PME Cell /Library / Notice Board / Institute website.