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INSTITUTE OF MANAGEMENT IN GOVERNMENT
(An Autonomous Body Constituted by the Government of Kerala)

Vikas Bhavan P.O.
Thiruvananthapuram

No. IMG-TVM/623/2026-A3

Dated: 17-09-2026

QUOTATION NOTICE

Sealed competitive quotations are invited for sedan **car (with driver)** on monthly rental basis from approved transport agencies for the official use of IMG.

The rate quoted shall be based on the following stipulations:

1. The monthly rate quote should be valid for one year; no rate revision will be entertained during the period (with relation to fuel price rises or any such changes). Maximum 1000 kilometers per month.
2. The distance covered shall be reckoned only for trip from IMG to destinations and back (Distance from and to the garage will not be considered as falling within the rate).
3. The driver shall note the opening and closing reading of odometer in a register kept with the Security Officer of IMG on all days and should be got authenticated by the Security Officer.
4. The vehicle should be made available on all days promptly.
5. The rate shall include driver's remuneration , fuel charges, insurance, other statutory payments, repair costs, etc.
6. IMG will pay only the amount agreed upon. The rate quoted alone will be the criterion for selection.
7. The vehicle model should not be older than January 2025 registration.
8. The vehicle should have all valid statutory certificates.

No special conditions or additional clauses from the side of the quoting firm will be entertained. The quoted rates which are in compliance with the above conditions alone will be the criterion for selection. The quotation shall have an undertaking that all the 8 conditions in the notice are acceptable. The tenders not conforming to our specification will be summarily rejected.

Those agencies willing to abide by the above stipulations may quote their rate in sealed cover addressed to the Secretary, IMG, Vikas Bhavan P.O., Thiruvananthapuram

695 033 before **24/09/2026 12 PM**. The Quotations will be opened at 04.00 PM on the same day. The vehicles with driver should be fully available for use in IMG from the next day after signing the agreement.

Biju J
SECRETARY

To: Notice Board/IMG Website

Copy to: Security Officer
CA to Director General / CA to Secretary

Forwarded/By Order

Digitally signed by
DEEPA LAL
Section Officer
Date: 18-09-2026
13:04:21