



INDIRA GANDHI NATIONAL OPEN UNIVERSITY REGIONAL CENTRE, DEOGHAR
Mandakini Sadan, Basuwadih, Rohini Road, PO Jasidih, Deoghar-814142, Jharkhand
Phone No : 9234455958; Email: rcdeoghar@ignou.ac.in; Website: <http://rcdeoghar.ignou.ac.in>

F. No. IG/RC-87/Quotation-Taxi/2013/ _____

Date: July, 2013

To,
M/s _____

Sub: Invitation of quotation for hiring of Car/Taxi on daily basis for IGNOU Regional Centre, Deoghar-reg.

Sir/Madam,

IGNOU-Regional Centre, Deoghar is interested in hiring the service of established/registered local Travel Agencies for supply of Taxi for Local/Outstation trips of our officers **on daily basis rates**. The other general terms & conditions are as under:

1. The rates quotations are invited for hiring of vehicle on daily basis.
2. The vehicle, being provided by you, should be of good running condition, with valid registration to run in Jharkhand, comprehensive insurance, PUC Certificate and valid permit etc.
3. The vehicle should carry a commercial registration certificate.
4. Only such Taxi Operators may apply whose Taxis have been duly authorized by the concerned RTO for use as public transport.
5. The driver should have a valid driving license and should be conversant with roads & geography of the places to which our officials are travelling, Santhal Pargana regional and Giridih district particularly.
6. Actual toll & parking charges are reimbursable on production of original toll & parking receipt.
7. This office shall not be responsible to any damage caused to the vehicle of what so ever rapture. Office shall also not be responsible for any accident caused by the driver/vehicle during course of journey. Any minor/major repairing work, if required, is to be attended by the Vehicle Owner only.

8. The driver provided by you should be well known to you and his antecedent should be verified by you to the entire details.
9. You may submit bills to this office after completion of the journey. No advance payment shall be made.
10. Your driver should obtain the signature of the officer/ officials on the log-book/trip sheet with the K.M. reading (from and to) after every trip is over, with his/her name & designation. A copy of the trip sheet/log book should be presented along with your bill. All toll/parking charges receipts should be attached with your claim for reimbursement.
11. You shall be paid by A/C payee Cheque only and after submission of bill.
12. Quotation is invited on the enclosed proforma on daily basis (Local and Outstation).
13. Quoted rates should be inclusive of all the taxes applicable.
14. The quoted rates will be valid for One year, which may be curtailed or extended on mutual consent.
15. Revision of rates will not be entertained during the period of contract. Rates once finalized will be fixed at least for a period of one year. Upward change in rates will not be considered due to any hike in petrol /diesel /CNG prices or taxes.
16. The Regional Director reserves the right to reject any or all the quotation received without assigning any reason at any time.

In case you are interested in offering hire Taxi/Car services, then submit your proposal in the enclosed proforma (Part-I & II) and submit the same in a sealed envelope to this office **on or before 4.00PM of 2nd September 2013.**

With regards,

Yours sincerely,

--sd--

Regional Director (I/C)

Encl.: As above



Part-I : General Information:

1. Full name of the Travel Agency :

2. Complete Address :

3. Contact No. : i. Office :

ii. Residence :

4. Commercial Registration No. (Attach Proof) :

5. PAN No. (Attach copy of PAN Card) :

Declaration

I/We hereby declare the I/We have read & understood all the terms & conditions mentioned in the Tender inviting letter and I/We undertake myself/ourselves to abide by them. I/We further, declare that all the information given above are true.

Date:

(Signature of Tenderer)

Name:

Part-II
**PROFORMA FOR QUOTING THE RATE FOR SUPPLY OF CAR/TAXI TO
 IGNOU REGIONAL CENTRE, DEOGHAR (JHARKHAND)**

To,
Regional Director,
 IGNOU Regional Centre,
 Mandakini Sadan, Basuwadiah
 Deoghar 814142

S.No.	Location	Details	Taxi Type	Rate (Rs)
A	Local + outstation trip	Rate for 40 Km. per trip- 4 HOURS	TATA INDICA- NON AC	
			TATA INDICA-AC	
			TAVARA/SUMO/SCORPIO- NON AC	
			TAVARA/SUMO/SCORPIO- AC	
B		Rate for 80 Km. per trip- 8 HOURS	TATA INDICA- NON AC	
			TATA INDICA-AC	
			TAVARA/SUMO/SCORPIO- NON AC	
			TAVARA/SUMO/SCORPIO- AC	
C		In case of extra kilometer/ hours, then quote rate chargeable : 1. Rs. _____/-per km. 2. Rs. _____/-per hr.	TATA INDICA- NON AC	
			TATA INDICA-AC	
			TAVARA/SUMO/SCORPIO - NON AC	
			TAVARA/SUMO/SCORPIO- AC	
D		Night Halt Charges	TATA INDICA	
			TAVARA/SUMO/SCORPIO	

Note: 1. While computing the L1, the package rate mentioned at 'A' and 'B' above shall be taken into account.

2. Rates must be quoted after going through the Terms and Conditions given in the covering letter

Date:
Place:

(Signature of Tenderer)

Name:
Designation:
Address:

Phone: Office:

Residence: