



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](mailto:rcdeoghar@ignou.ac.in); Website: <http://rcdeoghar.ignou.ac.in>

F. No. IG/RC-87/Quotation-Taxi/2013/ \_\_\_\_\_

Date: 6<sup>th</sup> August 2013

To,  
M/s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub:** Invitation of quotation for hiring of Car/Taxi (TATA Indica/ Diesel Model- Non AC) 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 monthly basis rates**. The other general terms & conditions are as under:

1. The rates quotations are invited for hiring of vehicle on monthly basis.
2. The vehicle, being provided by you, should be of good running condition, with valid registration (not more than 2-3 years old) 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 concerned officer/ official 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 monthly 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 2<sup>nd</sup> 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 (TATA Indica/ Diesel Model- Non AC ) to IGNOU REGIONAL CENTRE, DEOGHAR (JHARKHAND)**

To,  
 Regional Director,  
 IGNOU Regional Centre,  
 Basuwadih, Rohini Road, Jasidih, Deoghar-814142

S.No	Monthly basis Package from 8.30AM to 7.00PM	Details - Mileage - Inclusive of Driver Charges. Parking/Toll charge, as per Actual	For TATA INDICA Non-AC taxi-Diesel Model	Remarks
A	Monthly Basis (Package) Local + Outstation Trip	Upto 1000 Km/ month		
		Upto 1500 Km/ month		
		Upto 2000 Km/ month		
B		In case of extra kilometer/ hours, then quote rate chargeable : 1. Rs. _____/-per km. 2. Rs. _____/-per hr.		
C		Charges for Extra Hours  Rs...../-per hour		
D		Night Halting Charges (Outside Deoghar)  Rs...../-		

**Note:**

1. While computing the L1, the package rate mentioned at 'A' 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 and seal of Tenderer)**

Name:

Designation:

Address:

Phone: Office:

Residence: