

Date: 01.08.2013

## **NOTICE**

IGNOU Regional Centre Delhi-III (Dwarka) is planning to Hiring Taxi Services on monthly basis for official use. Taxi service provider who are interested may submit their quotations for the same to the office of the Regional Director, IGNOU Regional Centre, F-634-636, Palam Extention, Near Ramphal Chowk, Sector -07, Dwarka, New Delhi-110077 on or before 12<sup>nd</sup> Aug 2013. Terms & Conditions on attached as annexure I & II for detail, contact with Asst. Registrar IGNOU RCD-III.

**(Asst Registrar)**

## **Annexure -I**

F.No. IG/RCD3/Quotation/12

1<sup>st</sup> Aug, 2013

**To**

**Sub: Invitation of quotations for Hiring Taxi on monthly/ day-to-day basis.**

Dear Sir,

This has reference to the subject cited above. We would like to hire taxis (Indica/ Wagon-R/ Swift/ Honda City/ Innova). The model of the said taxi should not be before 2008. The details of duties as per our requirement are mentioned below:

- |   |  |
|---|--|
| 1) No. of duties required in a month              | - Almost daily (including holidays)                                |
| 2) Minimum no. of hours required for the month    | - 300 hrs (an average of 10 hrs a day)                             |
| 3) Minimum no. of kilometers required for a month | - 2400 kms. (which will be covered under rates quoted for a month. |

Sometimes taxi may be used for more than 300 hrs and/or 2400 kms. In a month, you may quote rates per additional km and per extra hours too.

The rates should be filled in the enclosed annexure-I and II. The following may be kept in mind while submitting quotations:

- i) Vehicle to be supplied should be in good condition.
- ii) Rates quoted will remain unchanged for one whole year. No request regarding revision of rates will be entertained in between.
- iii) Payments will be made once in a month.
- iv) Vehicle should reach designated place well in advance i.e. at least 15 minutes before scheduled time (since office deals with officials/ senior officers of the University on day-to-day basis) irrespective of the day / date/ time.
- v) The pick-up points may be anywhere in NCR like Dwarka, Lado Sarai.

Please submit quotations in a sealed cover to the Regional Director, IGNOU, Regional Centre- Delhi-III, F-634-636, Palam Extension. Near Ramphal Chowk, Dwarka, New Delhi-110077, in the enclosed format day filled-in with other terms and conditions before 12<sup>th</sup> Aug 2013.

With regards,

Yours sincerely,

**(Asst Registrar)**