

IG/RCV/ADMIN-TAXI/
Dated:

डा. अमित चतुर्वेदी
क्षेत्रीय निदेशक
Dr. Amit Chaturvedi
Regional Director

To,
M/s.....
.....

Sub: Providing Taxi for the use of Office on Monthly & Daily basis.

Dear Sir,

We require an AC/Non-AC taxi (AMBASSADOR) on monthly rental basis, for the use of our office. The terms and conditions are mentioned below:

1. Taxi will be used whole month including non working days.
2. Taxi will report us at 09:00 AM and will remain with us up to 07:00 PM.
3. Taxi will be used for maximum 1500 Km. per month.

Please mention fixed rate per month for the taxi used under the conditions mentioned above. Extra payment will be made if

- I. Taxi is used beyond the time limit mentioned above.
- II. Taxi is used for more than 1500 Km. in a month.

Rate for the above-mentioned extra use (extra hour, extra Kilometer) as well as night halt charges should also be mentioned clearly in the quotation.

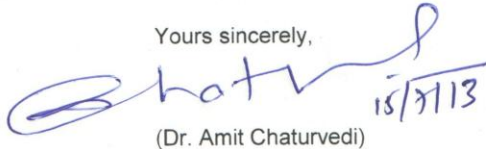
We frequently require taxi on daily basis also. In view of this you are also requested to provide us the complete rates for a non-AC/AC taxi (Indica/Ambassador) on per day basis:

You are requested to enclose the Registration Certificate of the firm with the quotation.

Payment will be made by the account payee cheque only within 15 working days of submission of the bill at the Regional Centre.

You are requested to submit your quotation (by hand/by post) to our office latest by 29.07.2013

Yours sincerely,



15/7/13

(Dr. Amit Chaturvedi)

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