

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
REGIONAL CENTRE, ALIGARH(U.P.)**

3/310, Marris Road, Algiarh – 202002 (U.P.)

Ph.. No.: 0571-2700120,2701365, Fax: 0571-2402147

Web: [www.ignourcaligarh.ac.in](http://www.ignourcaligarh.ac.in); E-mail: [rcaligarh@ignou.ac.in](mailto:rcaligarh@ignou.ac.in)

F. No. IG/RC-47/Taxi/2015

Date: 09<sup>th</sup> April, 2015

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

\_\_\_\_\_

\_\_\_\_\_

**Sub: Invitation of sealed quotation for hiring of Car/Taxi (AMBASSDOR/TATA Indigo) on monthly basis for IGNOU Regional Centre, Aligarh.**

Sir/Madam,

IGNOU-Regional Centre, 3/310, Marris Road, Aligarh is interested in hiring the service of established/registered local Travel Agencies for supply of Taxi/Car (AMBASSDOR/TATA Indigo-Diesel Model-Non-A/c) for Local/Outstation trips of our officers on monthly basis rates on following terms & conditions:

1. Taxi will be used for whole month including non working days.
2. Taxi will report this office at 9.00 AM and will remain at the disposal of this Office till 7.00 PM.
3. Taxi will be used for maximum of **1500 KM per month**.

**The other general terms & conditions are as under:**

1. The sealed quotations are invited for hiring of vehicle on Monthly basis, but, office reserves the right to hire the vehicle either on daily basis or on monthly basis only.
2. The vehicle, being provided by you, should be of good running condition (**Model of the Vehicle should not be beyond year 2011**), with valid registration to run in Utter Pradesh and comprehensive Insurance, PUC Certificate & 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 and who have telephone connections available at their remises/Garage/Stand from where such taxis are to be operated.
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, western UP particularly.
6. The vehicle & Driver should report to the office at 9:00am in the morning and shall remain at the disposal of its officials till 7:00pm in the evening during whole month (including non-working days also).

7. Actual toll & parking charges are reimbursable on production of original toll & parking receipt.
8. 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 nay 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.
9. The driver provided by you should be well known to you and his antecedent should be verified by you to the entire details.
10. You may submit bills to this office after completion of month along with copy of Log Book. No advance payment shall be made.
11. Your driver should obtain the signature of the passenger 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 monthly bill. All toll/parking charges receipts should be attached with your claim for reimbursement.
12. You shall be paid by A/c payee Cheque only and after submission of bill.
13. **Quotation is invited on the enclosed proforma on monthly package basis for a maximum mileage of 1500KM for whole calendar month (Local and Outstation).**
14. Quoted rates should be inclusive of all the taxes applicable.
15. **The quoted rates will be valid for One year, which may be curtailed or extended on mutual consent and with the approval of competent authority, IGNOU.**
16. 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.
17. The finalized Travel Agency shall execute an Agreement and shall deposit 10% of Monthly Rent as performance security with IGNOU.
18. 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 QUOTATION in the enclosed proforma (Part-I & II) and submit the same in a **SEALED ENVELOPE** to this office **on or before 20<sup>th</sup> May,2015(5.00PM).**

With regards,

Yours sincerely,

**-Sd-**

(Dr. Amit Chaturvedi)  
**Regional Director**

**Encl.:** As above.

**PROFORMA FOR QUOTING THE RATE FOR SUPPLY OF CAR/TAXI TO  
IGNOU REGIONAL CENTRE, ALGIARH (U.P.)**

**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) : \_\_\_\_\_
6. Service Tax No. : \_\_\_\_\_

**: Declaration:**

I/We hereby declare the I/We have read & understood all the terms & conditions mentioned in the Quotation inviting letter and I/We undertake myself/ourselves to abide by them.

I/We further, declare that all the information given above are true.

**(Signature of authorized person)**

Name:

Address: \_\_\_\_\_

\_\_\_\_\_

Phone (Off.) \_\_\_\_\_

(Res.) \_\_\_\_\_

Date: \_\_\_\_\_

Place:

**Part-II**

**PROFORMA FOR QUOTING THE RATE FOR SUPPLY OF CAR/TAXI TO  
IGNOU REGIONAL CENTRE, ALIGARH (U.P.)**

**To,**  
**Regional Director,**  
IGNOU Regional Centre,  
3/310, Marris Road,  
Aligarh – 202001

Monthly basis (Package)	Details	(AMBASSDOR /Tata Indigo) Non-AC-Diesel Model	Remarks
<b>Monthly Basis Package (Local + Outstation Trip)</b>	<b>A)</b> Mileage 1500 Km/ month 1. Inclusive of Driver Charges 2. Inclusive of Diesel Charge 3. Inclusive of maintenance charge 4. Parking/Toll charge, as per actual		
	<b>B)</b> In case of extra KM(beyond 1500 KM), then quote rate chargeable : 1. Rs. _____ /per km. 2. Night charges____/ -per night		

**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**

**(Signature of authorized)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Phone (Off.) \_\_\_\_\_

(Res.) \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_