



INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
REGIONAL CENTRE: RAJKOT  
Saurashtra University Campus, Rajkot-360005 (Gujarat)  
Ph.: 0281-2572988, Email: rcrajkot@ignou.ac.in,  
Website: www.ignourcrajkot.ac.in & www.ignou.ac.in

**Cost of Tender Document: Rs.100/-**

F.No: IG/RC42/Taxi/2014/  
Dated : 02/06/2014

M/s .....  
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**Sub:** Invitation of quotation for hiring of Car/Taxi for IGNOU RC, Rajkot -reg.

Sealed Quotations are invited for providing Taxi/Car to the Indira Gandhi National Open University, Regional Centre, Rajkot for a period of one year which can be further extended by mutual consent. The other general terms & conditions are as under:

1. The rates 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 should be of good running condition, with valid registration to run in Gujarat, comprehensive Insurance, PUC Certificate and valid permit etc. The vehicle should carry a commercial registration certificate.
3. 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 premises/Garage/Stands from where such taxis are to be operated.
4. The driver should not be under the influence of alcohol or any other intoxicating drugs during the duty timings.
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, Saurashtra & Kutch particularly, should be well known to the vehicle provider with his antecedent duly verified. Vehicle provider should provide the contact numbers of the driver being deployed.
6. The vehicle should report to the office at 09:00 AM in the morning and shall remain at the disposal of its officials till 07:00 PM 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. No extra money from our authorized officials for parking, fuel, toll etc. shall be claimed.
8. This office shall not be responsible to any damage caused to the vehicle. 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.
9. Payment shall be made through A/c payee Cheque only after submission of bill after completion of month. No advance payment shall be made. Taxes as applicable shall be deducted at the time of payment. Vehicle provider may submit monthly bills to RC on the 'Package Rate' arrangement for a month and once every week on other trips.
10. 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.
11. The Quoted rates will be valid for a period of one year which can be further extended on mutual consent.
12. Quotation is invited on the enclosed proforma on monthly package basis for a maximum mileage of 1500 K.M. for whole calendar month (Local and Outstation). Quoted rates should be inclusive of Fuel, Driver charges and all the taxes applicable.
13. Vehicle Provider should be able to provide vehicle on short notice & vehicle should reach the designated place well in advance at least 15 Minutes before the scheduled time.
14. Revision of rates will not be entertained during continuance of the services. 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.
15. The Regional Director reserves the right to reject any or all the quotation received with/without assigning any reason.

In case you are interested in providing Taxi/Car, submit your proposal in the Proforma (Part-I & II) and submit the same in a sealed envelope to this office **on or before 23<sup>rd</sup> June, 2014 (03:00 P.M.)**

With regards,

Yours sincerely,

(Dr. K. Panneerselvam)  
**Regional Director**

**Encl.:** As above.

# PROFORMA FOR QUOTING THE RATE FOR SUPPLY OF CAR/ TAXI TO IGNOU REGIONAL CENTRE, RAJKOT (GUJARAT)

## 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 Tender inviting letter and I/We undertake myself/ourselves to abide by them. I/We further, declare that all the information given above is true.

**(Signature of Tenderer)**

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

Designation: \_\_\_\_\_

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

\_\_\_\_\_

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

Phone (off.) \_\_\_\_\_

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

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

**PROFORMA FOR QUOTING THE RATE FOR SUPPLY OF CAR/TAXI  
TO IGNOU REGIONAL CENTRE, RAJKOT (GUJARAT)**

**Part-II**

To,  
Regional Director,  
IGNOU Regional Centre,  
Saurashtra University campus,  
Rajkot-360005  
Gujarat

Sr.	Rates for	Indica/Indigo/Swift (Diesel Model)	
		Non-AC	AC
1	Monthly Basis (1500 Km/ month) (1. Inclusive of Driver Charges; 2. Parking/Toll charge, as per Actual)		
2	Daily Basis (1. Inclusive of Driver Charges; 2. Parking/Toll charge, as per Actual)		
3	Charges for extra Kms.(per km)		
4	Charges for extra Hours (per hour)		
5	Night Charges per day		

**(Signature of Tenderer)**

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

Designation: \_\_\_\_\_

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

\_\_\_\_\_

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

Phone (off.) \_\_\_\_\_

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

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