



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

REGIONAL CENTRE

2ND FLOOR, BISCOMAUN TOWER, WEST GANDHI MAIDAN, PATNA-800 001

Ph.No.0612-2219540 Fax-0612-2219538

SPEED POST

F.No.IG/RC-Patna/Quotation/13/....

Dated the 6th June, 2013

To

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Subject: Inviting Limited quotations for hiring of commercial vehicle for transportation of IGNOU study materials to its different study centres under jurisdiction of IGNOU Regional Centre Patna.

Sir/Madam,

IGNOU Regional Centre Patna invites limited quotations from the registered transport agencies for hiring of commercial vehicle (Pick-up Van/ Tata-407) for transportation of IGNOU study materials to its different study centres under jurisdiction of IGNOU Regional Centre Patna as per requirement.

Sealed quotation in prescribed format (enclosed) should be reached to the Regional Director, IGNOU, Regional Centre, 2nd Floor, BISCOMAUN Tower, Patna-800 001 latest by **13.06.2013** upto 02:00PM which shall be opened on the same day at 03:00PM.

The quotation must accompany an Earnest Money Deposit (EMD) of Rs.2,000/- in the form of a demand draft drawn in the favour of IGNOU payable at Patna.

The EMD will be returned to the unsuccessful bidders on finalization of the contract. No interest shall be paid on the EMD.

The agency selected for awarding the job will be required to deposit an interest free performance security of ₹10,000/- in the form of a Demand Draft in favour of IGNOU and payable at Patna which can be forfeited in the event of termination of contract on account of violation of any of the above mentioned terms and conditions. The performance security shall be released after contract period is over.

The job contract will be awarded to the agency initially for a period of one year which may be extended for another one year based on review of the performance and the need.

The assignment of delivery of study materials must be completed by the agency within the 07 days from the date of issue of work order.

Quoted rate shall be net and inclusive of all cost towards fuel, labour, transportation, insurance charges, tax etc except service tax. Service tax will be paid as per actual.

Payment: No advance payment will be made against the order. Payment will be made only after satisfactory delivery of study materials to the concerned IGNOU Study centre.

Penalty: If the materials are not supplied within the stipulated time and date the transporter shall be liable for payment of liquidated damages at the rate of 0.5% (Half percent) of the value of the delayed materials per week or as may be deemed fit by Competent Authority. The decision of the authority placing the order in this regard will be final. In case the tenderer does not feel satisfied with the decision, he will be at liberty to approach the Competent Authority of IGNOU. Decision of the Competent Authority in this regard will be binding and no appeal will lie against his decision.

Late submission of the tender documents shall be summarily rejected.

The cover containing the quotation should be superscribed as **“QUOTATIONS FOR HIRING OF COMMERCIAL VEHICLE FOR TRANSPORTATION OF STUDY MATERIALS”**.

(Dr.Q.HAIDER)
Regional Director
IGNOU RC Patna



**QUOTATIONS FOR HIRING OF COMMERCIAL VEHICLE FOR TRANSPORTATION
OF STUDY MATERIALS UNDER JURISDICTION OF RC PATNA**

PART-I

1. Full name of the Travel agency:
2. Complete Office Address :
3. Contact Number :
4. Registration No. (Attach copy):
5. PAN No. (Attach copy):
6. Service Tax No.(Attach copy) :

DECLARATION

I/We hereby declare that 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

Contact No.



PART-II

(Quotation)

Route No.	From	Via	To	Rate per trip (in ₹)	
				Pickup Van	Tata-407
1.	Patna	--	Hajipur		
2.	Patna	Hajipur	Lalganj		
3.	Patna	Hajipur -- Lalganj	Chapra		
4.	Patna	Hajipur -- Lalganj Chapra	Siwan		
5.	Patna	--	Jehanabad		
6.	Patna	Jehanabad	Gaya		
7.	Patna	--	Aurangabad		
8.	Patna	--	Ara		
9.	Patna	Ara	Buxar		
10.	Patna	Ara-Buxar	Bhabua		
11.	Patna	Ara- Buxar - Bhabua	Sasaram		
12.	Patna	Ara	Sasaram		
13.	Patna	--	Nalanda		
14.	Patna	Nalanda	Jamui		
15.	Patna	Nalanda-Jamui	Lakhisarai		
16.	Patna	Lakhisarai	Jamui		
17.	Patna	--	Lakhisarai		
18.	Local trip within 'Patna' City				

(Signature of tenderer)