



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

REGIONAL CENTRE

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

SPEED POST

F.No.IG/RC-Patna/Quotation/ Hiring of Taxi/15/....

1st December, 2015

To

Subject: Inviting quotations for empanelment of Agency for hiring of taxi.

Sir/Madam,

IGNOU Regional Centre Patna invites quotations from the registered agencies for hiring of taxi for official purposes 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 21.12.2015 upto 01:00PM 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 Rs.5,000/- 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.

Quoted rate shall be net and inclusive of all charges. Parking charges, Toll charges, Service tax will be paid as per actual.

Payment: No advance payment will be made against the order.

Late submission of the tender documents shall be summarily rejected.

The cover containing the quotation should be superscripted as **“QUOTATIONS FOR HIRING OF TAXI”**.

(Dr.Q.HAIDER)

Regional Director
IGNOU RC Patna



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTRE PATNA

QUOTATIONS FOR HIRING OF TAXI

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.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTRE PATNA

PART-II

(Quotation)

Type of vehicle	RATE					
	LOCAL				OUTSTATION	
	Rate for 4hrs/40KM	Rate per KM beyond 40 KM	Rate for 8Hrs/80KM	Rate per KM beyond 80KM	Rate for min.200KM	Rate per KM beyond 200KM
INDICA/INDIGO (Non Air-Condition)						
INDICA/INDIGO (Air-Condition)						
SCORPIO						

(Signature of Tenderer)