

IG/RC/36/Taxi./2014/
Dated : 17-06-2014

To,
M/s-----

Sub: Hiring of Taxi on rental basis for IGNOU Regional Centre, Nagpur.

Dear Sir,

IGNOU is a Central University and its Regional Centre is located at 14 Hindustan Colony Amravati Road, Nagpur. We are looking for committed travel Agency to provide the taxi on rental basis as and when required. The model of vehicle should not be before 2010. Please quote the rates for Non-AC Taxi.(Indica/Ritz) in the prescribed proforma enclosed herewith. Quotations be given and monthly purpose (Annexure-A).

1. No. of duties required in a month: Almost daily including holidays.
2. Minimum no of Km. required for a month- 1500 Kms.
3. The meter reading at the beginning point/place should be specified.
4. Vehicle should be supplied in good condition with valid registration, comprehensive Insurance, PUC and valid permit etc.
5. Rate quoted will remain unchanged for 1 year, no request for changing will be entertained in between.
6. Payment will be made once in a month.
7. Vehicle can be utilized for outstations in Districts like Nanded, Hingoli, Parbhani, & districts of Vidarbha.

Please send your sealed quotation super scribed as " quotation for Taxi" on the top of the envelop in the name of the Regional Director, INDIRA GANDHI NATIONAL OPEN UNIVERSITY, REGIONAL CENTRE, 'GYAN VATIKA' 14 HINDUSTAN COLONY AMRAVATI ROAD NAGPUR – 440033 by 30th June 2014 before 5 PM positively.

Thanking you.

Yours sincerely,

(P.Sivaswaroop)
Regional Director

Encl: As above

TENDER FORM FOR PROVIDING TAXI SERVICES FOR Technical Bid

To
The Regional Director,
IGNOU Regional Centre ,Nagpur

1. Name of Travel Agency
2. Name of proprietor/Director of Company/Firm/.....
.....
3. Full Address of Registered Office:
.....
.....
.....
- Telephone No..... Mobile No.....
- Fax No..... E-Mail.....
4. Banker of Company / Firm / Agency with full address:
.....
.....
5. Service Tax Registration No.: (Attach attested copy)
6. PAN NO..... (Attach attested copy)
7. Permit No. for commercial use..... (Attach attested copy)
8. Annual Turnover of last three financial years with balance sheets and Income and Expenditure Statements. (Attach certified copy of Income Tax Returns for last 3 years, other relevant statement / papers).
9. Earnest Money Deposit of Amount Rs. 10,000/- (Rupees in words Ten Thousand only) will be deposited in IGNOU by Demand Draft. before finalization of agreement.
10. Additional information, if any (Attach separate sheet, if required)

DECLARATION

1. I..... Son/ Daughter /wife of Shri
.....signatory of the agency/ firm. Mentioned above is competent to sign this declaration and execute this tender document
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information/documents furnished along with the above application are true authentic to the best of my knowledge and belief. I/we am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person

Date:

Full Name:

Place:

Seal:

TENDER FORM FOR PROVIDING TAXI SERVICES FOR financial Bid

To,
The Regional Director
IGNOU Regional Centre ,Nagpur

Name of Travel Agency & full address: _____

S.N.	Particular	<u>Indica/Ritz</u>
		Non-Ac (Rs.)
1	Rental charges per month including Fuel charges for minimum 1500 KMs	
2	Charges per KM. if vehicle run more than 1500 KMs	
3	Over time charges for Extra hours	
4	Night halt charges for outstation	
5	Other charges if any	
6	Service charges	
7	Service Tax	
8	Km. from Garage to IGNOU office	
	Rate per day	

1. Rate quoted will be valid for one year. No change will be made within one year.
2. The services can be provided in same terms and conditions after completion of validity period subject to negotiation.
3. Vehicle will be utilized for outstation in Districts like Nanded, Hingoli, Parbhani, & districts of Vidarbha. etc. within limit of 1500 km per month and if vehicle utilized in less Kms then remaining Kms will be carry forward to next month.
4. Pick up point may be anywhere in Nagpur.
5. Meter reading will be commenced from IGNOU office / Pick up point.
6. Vehicle will be supplied in good condition.
7. Taxi Agency is fully responsible for any accident etc.
8. Taxi Agency is fully responsible for maintenance of Vehicle and misbehavior of driver and such driver will be replace by good driver.
9. Agency will provide good and qualified drivers.

University reserves the right to accept or reject any bid irrespective of its being the lowest in the interest of the University. In awarding the contract, interest of the University shall be paramount and in this regard the decision of the University shall be final.

Date:

Place:

Signature of authorized person of travel agency

Full Name:

Seal: