



Indira Gandhi National Open University
IGNOU Regional Centre Delhi-1, NCT of Delhi
Plot.No.J2/1, Block-B-1, Mohan Cooperative Industrial Estate
Mathura Road, New Delhi-110044
Tel: 011-26990082, 26990083 Fax: 011-26990084
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IG/RCD/07/Admin/ Hiring Taxi/2009-10/2106
Dated :- 08-05-2015

M/s. _____

Sub. Invitation of quotation for Hiring Taxi on monthly/ day to day basis

Dear Sir/ Madam

This is in continuation to our letter No. IG/RCD/07/Admn/Hiring Taxi/2009-10/874-77 dated 21.04.2015. The fresh quotations are invited for hiring of taxies (Indica/ Wogaon R/Quais/ Innova) for IGNOU Regional Centre Delhi-1. The model of the said taxi should not be before 2012. The details of duties as per our requirement are mentioned below:

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| 1) No. of duties required in a month | - Almost daily (Including holidays) |
| 2) Minimum no. of hours required for a month | - 300 hrs (an average of 10 hrs a day) |
| 3) Minimum no. of Kilometers required for a month | - 2400 kms (Which will be covered Under rates quoted for a month) |
| 4) Sometimes taxi may be used for more than 300 hrs and /or 2400 kms in month, you may quotes rates per additional km and per extra hours too. | |

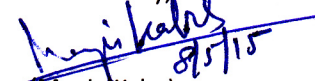
Following may be kept in mind while submitting quotations:

1. Vehicle to be supplied should be in good condition.
2. Rates quoted will remain unchanged for one whole year. No request regarding revision of rates will be entertained in between.
3. Payments will be made once in a month.
4. Vehicle should reach designated place well in advance i.e at least 15 minutes before scheduled time (Since office deals with officials/ senior officers of the University on day to day basis) irrespective of the day/ date / time

Submit quotations in a sealed cover to the Regional Director, GNOU, Regional Centre Delhi-1, J-2/1 Block B-1, Mohan Estate Mathura Road New Delhi- 110044. In the enclosed format duly filled in with other terms and conditions latest by 18.05.2015 to this office.

With regards,

Yours sincerely,


(Manju Kalra)
Section Officer