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**Sub: Outsourcing of Taxi on monthly hire basis-reg.**

Sir,

The Indira Gandhi National Open University (IGNOU) has established its Regional Centre in Visakhapatnam. This office desires to hire a Taxi on monthly hire basis for official use within the jurisdiction of Andhra Pradesh. The details of our requirements are given below:-

**1) Vehicle requirements:**

- a) Tata Indica Diesel in good condition (Non AC) model not prior to 2011, with valid registration to run in the state, comprehensive insurance, PUC Certificate and Commercial Registration Certificate (Copies of the same should be provided along with the quotation.)
- b) 1500 km per month
- c) Efficient driver with valid driving license and with proper uniform.
- d) PAN number or TAN number of the agency.
- e) The driver should not be under the influence of alcohol or any other intoxicating drugs during the duty timings.

**II) Hiring terms and conditions:**

- a) The rates and 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.
- b) Vehicle should be placed at Regional Centre at the above address.
- c) Daily timings are (9.00A.M. to 7.00P.M.)
- d) The excess kilometers run beyond 1500 Km will be payable per kilometer rate basis. Hence rate per KM to be quoted separately along with fixed hire charges per month for 1500KMs.
- e) If vehicle is not provided on any day IGNOU will hire vehicle from other travel agents and hire charges paid to them will be deducted from the monthly bill.
- f) Regional Centre will not be responsible for the damages to the vehicles in the course of driving or on account of any police complaints or accidents.
- g) All consumables, repairs and maintenance, driver salary, batta/allowance etc are inclusive in the price quoted. No other expenditure shall be payable except the hire charges.

- h) Toll tax and parking fee if any during outstation official visits shall be paid on actuals based on proof of payment.
- i) Rates quoted will remain unchanged for one whole year. No request regarding revision of rates will be entertained in between.
- j) Opening and Closing Kilometers will be recorded in the log book from the pickup point to drop point. Driver should maintain the record and obtain the signature of the staff / guest travelled in the vehicle.

**III) Payment Terms and Conditions:**

- a) Payment of hire charges shall be made on monthly basis on submission of monthly bill. Along with the bill duty slips should be enclosed for each day of journey showing the opening KMs and closing KMs of the day, Places visited and name of the Official/Officer visited, Purpose of Visit with signature and closing time.
- b) Service tax applicable if any shall be deducted while making the payment.
- c) The University will deduct TDS at source under section 194C of Income tax act from the contractors at the rates specified by that act from time to time.

The quotations should be subscribed “**Quotation for Hiring of Taxi**” and addressed to Regional Director, IGNOU Regional Centre, VUDA complex, 2<sup>nd</sup> Floor, Ushodaya Junction, MVP Colony, Visakhapatnam-17.

**The Last date for submission of sealed quotations at the address mentioned above is 20.06.2014 by 4 p.m.**

- 1) The quotation should be in the prescribed proforma given in the annexure-I.
- 2) The quotation must be in the prescribed format and however, for additional information that you intend to convey us may be added in the letter.
- 3) Date of opening the quotations will be informed to you on phone.

The interested parties can apply for providing of hire vehicle. Hence, you may submit your sealed quotation to the undersigned on or before 20-06-2014 by 4.00P.M. This transport contract will be valid for a period of one year w.e.f. the date of issue of service order and it may renewed for further year on observing satisfactory services with mutual consent.

The Regional Director reserves the right to reject any or all the quotations received without assigning any reason.

Thanking you,

Yours Sincerely

(S.Raja Rao)

## Annexure-1

To,  
Regional Director  
IGNOU Regional centre  
2<sup>nd</sup> Floor, VUDA Complex  
Ushodaya junction  
MVP Colony  
Visakhapatnam-530017

Sl.No	Rates for Hiring of Taxi on monthly basis/daily basis	INDICA NON AC
1	Monthly basis 1500 km per month(Inclusive driver charges)	
2	Daily basis Inclusive driver charges	
3	Charges for extra kms beyond 1500 kms	
4	Charges for extra hours beyond 10 hours	
5	Other conditions if any	

Signature with seal of the travel agency