



Indira Gandhi National Open University

Regional Centre: Hyderabad

Plot No. 207, Kavuri Hills Phase-II, Jubilee Hills P.O., Hyderabad-500033

Dr. P. Ashok Kumar

Regional Director

To,

No.IG/RCH/Admn./Taxi/14/

Date: 18th August 2014

Sub: outsourcing of taxi on monthly hire basis- Reg

Sir/Madam,

Indira Gandhi National Open University is established by an act of Parliament 1985 under the ministry of Human Resource Development and its Regional Centre is located at the above address.

This office desires to hire a Taxi on monthly basis for official purpose within the jurisdiction of twin cities of Hyderabad & Secunderabad and other parts of Telangana. The details of our requirements are as below.

- 1) Tata Indica Diesel in good condition (Non-A/C) – Model not prior to 2010.
- 2) 2000 km per month.
- 3) Efficient driver with valid driving license.
- 4) Terms & Conditions:
 - a) Vehicle should be placed at Regional Centre at the above address.
 - b) Daily timings are (9.00 A.M. to 9.00 P.M.)
 - c) The excess kilometers run beyond 2000 km will be payable per kilometers rate basis. Hence, rate per KM to be quoted separately along with fixed hire charges per month for 2000 KMs. All consumables, repairs and maintenance, driver salary, butta etc are to be included in the price quoted. No expenditure shall be payable except the hire charges.
 - d) Toll tax and parking fee if any during visits shall be paid on actuals based on proof of payment.
 - e) Payment terms: Payment of hire charges shall be made, on monthly basis on submission of monthly bill. Along with the bill, log book 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 closing time.
 - f) If vehicle is not provided on any day, IGNOU will hire vehicle from other travel agents and the hire charges paid to term will be deducted from the monthly bill.
 - g) The vehicle will be required mostly for local and if required the same may be utilized within Jurisdiction of Telangana and for the outstation visits the driver batta will be paid.

If you are interested you may submit your sealed quotation both technical bid and price bid (separate sealed covers) on super scribing the quotation for Taxi to the undersigned on or before 2nd September 2014 by 3.00 PM. The technical bid should cover the details of vehicle brand, make and the details of your consumer atc. The outsourcing contract will be valid for a period of one year w.e.f. the date of issue of work order and it may be renewed for further year on observing satisfactory completion of services on mutual consent. Further, this office may also Hire Taxi for day to day basis (other than monthly) for which you may provide Tariff for A/c / Non-Ac vehicle i.e. Indigo/Innova etc.

Thanking you,

Yours sincerely,

डॉ. वि. अशोक कुमार
(Regional Director)

Dr. P. Ashok Kumar
Regional Director

इग्नू क्षेत्रीय केंद्र IGNOU Regional Centre
हैदराबाद Hyderabad