

**Maharshi Vamiki College of Education
(University of Delhi)
Geeta Colony, Delhi-110031**

MVCOE/Office Vehicle (Staff Car)/2016

Dated: 21.01.2016

**Invitation of Quotations/Proposals from Local Tour & Travel Agencies for Hiring of
Office Vehicle (Staff Car) for the College on Monthly Basis**

Sealed quotations/ proposals are invited from interested local tour & travel agencies for providing office vehicle (staff car) for college use on monthly basis. The use of the vehicle will be normally between 9.00 A.M. to 6.00 P.M., which may occasionally be extended beyond these hours.

The vehicle provided should be in excellent running condition. The driver should be well-mannered, well-dressed, non-smoker/teetotaler and should have the capability to at least read/ write in Hindi.

A sample format for quotation/ proposal is being enclosed that has to be submitted on your official letter head duly sealed, the envelope marked 'Quotation for Office Vehicle (Staff Car)'. The envelope addressed to the Principal, Maharshi Valmiki College of Education, Geeta Colony, Delhi-110 031, should reach the office of the undersigned on or before February 03, 2016, 1.30 P.M.

The College reserves the right to reject any quotation without assigning any reason.

Officiating Principal

Details to be given on official letter head

Quotation for Office Vehicle (staff car) on hire basis

1. Name of Firm :
2. Name of Proprietor/partners :
3. Official Address of Firm :
Telephone no. :
Fax no. :
Mobile no. :
4. Service Tax Reg.No./PAN no. :
5. Are you regd. with any Govt. Agency for the purpose :
6. Other Govt./private contracts you are handling/have handled in past (Give references) :
7.

Vehicle	Monthly Charges	Kms.	Hrs.
A/C			
Non A/C			
8.

Vehicle	Extra duty Charges	Kms.	Hrs.
A/C			
Non A/C			
9. Any Other Information:

Undertaking

Rates above quoted will be applicable for one year irrespective of any hike in petrol/diesel prices. We are ready to accept the terms and conditions laid by Maharshi Valmiki College of Education from time to time.

Authorized signatory with seal
Date

Signature of proprietor/partner