SUB: - Rate Quotation for hiring of vehicle on official duties - Reg.

This office is interested to hire vehicle (Four seater excluding Driver) from registered Private Transport Agency for attending different office related work / activities as and when required. The rate quotations are invited from the interested parties as per the following term and conditions.

1. For journey, rate per kilometre, halting charges and other charges (if any) should be mentioned clearly in the quotation. The rate should be inclusive of all taxes.
2. No advance will be paid to the approved party before and during journey. Payment will be made to the party through Bankers cheque/ RTGS only after completion of journey.
3. Cost of fuel, drivers charges including his food etc. during journey should be arranged by the transporter. Toll gate charges if any will be borne by this office during journey.
4. Keeping ready of all the legal documents of the vehicle including Driver's driving licence during journey is the responsibility of the transporter.
5. The vehicle should be provided on the date/time of journey informed to the party preferably one day prior to the journey.
6. Sealed quotations duly super scribed "Quotation for Hiring of vehicle" should be submitted to this office so as to reach the undersigned on or before 15.07.2019.
7. The quotations will be opened on 15.07.2019 at 11.00 A.M in the office premises. Interested parties may present during the opening of quotations.
8. In case, the date of opening of the quotation is declared as closed holiday, the same will be opened on the next working day at the same specified time.
9. The contract period is for one year. If necessary, contract period may be extended executing fresh agreement.
10. The quotations which are not in a sealed cover or not super-scribed as indicated or received after the due date shall be rejected summarily.
11. The under signed reserves the right to accept or reject in part or fully any quotation without assigning any reason.

Yours faithfully,

[Signature]

Scientist D