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Sub: - Quotation for Hiring of Taxi :- reg.

Dear Sir,

This office urgently requires to hire a taxi for office use. In this regard, you are requested to submit your quotation in the format as given below in a sealed cover envelope along with a copy of your registration certificate latest by 29 th September-2014 ( by 5:00 pm ). The envelope should be superscribed “ Quotation for Hiring of Taxi”.

Type of Vehical with make / model	Rate per months oil/ diesel including free kilometers	Rate per extra km with oil / diesel	Rate per hour for local journey including oil/ diesel and free km per hour after the prscribed duty hours.	Terms and conditions, if any
Model-2009- 2014. Hatchback*  Sedan* (*Pl mention make and model)				

Please see the Terms and Conditions Attached separately:

- 1.If there are any taxes, mention clearly.
- 2.There will be no extra payment for driver.
- 3.Taxi will be for Jodhpur as well as outside station.
- 4.Alongwith quotation you also need to submit a copy of your registration certificate.

With regards.

Your Sincerely

( R. C. Sharma )  
Regional Director  
IGNOU RC JODHPUR