

No. IGNOU /RCJD?HOT/2014  
Dated:- 05/03/2014

M/s\_\_\_\_\_

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Sub:- Quotation for Hiring Taxi :- reg.

Dear Sir,

This office urgently require to hire a taxi for office use. In this regard, you please quote your rates in the format as given below in a sealed cover envelope along with your registration certificate, latest by 18 March , 2014(By evening 6 pm) .the envelope should be super scribed by the word "Quotation for Hiring Taxi".

Type of Vehicle with make / model	Rate per month with oil/diesel including total free km.	Rate per extra km with oil / diesel	Rate per hour for local Journey including Oil/ diesel and free K.M per hour after the prescribed hours	Terms and Conditions, if any.

Please Note:-

- 1) If there are any taxes, mention it clearly.
- 2) There would be no extra payment for Driver.
- 3) Taxi will be for Jodhpur City as well as outside station.
- 4) Along with quotation you also need to submit copy of your registration certificate.

Yours Sincerely,

Dr.Ajay Vardhan Acharya  
Regional Director,

Indira Gandhi National Open University,  
Regional Centre, Jodhpur,MMEW Society Campus,  
Pal link Road, Kamala Nehru Nagar,  
Jodhpur - 342 008 Phone no - 2012987.