

**UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG  
NEW DELHI-110 002**

**Notice Inviting Tender**

1. Sealed quotations are invited from the reputed firms for empanelment of firms for providing taxi services on hiring basis for a period of one year in the UGC office.

2. The interested firms may quote their rates as under

The 15 digits service tax Code No. : \_\_\_\_\_

- (i) Type of Vehicle : Ambassador/Indica
- (ii) Full Day, 80 Kms., 8 hrs., Non-AC : Rs. \_\_\_\_\_
- (iii) Full Day, 80 Kms., 8 hrs., AC : Rs. \_\_\_\_\_
- (iv) Half Day, 40 Kms., 4 hrs., Non-AC : Rs. \_\_\_\_\_
- (v) Half Day, 40 Kms., 4 hrs., AC : Rs. \_\_\_\_\_
- (vi) Extra charges for extra hours, Non-AC: Rs. \_\_\_\_\_ per hour
- (vii) Extra charges for extra hours, AC : Rs. \_\_\_\_\_ per hour
- (viii) Extra charges for extra Kms., Non-AC: Rs. \_\_\_\_\_ per hour
- (ix) Extra charges for extra Kms., AC : Rs. \_\_\_\_\_ per hour
- (x) Night Halt : Rs. \_\_\_\_\_

3. The rates quoted should be clearly written in ink or be typed and in no case rates be overwritten otherwise the quotation will not be entertained.

4. The Secretary, University Grant Commission reserves the right to accept or reject any quotation without assigning any reason thereof.

5. The quotation should be for full one year and no change in the rates will be accepted during this period.

6. In case your firm is interested in providing the taxi services as per the terms & condition indicated herein, please send your quotation in a sealed cover to Mr. Satish Ahuja, Under Secretary (Genl. Admn), University Grants Commission, Room No.206, Bahadurshah Zafar Marg, New Delhi -110002, Latest by 27.08.2008. The cover containing the quotation should be superscribed as stated below:

**“QUOTATIONS FOR ANNUAL CONTRACT FOR HIRING OF DLY CARS”**

1. If the contract is awarded to your firm, the Security Deposit of Rs.3,000/- (Rupees three thousand only) shall be deposited by your firm through Demand Draft drawn in favour of the Secretary, UGC, New Delhi. No interest will be paid to the firm for the Security Deposit, if the work is not found satisfactory, the contract will be cancelled and the amount of Security Deposit will be forfeited.
2. The payment shall be made on monthly basis on production of a pre-receipted bill in duplicate alongwith duty slips properly verified and indicating purpose of journey by the using official(s)/officer(s).
3. The UGC reserves the right to terminate the contract at any time without assigning any thereof.
4. The PAN No. may be indicated. The firms who do not have PAN No. will not be considered.

Yours faithfully,

**(Satish Ahuja)**  
**Under Secretary**