

No. 45/1/FICC/06-Admn.
Government of India
Fertilizer Industry Coordination Committee
Department of Fertilizers
8th floor, Sewa Bhawan, R.K. Puram
New Delhi. 110066

Dated the September, 2011

To,

As per list attached

Subject: Quotation for hiring of Car.

Sir,

This office proposes to hire one AC Car for official use on daily basis w.e.f. 10th October, 2011 for a period of three months initially, which may be continued at the discretion of this office. You are, therefore, requested to quote your lowest rates for hiring of one car (medium segment, e.g., Indigo etc.) as per the following Terms & Conditions:-

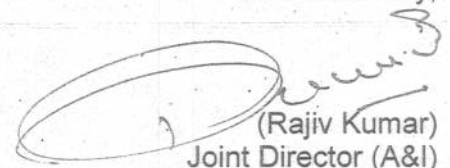
| | |
|------------------------------------|-----------|
| (a) 80 Kms. And 08 hours for a day | Rs. _____ |
| (b) Extra Kms. | Rs. _____ |
| (c) Extra Hours | Rs. _____ |
| (d) Service Tax | Rs. _____ |

2. The vehicle will normally be required by this office from 0930 hrs. to 1730 hrs. It should be noted that the vehicle is not more than 03 years old. The meter reading will start and end at Sewa Bhawan, R.K. Puram.

3. You are requested to quote your lowest rates for hiring of one car in the enclosed proforma.

4. Your quotation for hiring of car duly signed may be furnished to this office latest by closing hours on 5th October, 2011. Date of opening the quotation will be intimated later.

Yours faithfully,


(Rajiv Kumar)
Joint Director (A&I)

Copy to: NIC, DOF – with request to upload in the department website.

**PROFORMA FOR HIRING OF ONE AC CAR
ON DAILY BASIS BY THE OFFICE OF ED, FICG**

- 1. Name of the Firm/Company :
- 2. Name of the Vehicle :
- 3. Year of manufacture & Registration :
- 4. Quotation for hiring of vehicle :

| | | |
|------------------------------------|---|-----------------------|
| (a) 80 Kms. And 08 hours for a day | : | Rs. _____ |
| (b) Extra Kms. | : | Rs. _____ (per Km) |
| (c) Extra Hours | : | Rs. _____ (per hours) |
| (d) Service Tax | : | Rs. _____ |

Signature of the owner