

Tele: 23018230

No.A/42908/CAO/Coord

Government of India
Ministry of Defence
Office of the JS (Trg) & CAO
Room No.44, E-Block Hutments
New Delhi-110011.

Dated, 22 Mar 2010

To,

As per list enclosed

Sub : **QUOTATION FOR HIRING OF CAR**

Sir,

This office proposes to hire one non-AC car for official use on daily basis wef 01 Apr 2010 to 31 Mar 2011. You are, therefore, requested to quote your lowest rates for hiring of one car as per the following Terms & Conditions :-

- | | | |
|-----|-------------------------------|----------------------|
| (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._____ |

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 'E' Block Hutments (Opp. Sena Bhawan).

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 05 Apr 2010. Date of opening the quotation will be intimated later.

Yours faithfully,

Sd/-
(PS Rathore)
Joint Director (CW)
For JS (Trg) & CAO

PROFORMA FOR HIRING OF ONE NON-AC CAR
ON DAILY BASIS BY THE OFFICE OF JS (TRG) & CAO

1. Name of the Firm/Company :
2. Name of the vehicle :
3. Year of manufacture & Registration :
4. Quotation for hiring of vehicle :
 - (a) Rate for 80 Kms and 08 hours per day : Rs._____
 - (b) Rate for extra Km : Rs._____(per Km)
 - (c) Rate for extra Hour : Rs._____(per hour)
 - (d) Service Tax : Rs._____

Signature of the owner