



Ministry of Culture  
Government of India



इन्दिरा गान्धी राष्ट्रीय कला केन्द्र  
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS  
REGIONAL CENTRE VARANASI**

Parshwanath Vidyapeeth Campus, I.T.I. Road, Karaundi, Varanasi  
(Phone: 0542-2570169. email: igncavaranasi@gmail.com)

**SUBJECT: INVITATION FOR RATES OF TAXI (SMALL & BIG CAR SEGMENT) FOR  
OFFICIAL PURPOSE**

**Sealed quotations from Registered Local Travel Agents are invited on behalf of Indira Gandhi National Centre for the Arts (IGNCA), Regional Centre, Varanasi for hiring of vehicles viz; Swift Dezire, Zest, Etios, Innova & other similar cars (both in small & big car segment) for daily official purposes on monthly basis and on requirement basis during meetings, seminars, workshops, etc. The rates with mileage (Kms) may be submitted for requirements given as under;**

- Rates for hiring the taxi on a monthly basis with monthly mileage of 2000 Kms / 10 hrs duty.
- Up to 40 Kms & 4 hrs
- Up to 80 Kms & 8 hrs
- Up to 120 Kms & 12 hrs
- Up to 200 Kms & more than 200 hrs
- Extra per Kms beyond a stipulated distance
- Extra per hour beyond the stipulated time
- Outstation per Kms
- Night charges after 10 PM

**Terms & Conditions**

1. Presently office of the Regional Centre, Varanasi is situated at the above-mentioned address which may likely be shifted to another place within the city of Varanasi, accordingly, vehicles may be provided.
2. The charges on account of mileage will be taken into account from the garage one way and stop at the point of alignment (dropping).
3. Rates for cars for the duration of 4 hours, 8 hours, 12 hours, and above may clearly be mentioned along with the category of vehicle & make. Rates of night charges may clearly be mentioned.
4. Driver should maintain Log Book for the car hired on monthly rental and the duty slip should be signed on each occasion whenever the car is hired on a requirement basis.

5. A Contract will be signed by the approved vendor and a 25% amount of monthly rental charges (excluding GST) should be deposited by them towards a refundable Security Deposit. This amount will be retained and may be refunded after the successful completion of the period of the contract.
6. The vehicle registered with the transport authorities should only be deputed.
7. It should be ensured that the driver of the vehicle should carry a working mobile and no. of the same should be intimated to the office while assigning the duties. The driver must have a valid commercial vehicle driving license and he should not be addicted to any type of alcoholic drink etc. The firm will be fully responsible for obtaining a valid permit to drive outside the city and will also be responsible for payment of tax thereon.
8. The firm should be registered with the authorities concerned to run the travel agency and also hold valid **GST & PAN** number issued by the concerned authorities
9. The toll tax/Fastag/ parking charges to be paid by the driver while on IGSCA duty will be reimbursed on submission of the bill along with proof of payment.
10. The quotation should be submitted in a sealed envelope marked as **"QUOTATION"** through Speed/Registered post to **'The Regional Director, Indira Gandhi National Centre for the Arts, Parshwanath Vidyapeeth Campus, ITI Road, Karaundi, Varanasi-221005 on or before 04 August 2023 4.00 p.m**
11. Applicable taxes (TDS) may be deducted from the gross amount of bills as per the rules.
12. All payments shall be made to a/c through NEFT.
13. The transporter shall be fully responsible for any damage caused to the property or of human life during the execution of work.
14. The quotations received within the stipulated time shall be opened and scrutinized by the duly formed Committee and the decision of the committee will be final in this regard.
15. The IGSCA reserves the right to reject or accept any offer without assigning any reason. No correspondence shall be entertained in this regard.
16. **Last Date for receipt of tenders: 04 August 2023 (4.00 p.m).**