

**Indira Gandhi National Centre for the Arts
Regional Centre**

Parshwanath Vidyapeeth Campus, I.T.I. Road, Karaundi, Varanasi
(Phone: 0542-2570238/2570169. email: igncavaranasi@gmail.com)

**Subject: Invitation for rates of Taxi (Indigo, Swift Dezire, Innova, etc.)
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 DLY, Swift Dezire, Indigo, Innova & other similar cars for daily official purposes and during meetings, seminars, workshops etc. The rates with mileage (Kms) may be submitted for requirements given as under;

1. Rates for hiring the taxi for 6 hours
2. Rates for hiring the taxi for 12 hours
3. Rates for hiring the taxi for more than 12 hours
4. Rates for hiring the taxi for airport dropping or receiving only
5. Rates for hiring the taxi for out station
6. Rates & time for night charges
7. Rates for hiring the taxi on monthly basis with ceiling of kms per month

Terms & Conditions

1. The charges on account of mileage will be taken into account from the garage one way and stop at point of alignment (dropping)
2. Rates for AC cars for duration of 6 hours, 8 hrs, 12 hours and above may clearly be mentioned along with category of vehicle & make
3. Rates of night charges may also be mentioned
4. It should be ensured that driver of the vehicle should carry a working mobile and no. of the same should be intimated to office while assigning the duties.
5. The vehicle registered with the transport authorities should be deputed
6. The driver must have valid commercial vehicle driving license.
7. The firm will be fully responsible for obtaining valid permit to drive outside 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 / parking charges to be paid by the driver while on IGNCA duty which will be reimbursed on submission of bill along with proof of payment.
10. TDS will be deducted as per rules.
11. The driver should not be addict of any type of alcoholic drink etc.
12. The vehicle selected on monthly basis should not be changed within month.
13. **Last Date for receipt of tenders : 15th May 2018, 4.00 p.m.**

(Dr. V. S. Shukla)
Regional Director