



ENQUIRY LETTER

No:- IIT Mandi/RS-70/217

Date:-03/03/2011

Quotations are invited for providing 'Innova Car on monthly hire basis' for a period of one year, for use at IIT Mandi as per details below. The last Date & Time of receipt of quotations are 18/3/2011 upto 3pm

Quotations will be opened on 18/3/2011 at 4pm

Representatives of the firm(s) may be present at the time of opening the quotation if they so desire. The following instructions should be strictly observed for submitting the quotations failing which the quotations shall be liable to be rejected.

1. The quotations should be submitted on printed pad preferably with sales tax number of the firm. The quotation must bear original signature.
2. The quotations should be submitted to the undersigned in a sealed envelope duly marked "Quotation against enquiry no.--- dated---- due on ---- "on the corner of the envelope.
3. Quotation received after closing date/time will not be considered.
4. The rates must be quoted both in figures and words and over writing should be avoided, however all cuttings/corrections must be duly authenticated.
5. The Department reserves the right to reject any quotation wholly or partly without assigning any reason.

Specifications :-

1. Providing of Innova Car on monthly hire basis having two seats in the front Two seats in the middle and three seats in the rear.
2. Rates should be inclusive of Maintenance, Salary of Driver and H.P. Government taxes.
3. Diesel and other State road tax, toll tax will be paid by the Institute.
4. The car should be of 2010 or 2011 model and in good condition.
5. In case of defect the owner will provide another Innova car for that period.

**The service provider should mention the model and monthly hire charges.**

Dr.R.C.Sawhney  
Registrar