

ENQUIRY LETTER

No:- IIT Mandi/Mazda/2011/593

Date: 25/05/2011

Quotations are invited for providing 'Two Swaraj Mazda vehicles' on monthly hire basis for a period of one year, for use at IIT Mandi as detailed below. The last Date & Time of receipt of quotations are 08/06/2011 upto 11.30am.

Quotations will be opened on **08/06/2011 at 12.00noon.**

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. 'Two Swaraj Mazda vehicles' on monthly hire basis having 29 + 2 (Twenty-Nine plus Two seats).
2. Rates quoted should be inclusive of Maintenance, Salary of Driver and H.P. Government taxes.
3. Diesel and road tax of other States, toll tax will be paid by the Institute.
4. The vehicles should be of latest model and in good condition.
5. In case of defect the owner will provide another 'Swaraj Mazda vehicle' for that period.

The service provider should mention: -

Model (Manufacturing year)	
Monthly Hire Charges for each Swaraj Mazda	

O.S.D.