

**SUB REGIONAL OFFICE  
EMPLOYEES STATE INSURANCE CORPORATION  
C-149, OKHLA INDUSTRIAL AREA, PHASE-I,  
NEW DELHI-110020.**

**PH : 26814845, 26371775, 26811288, Fax : 26813811**

No: 20/D/27/20/01/Genl/Staff Car/SRO/Okhla/09

Date :08/06/2011

To,  
M/s.

**Subject : Regarding hiring of car/taxi for SRO, Okhla office.**

Sir,

Sub Regional Office, Employees State Insurance Corporation, Okhla desires a hire car/taxi for its office for one year. In this regard , you are requested to submit a quotation in the enclosed proforma. The rules and regulations are enclosed with the proforma. The sealed quotation must be submitted upto 22/06/2011at 03:00 P.M. sharp. After that no quotation will be accepted. The quotation box will be opened on 22/06/2011 at 04:00 P.M. All concerned parties are requested to be present at the time of opening of quotation box.

Yours faithfully,

Encl: As above.

**(NIKHIL KUMAR)**  
**Asstt. Director (Genl)**

## QUOTAION FORM FOR PROVIDING CAR/TAXI FOR SRO, OKHLA

1. Name of the party :-
2. Address :-
3. Name of car provided :- Only Ambassador / Indigo are required. (Latest model)  
(A/c) (A/c)
- Whether Diesel car :-
- or Petrol car :-
4. Rate of 1<sup>st</sup> 80 km./ 8 hr. rent :-
5. Rate of extra km. :-
6. Rate of extra hr. :-
7. Driver night halt charge ; if necessary :-
8. Minimum monthly charge for providing car/taxi (Rs./ per month) :-  
(i) Diesel car, (ii) Petrol car.
9. The above car/taxi is normally required for SRO, Okhla office from 09:00 A. M. to 05:30 P.M. on every working day (about 25- days). However vehicle can be required, before & after office hours as per actual need. The contract is initially for one year only extend able after one year on satisfactory performance.
10. Incomplete/ conditional quotation will be summarily rejected.
11. A bank draft of Rs.3,000/- as earnest money must be enclosed with the quotation form otherwise the quotation will not be considered. The draft must be in the name of “ The Director, SRO, Okhla.”
12. The quotation form must be sealed and with bold letter heading on it,” **Quotation form for staff car/taxi of SRO, Okhla.”**
13. The complete quotation form must be submitted at “ Sub Regional Office, Employees State Insurance Corporation, C-149, Okhla Industrial Area, Phase- I, New Delhi-110020” on or before 22/06/2011 at 03:00 P. M. After that no envelope, containing quotation will be accepted.

**Signature/Stamp**