

# INDIRA GANDHI NATIONAL OPEN UNIVERSITY

## Regional Centre, Siliguri

17/12, J. C Bose Road, Subhas Pally, Siliguri-734 001

Telephone: 0353-2526818

E- mail: rcsiliguri@ignou.ac.in

### Invitation for Quotation

No: IG/RC-SLG/F&A/36/26-27/ 950

Date: 10.06.2026

#### **Sub: Quotation for vehicle hiring service for need based office use**

Sealed quotations are invited from reputed registered agencies/firms/vehicle owners for hiring of one vehicle for official use (based on the needs) on a rental basis for a period of one year from the date of opening of tender. The non-AC vehicle should preferably be Maruti Alto, Wagon R, Celerio, Swift-Dzire or equivalent category vehicle in good running condition with valid registration, insurance, pollution certificate and other statutory documents.

Interested parties are requested to submit their sealed quotations mentioning:

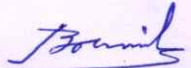
1. Rental charges/day exclusive of GST
2. Fuel charges (kilometre/per litre).

No charges other than those quoted above (numbers 1, 2 and 3) shall be admissible. The tenderer may visit the Regional Centre from **11 June to 18 June, 2026** during office hours (Monday to Friday 9.30 AM to 6.00 PM).

The quotation should be submitted strictly in accordance with the Terms and Conditions specified on Page No. 2 of this Notice. Quotations not complying with the prescribed Terms and Conditions may be rejected.

The sealed quotation **should reach this office on or before 19.06.2026 up to 12:00 PM**. The quotations will be **opened on 19.06.2026 at 4:30 PM** in the presence of the bidders or their authorised representatives, if they wish to attend.

The competent authority reserves the right to accept or reject any or all quotations without assigning any reason thereof.

  
Senior Regional Director  
डॉ विश्वजीत भौमिक / Dr. Biswajit Bhowmik  
वरिष्ठ क्षेत्रीय निदेशक / Senior Regional Director  
इग्नू क्षेत्रीय केंद्र / IGNOU Regional Centre  
सिलीगुड़ी-734001 / Siliguri-734001

## Terms and Conditions


(Signed copy of this page and the next page to be submitted by each tenderer along with the bid)

1. The quotation shall be submitted in the prescribed formats (Technical and Financial bid, Annexure-I & II).
2. The duly signed quotation should be submitted to this office in sealed envelope, addressed to the Senior Regional Director, IGNOU Regional Centre, Siliguri, superscribing "Quotation for vehicle hiring service for need based office use" which shall contain the two separate sealed envelopes superscribing 'Technical Bid' and 'Financial Bid', latest by 12.00 PM on 19.06.2026
3. The rates quoted shall be exclusive of all charges like GST.
4. The rates quoted should be valid for at-least one year from the date of opening of the Financial Bid and may be further extended based on the satisfactory services.
5. The vehicle shall be in good running condition and possess valid RC, Insurance, PUC and other statutory documents. Valid since 2023 onwards.
6. The quoted rate shall be inclusive of driver's wages/allowances/food bill, fuel, maintenance, insurance, taxes, permit fees and all incidental charges.
7. In case of any accident/mishap, all the claims arising therefrom shall be met by the service provider. The service provider shall be solely responsible for any claims by any third party and/or any employees of the user department travelling in the vehicle, for any injuries caused by the driver of the vehicle whether by accident or otherwise.
8. The vehicles being provided should be in good condition and should have been registered with the road transport authorities in the year 2023 onwards.
9. Driver of the vehicle hired shall observe proper etiquette, politeness and protocol while performing his duty. He shall be neatly and properly dressed.
10. The bidder must submit an undertaking that neither he nor his firm has been blacklisted by any Govt. department/organization for any reason as on the date of submission of bid and would upload the same with the bid.
11. The Kilometers shall be calculated on the basis of zero-based mileage starting from the office and duty time shall be counted from the reporting point to the relieving point.
12. The service provider shall provide alternate vehicle/s in case of any shortfall for whatsoever reason or any breakdown of any of the hired vehicles.
13. In the event of any unsatisfactory performance, either of the vehicle/s or driver and/or noncompliance with the terms and conditions of the contract would result in termination of contract without assigning any reasons whatsoever.
14. The liability of this office shall be limited to hiring charges only. The service provider and/or driver(s) shall not be treated as Institute's Servant on any ground including that vehicle being used for the Institute's office duties.
15. Payment shall be released on monthly basis after submission of bill and verification of logbook.
16. In case of breakdown or non-availability of the vehicle, a substitute vehicle shall be provided immediately.
17. The decision of IGNOU arrived at as above shall be final and representation of any kind shall not be entertained on the above.
18. The Technical Bid shall be opened at 4.30 pm on 19.06.2026. The "Financial Bid" will be opened on the same date or at a later date in respect of technically qualified bidders in the presence of the representative of the firm (s) who may wish to be present.
19. The IGNOU Regional Centre, Siliguri reserves the right to reject any quotation wholly or partly without assigning any reason thereof.
20. Offers will be evaluated individually or together for each firm mentioned. There after Work order will be issued to the successful bidder.
21. **The successful tenderer will supply the vehicle on need basis and no advance will be offered.**
22. Payment shall be made, subject to tax recoveries, etc, within 15 days of submission of the bill, duly supported by the consignee's receipt to the complete satisfaction of IGNOU confirming the details provided in the work order.



डॉ. विभुजीत भोमिक / Dr. Bhanu Prasad Bhowmik  
वरिष्ठ क्षेत्रीय निदेशक / Senior Regional Director  
इग्नू क्षेत्रीय केंद्र / IGNOU Regional Centre  
सिलीगुरी-734001 / Siliguri-734001

23. **Arbitration:** In the event of any question, dispute or difference arising under these terms and conditions or in connection with this contract, the same shall be referred to the arbitration of a sole arbitrator, to be nominated by the competent authority of IGNOU, New Delhi. The award of the arbitrator shall be final and binding on the parties to this contract. The arbitration shall be held at New Delhi. The proceedings of arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 or any statutory amendments thereto.
24. As a token of acceptance of the terms and conditions laid above, a **signed copy** this terms and conditions shall be attached along with the technical bid in the technical bid envelope.



**Senior Regional Director**

डॉ. विश्वजीत भोषिक / Dr. Biswajit Bhowmik  
वरिष्ठ क्षेत्रीय निदेशक / Senior Regional Director  
इग्नू क्षेत्रीय केंद्र / IGNOU Regional Centre  
सिलीगुड़ी-734001 / Siliguri-734001

**Distribution:**

1. IGNOU Regional Centre notice boards/PWD notice boards, Siliguri
2. Website of the Regional Centre and other social media platforms
3. Notice Boards of Learner Support Centres (LSCs) under IGNOU Regional Centre Siliguri



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
REGIONAL CENTRE SILIGURI**

**Annexure – I**

**Technical Bid (General Information: To be kept in sealed Envelope No.1)**

Name of tendering Company/Firm/ Agency : .....

Whether Regd. /Pvt. Ltd. /Other, specify : .....

Name of the Proprietor : .....

Full Address of the Reg. Office : .....

Mobile No : .....

E-Mail Id : .....

PAN No : .....  
(Attach self- attested copy PAN card) :

GST IN : .....  
(Attach self- attested copy PAN card) :

Clients' names (Attach separately) : .....

Additional information, if any : .....

**Signature and Seal of the Tenderer with date**

**DECLARATION**

1. I ..... Son/ Daughter/ wife of Shri ..... signatory of the agency/firm mentioned is competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we/am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. A signed copy of the Terms and Condition in invitation of quotation has been attached.

**Signature and seal of the authorized person with date**

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
 REGIONAL CENTRE SILIGURI**

**Annexure – II**

**Financial Bid (Price Schedule- To be kept in sealed Envelope No-2)  
 Quotation for hiring of Taxi**

**Quoted rates**

Sl. No	Particulars	Details
1	Name of tendering Company/Firm/ Agency	
2	Address with Mobile No	
3	<b>Rental Charge</b> Small Car 800/1000 CC, Non- AC on daily basis ( per day 8 hours)	Rs...../- per full day (8hours) exclusive of GST  Rupees..... .....
4	Kilometer per litre charge	Rs...../- per litre of fuel.
5	Any other charges viz Toll tax etc.	
6	Any other information	

**Signature and Seal of the Tenderer with date**