

**No. G-20011/7/05-B&A**  
**Song and Drama Division**  
**Ministry of Information & broadcasting**  
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**Soochna Bhavan**  
**CGO Complex**  
Lodhi Road, New Delhi-110003  
Dated : 26th July, 2010

**Subject : Quotation for Hiring of Vehicle on monthly basis.**

Quotations are invited for hiring one vehicle Non AC/ AC car on monthly basis for the office of Song and Drama Division, Soochna Bhawan, New Delhi.

2. The rate contract shall be valid for a period of one year subject to satisfactory service/performance.
3. Rates should be quoted both for non AC/ AC car and should be written both in figure and words. Cutting, overwriting, if any should be duly attested. Unattested amended/overwritten figures will not be considered.
4. Rates of Service Tax and any other Govt. Levies, if applicable and payable by the Office should be indicated clearly.
5. The last date of receipt of quotation in 19th August 2010 upto 3 P.M. Quotation will be opened on 20th August 2010 at 4 P.M. in the office of the undersigned.
6. The rates should remain open for acceptance for at least one year from the date of opening of the tenders.
7. Vehicle can be used in NCR, Gazetted Holidays and weekends as well for official purposes, if required.
8. If vehicle breaks down, alternative arrangements would have to be made immediately.
9. Condition of the vehicle should be very good.
10. Security clearance of the Driver would be the responsibility of contractor/firm.
11. Selected firm may deposit/submit a verifiable identity proof of the owner of the firm like photocopy of Voter ID, PAN Card, Passport etc. in the office. Subsequently some proof of the Driver would also be required.
12. The sealed envelope in which quotations are sent should invariably be marked on the top as and the envelop should be addressed to the Deputy Director (Admn.), Song and Drama Division, Soochna Bhawan, New Delhi-03.
13. Quotation received after due date or received incomplete will not be considered in any case.
14. Director, Song and Drama Division reserves the right to reject any or all the quotations, without assigning any reasons thereof.

**(Nikhilesh Chatterjee)**  
**Assistant Director (Admn.)**