

No. F. 50 – 20 / 2013 – NM
Government of India
Ministry of Culture
National Museum
Janpath, New Delhi – 110011

- 4 MAY 2017

Sub:- **Quotation for hiring of Taxi and Car with Driver on monthly rental basis for official – reg.**

Sir/Madam,

National Museum, Janpath invites sealed quotations from all firms for hiring a Car with Driver on monthly rental basis / daily rental basis for the use of Director General, National Museum, New Delhi. You are requested to submit sealed quotations addressed to the Administrative Officer, National Museum, Janpath, New Delhi so as to reach the undersigned by 02:00 p.m. on or before 25.05.2017. Quotations will be opened on the same day i.e. 25.05.2017 at 4:00 p.m. by the Local Purchase Committee of the National Museum in the presence of the tenderers. Representatives of the firm, if they wish, can be present during the opening of the quotation letters. Last date of submission of the quotation may also be mentioned, on their envelope. Quantity and specification of the items are mentioned in **Annexure – I & II.**

While furnishing the quotation, the following should be carefully noted:

1. The Quotation and / or Party mentioned in the quotation document shall mean the one who has signed the quotation form and submitted the quotations in response to our quotation letter.
2. Any quotation in different names will be disqualified and the quotation will be rejected.
3. The firm/ Agency should have a registered Taxi agency / firm having sufficient number of models of taxis / cars with models for hiring by the National Museum. **The vehicle should not be more than three years old.**
4. It may be noted that the number of cars to be hired and the number of days of hiring may vary depending upon the actual requirement.
5. **Vehicles should have valid registration with commercial registration number.**
6. The firm / agency shall give the official mailing address, phone and fax number & mobile number to which all correspondences shall be made by the National Museum. Also, if address is changed, the same shall have to be immediately intimated to the National Museum.
7. The firm would ensure that the driver employed have valid driving license, security check verified and should be educated and well behaved, properly uniformed and well conversant with the traffic rules/ regulations and city roads/routes.
8. National Museum will not be responsible for any injury to the firm/ Agency personnel during the performance of their duties and also for any damage or compensation of their duties due to any dispute between them and it's personnel. No claim by the firm will be entertained by the National Museum for any damage / loss caused to the vehicle by whatsoever reason or cause.

