

**F.No.Misc/7(24)/Car-Hire/Genl/03-04**  
**GOVERNMENT OF INDIA**  
**MINISTRY OF COMMERCE & INDUSTRIES**  
**OFFICE OF THE JOINT DIRECTOR GENERAL OF FOREIGN TRADE**  
**4, ESPLANADE EAST, KOLKATA - 69**

Dated: 31/10/2011

**Subject : Hiring of Commercial Cars-Tender Notice.**

Sir,

Zonal Joint Director General of Foreign Trade invites quotations for hiring of a Salon Car or any other similar vehicles in excellent condition for use of its officers for a period of one year. Last date of submission of quotations is on 15.11.2011 at 4.00 PM . Sealed cover superscribed "Quotation of hiring of commercial cars" should be addressed to Jt. Director General of Foreign Trade Development Officer(General), 4, Esplanade East, Kolkata -69 Quotations should be accompanied with the copies of PAN No. and Service Tax No. of firm. The term and conditions of the contract are as under:-

- 1.The contract will initially be valid for one year, subject to review thereafter.
- 2.The car will be driven by the staff car driver of this office.
3. Fuel for car will be provided by this office.
- 4.The car will be comprehensively insured by the agency.
- 5.All the charges towards repair/servicing, and any other incidental expenses on operation and maintenance will be born by the agency.
6. In case of any break-down/any repairing of vehicles as and when required, the agency will provided another vehicle immediately, as replacement for such period as necessary.
- 7.All taxes excluding toll tax and parking shall be paid by the Agency.
- 8.This office reserve the right to cancel the agreement/contract at any time without assigning any reasons whatsoever.
- 9.The Agency /firm must have PAN/Service-tax nos. etc.
10. Payment of hiring charges will be made on monthly basis including all taxes.

Yours faithfully,

  
(H.D.EALA)

Foreign Trade Development Officer  
For Joint Director General of Foreign Trade