

To

M/s _____

No-1544
26-4-2024

Sub: Quotation for repairing of Institute Staff Car No. OR-02AD-2414.

The following parts of the vehicle No. OR-02AD-2414 needs repair. You are requested to physically examine the vehicle and submit your repair estimate for labour charges and spare parts separately for approval at our end, in respect of the items as mentioned herewith.

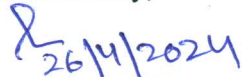
1. Self Start of the staff car to be checked
2. Accelerator wire & clutch wire to be repair/replaced.
3. Over heating of bonnet to be checked.
4. Wiper rubber & Dickey rubber to be replaced.
5. Leakage in the fuel pipe, silencer pipe & AC drain pipe to be checked and repaired.
6. Back side door handle to be tightened.
7. Repair of Steering oil container & jammed steering.
8. Engine oil, Gear oil, mobil filter, brake oil to be changed.
9. Air filter & petrol filter to be replaced/ repaired.
10. Radiator has been rusted, to be repaired/ coloured.
11. Fan pulley belt to be changed.
12. Brake terminals to be checked.
13. Silencer pipe to be changed with muffler.
14. Greasing oil etc to be replaced.
15. AC gas filling & minor check up of airfilter.
16. General Check-up of the staff car.

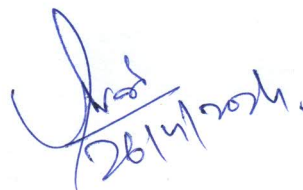
You are therefore requested to inspect the vehicle at our campus and after checking the car, you may submit your sealed quotations citing repair estimate alongwith cost of spare parts & labour charges for taking further action at our end.

In case you are interested to undertake the repairing of Institute Staff Car with the above requirements, you may submit quotation mentioning the price of above list, superscribing on the envelope "**Quotation for repairing of Institute Staff Car No. OR-02AD-2414**" should reach the undersigned on or before **02-05-2024**. The rate (inclusive of all taxes including GST where applicable) to be quoted will be valid upto **31-03-2025**. While quoting the rates, the bulk rate be quoted. The quotation received in unsealed condition, without GSTIN No. and PAN No, and after the stipulated date, will not be taken into consideration.

This issues with the approval of the competent authority.

Yours faithfully,


26/4/2024
Administrative Officer


26/4/2024