

**DATASHEET OF AGENCY/ FIRM****A. Basic Information:**

SN	Particulars	Details
1.	Name of Agency/ Firm	
2.	Registered Address	
3.	Trade License No. (Please enclose copy of Document)	
4.	PAN No. (Please enclose copy of PAN Card)	
5.	GST Registration No. (Please enclose copy of Certificate)	
6.	EMD of Rs. 50,000/- submitted (Yes/ No)	
7.	Documents of 3 years' experience submitted	

(Please attached the supporting documents as annexure with proper numbering)

**B. Details of Rate quotes:**

SN	Type of Vehicle	Vehicle Monthly Rent (in Rs.)		Vehicle Daily Rent (in Rs.)		Rate per KM in addition to rent	Other charges, if any
		Inside the City	Outside the City	Inside the City	Outside the City		

Note:

- i. The rate should be inclusive of Driver cost, Fuel cost, Toll tax etc.
- ii. Maintenance expenditure shall be by the Firm/Agency.

**Signature of the Authorized of the Firm/ Agency with seal**

**Date:**