

BY HAND /POST

To  
The Additional Director & CEO, WBREDA  
Bikalpa Shakti Bhavan  
Salt Lake Electronics Complex. Block EP & GP, Plot J1/10, Sector V,  
Kolkata – 700 091

SUB: Prayer for empanelment and providing vehicle for office hiring as rental in terms of Govt. norms under WBREDA

REF: WBREDA Notice Memo No.WBREDA/119/2020/1311 dt.10-06-2020

Sir,

With reference to your Public Notice calling for EOI for providing cars to your office on rental basis as per Govt. norms as laid down by WB Transport Deptt. Memo No.3564-WT/3M- 81/98 dt.24-11-2008 and your above mentioned notice, I hereby beg to offer my own/agency vehicle as detailed below for the above services at your office from 01-07-2020 or any time this year.

I promise to accept all terms and conditions offered by you as per your said notice and may please be considered.

My Vehicle details are given below,

Vehicle Make & Engine Type \_\_\_\_\_ AC YES/NO POWER WINDOW Yes/No

Vehicle Registration No. \_\_\_\_\_ Vehicle First Purchase Year \_\_\_\_\_

Vehicle Owner Name & Address \_\_\_\_\_

Vehicle Owner Cell Phone No: \_\_\_\_\_ Email Id: \_\_\_\_\_

Vehicle Garage Address \_\_\_\_\_

Driver Name & Address, Cell Phone Number \_\_\_\_\_

Driver's Professional Transport Driving Licence Details No. \_\_\_\_\_ Valid Upto \_\_\_\_\_

I accept the WB Government rental hiring rates as per Notice AT PAR RATES.

Thanking You,  
Yours faithfully

\_\_\_\_\_ (FULL SIGNATURE of Owner/Driver/Agency who is applying)

NAME:-

Address:

Date: \_\_\_\_\_/06/2020

SEAL

Enclosed: Signed photocopy of – (ALL COMPULSORY except last item)

1. RC/Blue Book/Smart Card showing ownership and car history from origin till date
2. If applicant not owner, then Power of Attorney by Owner to apply and give this vehicle as above
3. Upto date Pollution NOC
4. Upto date Fitness Certificate of Vehicle
5. Upto date Commercial Tax/Fees paid
6. Upto date Vehicle Insurance
7. PAN Card of Owner
8. Votar Card or Adhar of Owner
9. Bank Details of Owner for payment of rent with Photocopy of First page of Passbook showing same
10. Valid Prof/Commercial Driving Licence of Driver
11. Photo of interior and exterior of vehicle (optional, but preferred)