

REGIONAL CENTRE, KALOOKOT, COCHIN 682 017
PHONE: 0484 2340201, 2340102 FAX: 0484 2340210

F.No.IG/RC/CHN/F&A/2.227/MeLT/22/ 7757
Dated 11th April 2022

The Director (RSD)
IGNOU
Maidan Garhi
New Delhi 110 068

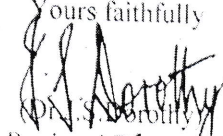
Sub: Repair of MeLT van-reg.
Ref: 1.RC Cochin letter No.6240 dated 13.8.21
2.RSD approval vide letter No.8672 dated 9.11.21
3.RC Cochin letter No.7165 dated 15.3.22

Sir,

This is with reference to the approval for repair of MeLT van vide letter cited above. Though the approval received in November 2021, the budget allocation was reduced from Rs.3,00,000.00 to Rs.50,000.00 as per the revised estimate received on 01.11.21. The re-appropriation was sent on 30.11.21 to RSD for approval and the same received only on 27.1.22.

On receipt of re-appropriation budget, RC Cochin contacted the Focuz Motors to take the vehicle for repair. They informed that the repair cannot be done at the quoted rate of August 2021. In the meantime as per quotation dated 5.4.22 some additional work like change of side door handle, diesel pipe, engine oil, oil filter, air filter, gear oil, housing oil, seat upholstery, gear lever are to be done before taking the vehicle for re-test. The repair work as per the quotation dated 5.8.21 was Rs.14570.00 and as per the revised quotation the rate is Rs.24268.00 (Sl.No.1,2 of spare and 1 to 4 of labour). The total amount towards repair as per the estimate as above is Rs.44129.00 of Focuz Motors. The sanctioned budget under MeLT van is Rs.60,000.00 (BE 22-23). Kindly approve the revised estimate of Rs.44129.00 with additional work so that the repair can be completed and the re-test can be completed. The due for re-test of MeLT van was 18.11.21.

Yours faithfully


Regional Director

Encl: as above

E-mail (General) : rccochin@ignou.ac.in
For admissions : rckochi_admissions@ignou.ac.in
For exams : rckochi_exams_assignment@ignou.ac.in
For study material : rckochi_materials@ignou.ac.in
Regional Centre Website : www.ignourckochi14.net

Estimate No: SER/EKM-CVD/EST/22-23/07

Insurance Company & Address

Estimate Date: 5-Apr-2022

Customer Name: IGNOU REGIONAL CENTRE

Address: KALOOR
ERNAKULAM
KERALA

Contact Mob/Tel: +91-9447279393

Dear Sir,

Vehicle No: KL 07 CG 7522
Vehicle Model: TATA 207
Chassis No: MA137446439F13701
Engine No: 497SP285QZ617058
KM: 34,622

As desired by you we are submitting our estimate for the repairs in duplicate, to be/being carried out on your vehicle No. KL 07 CG 7522 for favor of your approval.

Estimate of Spare Parts

Sl No	Particulars	Qty	Rate			TOTAL
1	CONSUMABLE PARTS	1	1500.00			1500.00
2	ELECTRICAL PARTS	1	2000.00			2000.00
3	SIDE DOOR HANDLE	1	800.00			800.00
4	DIESEL PIPE	2	2200.00			4400.00
5	ENGINE OIL	8.5	263.00			2235.50
6	OIL FILTER	1	460.00			460.00
	AIR FILTER PRIMARY & SECONDARY	1	1800.00			1800.00
8	DIESEL FILTER	2	150.00			300.00
9	GEAR OIL	2.5	350.00			875.00
10	HOUSING OIL	2.5	363.00			907.50
Total						15278.00

Estimate of Labour

Sl No	Particulars	Rate	GST %	Amount	GST
1	FULL WASHING	1300	18%	234	1534
2	PAINTING WORK	12500	18%	2250	14750
3	INTERIOR CLEANING	2000	18%	360	2360
4	4 WHEEL CLEANING & BRAKE SETTING	1800	18%	324	2124
5	SEAT UPHOLSTARY	3900	18%	702	4602
6	GEAR LEVER BOOT MAKING	1250	18%	225	1475
7	ENGINE OIL & OIL FILTER CHANGING	450	18%	81	531
8	DIESEL FILTER CHANGING	400	18%	72	472
9	AIR FILTER CHANGING	150	18%	27	177
10	GEAR OIL CHANGING	350	18%	63	413
11	HOUSING OIL CHANGING	350	18%	63	413
Total					28851

Grand Total 44129.00

Service Advisor

Works Manager

Prepared By

Checked By

Approved By

- 1 spare parts order will be placed after your confirmation
- 2 delivery of the vehicle should be after getting the full payments.
- 3 if there is any additional work spare and labour will be added

FOCUZ MOTORS

LCV Workshop

Seaport Airport Cross Road

BMC P.O., Near Vallathol Junction

Thirikkakara, Ernakulam

Help Line 98462 60682

Estimate No: SER/EKM-CVD/EST/22-23/07

Insurance Company & Address

Estimate Date: 5-Apr-2022

Customer Name: IGNOU REGIONAL CENTER

Address: KALOOR
ERNAKULAM
KERALA

Cont. Mob/Tel: +91-9447279393

Dear Sir,

Veh No: KL 07 CG 7522

Vehicle Model TATA 207

Chassis No: MAT37446499F14703

Engine No: 497SP28FQZ617058

KM: 34,622

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Repair of IGNOU MeLT van KL07-7522

2 messages

Enclosure 14 /

4084

rckochi_finance <rckochi_finance@ignou.ac.in>
To: ekmcvdservice@focuzmotors.com

Sat, Mar 19, 2022 at 11:07 AM

F.No.IG/RC/CHN/F&A/MeLT/2.227/22/

Dated 23rd February 2022

The Manager
Focuz Motors
Thrikakara
Cochin

Sub: Repair of IGNOU MeLT van KL07-7522
Ref: Your estimate dated 5.8.21


Sir,

This is with reference to your estimate cited above for repair of MeLT van. In this connection our Driver contacted you over phone to take the vehicle from our office for repair. You have informed that the work in the previous estimate cannot be completed due to the price variation. In addition to that there is gear complaint and diesel leakage.

Kindly send any service person so that the vehicle can be inspected and revised estimate may be given to us for getting approval from IGNOU HQs.

Yours faithfully

(Dr.J.S.Dorothy)
Regional Director

 RC Letter No. 7164.pdf
3605K

Focuz | EKM CVD | Service <ekmcvdservice@focuzmotors.com>

Fri, Apr 8, 2022 at 10:13 AM

To: rckochi_finance <rckochi_finance@ignou.ac.in>

Cc: rckochi@ignou.ac.in, Anand Sir <adm_n_ekmcvdservice@focuzmotors.com>, wm_cvdservice@focuzmotors.com,
Focuz | EKM CVD | Service <ekmcvdservice@focuzmotors.com>

Dear Sir / Madam,

Please find the attached Quotation