

**Roc.No.296/A3/2024**

**Dt: 03-01-2025**

**To**

The list of agencies.

**Sir/Madam,**

**Sub:** TNCDW - Hiring of Innova Crysta vehicle for SMMU officer official use under TNVRC - for the year 2025 – Quotation called for - reg.

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It is proposed to engage the Innova Crysta A/C vehicle on an annual contract on hired basis to our office for official use as given below along with the following terms & conditions.

<b>S.No</b>	<b>Name of the Society / Scheme</b>	<b>Officers details</b>	<b>No of Vehicles</b>	<b>Vehicle type</b>
1	TNVRC	Office	1	Innova Crysta (A/C vehicle)

**Terms & Conditions:**

- The age of the vehicle should be less than 3 years and registered for commercial purposes only. The taxes, insurance, etc., will be borne by the cabs.
- The vehicle shall be used for 2000 km per month which includes travelling to out of station.
- The cost of fuel, oil, driver salary, beta, vehicle maintenance cost, Service tax, surcharge and education cess and other miscellaneous expenditure have to be borne by the agency.

- Timing of the plying shall be from 9.00 AM to 9.00 PM (daily 12 hours). Duty timing shall however be subject to change depending on the exigencies of work.
- The contractor should provide the driver with a valid driving license and the driver shall be of good character. Also, the drivers should wear a uniform and drivers should be not changed except under exceptional circumstances. A constant driver should be engaged and frequent change of drivers should not be recommended.
- If the driver sent by the service provider falls ill suddenly or is on leave, a spare driver should be sent immediately.

Hence, we request you to visit our office at the following address and submit your quotation for hiring of vehicles on or before **17.01.2025.**

**Office Address:** Annai Teresa Women's complex,  
Valluvarkottam High Road,  
Nungambakkam, Chennai – 34.

**Sd/-  
MANAGING DIRECTOR**

