

Roc.No.588/A3/2024

Dt:03-01-2025

To

The list of agencies.

Sir/Madam,

Sub: TNCDW - Hiring of sedan type Vehicles for SMMU officers official use- for the year 2025 – Quotation called for - reg.

It is proposed to engage the vehicle (Sedan type – A/C vehicles) on an annual contract on hired basis to our office for official use as given below along with the following terms & conditions.

S.No	Name of the Society / Scheme	Officers details	No of Vehicles	Vehicle type
1	TNULM	ADRD, JD, General	3	Sedan type A/C vehicles (Honda Amaze, Honda city, Maruti Dzire, Swift, Ciaz)
2	DDUGKY	ADRD, JD 1, JD 2, JD 3	4	Sedan type A/C vehicles (Honda Amaze, Honda city, Maruti Dzire, Swift, Ciaz)
3	MUTRAM	PRO	1	Sedan type A/C vehicles (Honda Amaze, Honda city, Maruti Dzire, Swift, Ciaz)

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**