

Office of the Director of Municipal Administration,

Urban Administrative Building,

Raja Annamalaipuram, MRC Nagar, Chennai-600 028

Telephone No: 044 - 29864457

email: pao.tncma@nic.in

**Notice calling for quotation for hiring of Motor Cars**

Sub: Directorate of Municipal Administration – Hiring of 9 vehicles for the official use of officers of Municipal Administration Department – Calling for quotations for supply of vehicles on 'hiring' basis – Last date 20.09.2021 at 3.00 P.M- Regarding

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The office of Director of Municipal Administration, Urban Administrative Building, Raja Annamalaipuram, Chennai-600 028 invites sealed quotations from reputed Tours and Travels Agencies for supply of 9 vehicles on 'hiring' basis for a period of 4 months from the date of issue of orders as per the requirements mentioned below:

(i)	Category of Motor Cars	Maruti – Swift, Dzire, Honda Amaze, Tata Tigor, Toyoto Etios and Hundai Accent or equivalent
(ii)	No. of days per month	25 days
(iii)	Hours per day	10 hours
(iv)	KMS per day	100 Kms

2) Interested persons are requested to submit their offer in sealed cover superscribed with "QUOTATION FOR HIRING OF MOTOR CAR" in prescribed Proforma A (Technical Bid) & Proforma B (Financial Bid) appended herewith, addressed to the **Financial Adviser, Office of the Director of Municipal Administration, Urban Administrative Building, Raja Annamalaipuram, Chennai-28.** The last date for submission of quotation is 20.09.2021 at 3.00 P.M. The bidders who are able to supply a minimum of 5 vehicles (i.e. 5 to 9 vehicles) may submit their tenders / quotation. The hiring charges quoted should be inclusive of all taxes, fees, Government levies, toll fee, parking fee etc.

The date and time of opening of tender documents would be at 11.00 hrs on 22.09.2021

3) The bidders or their representative may participate in the tender opening meeting.

4) DMA reserves the right to accept or reject any or all the offers without assigning any reason. The terms and conditions for submitting the quotations / offer are annexed with this notice.

Sd/- P.Ponniah  
Director of Municipal Administration

To

1)M/s. Sri Vignesh Cabs,  
Thousands Lights, Chennai-600 006

2)M/s. Yogalakshmi Travels,  
Ayanavaram, Chennai- 600 023

3)M/s. Victory Travels,  
Purasawalkam, Chennai- 600 084

4)M/s. Lakshmi Travels,  
Ayanavaram, Chennai- 600 023

5)M/s.N. Travels and Tours,  
Nandanam, Chennai-35

6)M/s. Radhiga Travels,  
Velacherry, Chennai-600 042


7)M/s. Express Travel Corporation Limited,  
Nungambakkam, Chennai – 600 034

8)Live Travels, No.231, Indra Nagar, Periyar Nagar Bus Stop,  
West Tambaram, Chennai-44

9)DMA Website, Chennai [<https://tnurbantree.tn.gov.in>]

10)Notice Board

/Forwarded by order/

  
Superintendent  
32  
7/9/21

## **TERMS AND CONDITIONS**

- 1) 9 nos of Motor Cars are required for 25 days in a Calendar month for engagement upto 10 hours and 100 km per day or for mileage of upto 2500 km per month
- 2) The vendor should provide the credential of their Car Rental / Travel Agency / Business and also produce list of vehicles owned / offered by him, along with self attested copies of documents like Insurance Policy, Registration Certificate, Road Tax receipt etc. Photo copies of Driving License of the driver intended to operate the hired car may also be provided. Income Tax PAN Card of the Business concern shall be provided.
- 3) Financial quotation should be submitted for lump sum hiring charges per month per vehicle, inclusive of all taxes, statutory levies, toll fee, if any, in the format (**proforma B**): enclosed
- 4) Offer in sealed cover superscribed with "TENDER FOR HIRING OF MOTOR CAR" should be sent to the Financial Adviser, Office of the Director of Municipal Administration, Urban Administrative Building, Chennai-28 so as to reach this office latest by 3.00 PM on 20.09.2021. Quotations submitted after due date / time will be rejected. The rates quoted shall be inclusive of Services tax, if any
- 5) The Department is not responsible for any repair and maintenance of the vehicle. No charges related to vehicle would be borne by the Department.
- 6) All taxes and liabilities i.e. Road Tax, Service Tax, Insurance, Pollution Control Certificates etc. will be borne by the service provider

- 7) Normally, the vehicles may be utilized between 9.00 hours to 7.00 PM hours during week days.
- 8) In case of accident, all claims arising out such accident shall be made by the service provider, who is also liable to indemnify the Department for any loss, damage to property or life arising out of negligence of driver or due to poor maintenance of vehicle.
- 9) Suitable alternative vehicles should be provided in case of breakdown of the vehicle provided. In case of failure to provide such alternative, this office reserves the right to hire a similar vehicle at market rates till such time the hired vehicle is restored / alternate vehicle provided. The cost incurred by Department in this regard shall be adjusted from the monthly hiring charges payable to the service provider.
- 10) Planned / Preventive maintenance should be done on Sundays / Holidays so that availability of vehicle during working days is not affected
- 11) The hiring charges shall be on the basis of zero based mileage i.e. mileage starting at the office/ point of pick up as the case may be
- 12) A daily record indicating duration of time of engagement of vehicle and kms run every day shall be maintained in a logbook in the prescribed form with the office in charge, and the data for the same shall be placed before him by the driver concerned on the same day / next working day

- 13) The designated vehicle and driver, which were approved after inspection of vehicle at the time of awarding the contract, would only be put in to operation and any changes in vehicle / driver will be allowed only with the express consent of the Department.
- 14) Once the hiring charges are fixed and agreed upon, no increase will be considered during the period of contract
- 15) The invoice for hiring, completed in all respects, for each month shall be submitted on or before 10<sup>th</sup> of the subsequent month
- 16) The vehicles should be in proper running condition
- 17) The vehicle should be provided with fuel and driver. The department is not liable for any payment to driver as salary, daily allowance, etc.
- 18) The motor car shall run on petrol or Diesel
- 19) The vehicle's Fitness Certificate should be renewed in time.
- 20) The vehicle should be maintained properly, cleaned every day, and the seats & head rests covered with sweat absorbing white towel.
- 21) It shall be ensured that all the necessary documents like Registration Certificate, Insurance Certificate, Road permit, Pollution control Certificate etc are in the custody of the driver /in vehicle
- 22) The driver should have valid license and the vehicle should be registered with the Competent Authorities.

- 23) The driver should possess valid Drivers badge provided by RTO
- 24) The driver must be disciplined, keep etiquette and protocol while performing the duty and must be provided with a mobile phone in working condition.
- 25) In case of unsatisfactory service by the service provider, or for any other reason, the contract can be terminated by the Department without assigning any reason.
- 26) In case the service provider wants to terminate the contract before the end of contract period, he shall give one month's notice in writing to the Competent Authority
- 27) The contract shall be for a period of 4 months
- 28) If services are not provided on any day or days, the hiring charges payable will be reduced pro-rata
- 29) Any issues arising during the period of contract, which has not been specifically covered in the agreement, shall be decided by the Competent Authority whose decision shall be final and conclusive
- 30) The vehicle accepted for hiring shall be parked in the premises i.e. Office of the Director of Municipal Administration between the timings mentioned.
- 31) The Director of Municipal Administration reserves the right to reject any application / quotation / contract in full or part, without assigning any reason whatsoever

- 32) The vendors while filing their tender quotations in Proforma A and B, shall give an undertaking that they abide by the aforesaid 'Terms & Conditions'
- 33) The following documents or photocopies thereof will have to be invariably submitted by the successful contractor at the time of signing the agreement with the competent Authority.
- a) Registration Certificates of Vehicle
  - b) Valid Comprehensive Insurance cover policy in r/o each vehicle
  - c) Road Permit for the vehicles in the Area of field duty and other states which are required to be crossed to reach the area of duty
  - d) Valid Commercial Driving License of the drivers of the vehicles
  - e) Non-pollution certificates for the vehicles from the Government Approved Agency
  - f) Purchase details of the vehicles
  - g) Valid fitness certificate of the vehicle
  - h) In addition to the above, other Certificates / undertakings as mentioned in the above paras of this tender document, as applicable
- 34) If any clarifications required, the bidders are requested to contact Thiru. R. Lingasamy, PFMS, WB Section, O/o DMA, Chennai-28 (Mobile: 9444343063) and Thiru. M. Ilamparithi, Assistant Project Officer, UPA Section, O/o DMA (Mobile: 9443428995)

Sd/- P. Ponniah  
Director of Municipal Administration

/Forwarded by order/

  
Superintendent



**Proforma A – (Technical)**

1)	Name of the Tour & Travel Agency / Service Provider	:	
2)	a)Address  b) email ID:	:  :	
3)	Telephone Number	:	
4)	Mobile Number	:	
5)	Name and address of the Vehicle Owner	:	
6)	PAN Number (Enclose a photocopy of PAN card)	:	
7)	No. of vehicles operated presently No. of vehicles operated for a)Govt Depts / Govt undertaking b)Private agencies / companies c)Others Total	: : : : : :	
8)	Details of vehicle offered (Make / Model /Year / Colour / Kms. run) (Vehicle wise details may be furnished with copy of registration certificate)	:	
9)	No. of years of experience in the business (with documentary proof)	:	
10)	Service Tax Registration No. (Photocopy to be enclosed)	:	

Signature of the authorized person  
(Name and Designation)

Place:  
Dated:



**Proforma B – (Financial)**

- 1) Name of the Tour & Travel Agency / Service Provider:
  
- 2) Name and address of the Vehicle owner:
  
- 3) Turnover of the company / Agency with balance sheet

I / We quote the following all inclusive hiring charges per calendar month for supply of Motor car, with driver, to your office as follows:

Description (Name of vehicle)	Name of vehicle offered	Quotation (in Rs) per vehicle	Rate per km if the kilometers exceed the maximum of 2500 kms per month	Extra rate per hour (Beyond 10 hours)

Place:

Signature of the authorized person  
(Name and Designation)

Dated: