



**ANNA UNIVERSITY
CHENNAI – 600 025**

**Dr. G.RAVIKUMAR
REGISTRAR**

**☎: 044 -22 35 7004
✉: registrar@annauniv.edu**

To

Dated: 01 .04.2022

The Deans / Chairpersons / Heads of Departments / Directors of Centers / CoE /ACOE
Anna University, Chennai - 600025

Sir/Madam,

Sub: Hiring of Vehicles – Fixation of rate – Communicated - Reg.

It is informed that - based on the inputs from a committee constituted for fixation of rates for hiring of vehicles from travel agencies – **11 (Eleven)** travel agencies had been approved to offer their services to the Faculty of Departments / Centres /CoE/ ACOE of Anna University, Chennai.

The names of the empanelled travel agencies and the rates fixed by the committee are given in Annexure 1 & 2. The terms and conditions stipulated for the usage of vehicles and as agreed by the travel agencies are given in Annexure 3.

Hence, it is requested that the vehicle users adhere to the following :

- ✓ Contact the travel agency and book their requirements directly
- ✓ Check and certify the bill submitted by the respective travel agencies
- ✓ Settle the bill within 15 days of submission of trip sheet and bill by the travel agency
- ✓ Contact the Logistics Centre for any clarifications/complaints (7911/13)

REGISTRAR

Encl:

Annexure 1 : Contact details of travel agencies approved by the committee

Annexure 2 : Rates fixed for the period 01/04/2022 - 31/03/2023

Annexure 3 : Terms & Conditions stipulated to the travel agencies

ANNEXURE - 1

TRAVEL AGENCIES APPROVED BY THE COMMITTEE
Validity : 01/04/2022 - 31/03/2023 (FOR CHENNAI ONLY)
(ARRANGED AS PER ALPHABETICAL ORDER)

No	Travel	Address	Phone No.	
			Mobile	Landline
1.	A R V Travels	7/4, Thiruvalluvar Nagar, Alandur	95000 48612 95000 58612	2232 9052 4541 0096
2.	Bavi Travels	7/66, 3 rd Main Rd, Kalaimagal Nagar, Ekkattuthangal	98403 62255	2225 0481 2225 3599
3.	Falcon Tours & Travels	M7/3, Aishwarya Colony, Indira Ngr Adyar	78100 66664	2443 2333 31230005
4.	Grace Travels	46/4 Grace Complex 18th Cross Street, Adyar.	9841722675 9003241571	-
5.	Jeeva Travels	1/1, Barathi Avenue - 2 nd Street . Kottur	94436 90254 63803 56236	-
6.	Sri Annalakshmi Tourist	10, 1 st Floor, Jawaharlal Road Anjugam Nagar, Jafferkhanpet	98413 93476 98418 51006	2471 0699 2489 1006
7.	Travellers Point	25 , Arunachala Puram ,1 st Main Road , Adyar	97899 46126 91767 77335	2625 6666
8.	V M S Travels	3, Race View Colony, Main Road, Guindy	94440 15617 95000 15617	2255 2060
9.	Vishal Travels	36, 100 feet Road , Taramani	98843 66952 98400 66952	-
10.	Sri Karpaga Vinayaga Travels	No.118, Greenways Road , R.A Puram	9444166684 8925134105	24950305 24616688
11.	Fiesta Car Rentals	No.99, L.D.G. Road, Little Mount, Saidapet	9840773765	42114556


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ANNEXURE – 2 : Finalized Rates for LOCAL TRIP – A/C Vehicles
[Validity: 01/04/2022 - 31/03/2023] - (FOR CHENNAI ONLY)

No	Vehicle	Rate Rs						Pickup / Drop MAS-MS stn/ Airport
		5h-50 km	10h-100 km	15 h – 150 km	20 h – 200 km	Rate / Extra hour	Rate / Extra km	
1	SWIFT / DZIRE	875	1750	2625	3500	140	12	800
2	ERTIGA	990	1970	2975	3900	175	12	950
3	TATA INDIGO / ZEST	875	1750	2625	3500	140	12	800
4	TOYATA ETIOS	975	1850	2900	3900	150	12	900
5	FORD IKON / FIESTA	990	1980	2970	3950	160	13	850
6	TAVERA / XYLO	1150	2300	3450	4600	175	14	1000
7	TOYOTA INNOVA	1350	2700	4050	5400	200	15	1200
8	INNOVA CRYSTA	1800	3600	5400	7200	250	18	1500
9	TEMPO TRAVELLOR	1900	3800	5700	7600	250	19	1750
10	SWARAJ MAZDA	2200	4400	6600	8800	399	22	2000
11	MINI BUS 20 SEATER	2800	5600	9000	10500	550	25	2750
12	MINI BUS 35 SEATER	6000	11000	17000	13000	600	38	5800
13	BUS (45-50 SEATER)	7500	12000	14000	18500	950	44	7000

Finalized Rates for OUTSTATION TRIP – A/C Vehicles

No	Vehicle	Per km	Driver Bata	Night Halt Charges
		Rs		
1	SWIFT / DZIRE	12	450	100
2	ERTIGA	13	500	100
3	TATA INDIGO / ZEST	12	450	100
4	TOYATA ETIOS	12	450	100
5	FORD IKON / FIESTA	13	450	100
6	TAVERA / XYLO	15	500	100
7	TOYOTA INNOVA	16	500	100
8	INNOVA CRYSTA	19	500	100
9	TEMPO TRAVELLOR	19	500	100
10	SWARAJ MAZDA	23	600	100
11	MINI BUS 20 SEATER	25	700	300
12	MINI BUS 35 SEATER	38	700	350
13	BUS (45-50 SEATER)	44	700	400


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Annexure #3

TERMS & CONDITIONS

1. The contract is valid for a period from **01/04/2022 - 31/03/2023** and on the satisfactory performance, the renewal may be considered for another tenure.
2. The travel operators should pay a **refundable** EMD of Rs.50,000/- for the contract period
3. Vehicles in good condition should be sent upon hiring. There should not be any rattling or any other maintenance requirement. If the condition of the vehicle is not satisfactory and if the vehicle doesn't turn up on stipulated time, the vehicle will be returned by the user and no payment will be made.
4. All the vehicles being hired under this contract should have been authorized by Regional Transport Office to run as Tourist cars / van etc.,
5. The vehicle provided should have valid comprehensive Insurance Policy.
6. The drivers of the vehicles should be well experienced and holding a valid licence in possession to drive the respective vehicles. They should be neat, tidy, courteous and should not be under the influence of alcohol or any drugs. A white colour uniform worn by the Driver is desirable.
7. As the vehicles are hired for important time bound works like examination, inspection etc., the vehicles are to be in good condition, adequately fuelled and should be equipped with standard tools / stepney so as to handle any emergency situation when arises.
8. In the event of breakdown at any point, a substitute vehicle should be arranged immediately by the respective travel operators.
9. Travel operators will be communicated over phone to provide the vehicle as and when required.
10. For outstation trips a minimum of 180 km should be travelled for considering to round off to 225 km per day, otherwise billing is to be done as per actual km travelled.
11. The mileage and timing will be counted from **Anna University to Anna University.**
12. Time count beyond thirty minutes may be rounded off to one hour while 30 minutes and below should be discounted

13. **The trip sheet should contain information about the following**
- ✓ Local or outstation trip
 - ✓ Starting time
 - ✓ Odometer reading at the start of trip
 - ✓ Closing time
 - ✓ Odometer reading at the end of trip
 - ✓ Places visited
 - ✓ Name, Signature and Designation of the user
 - ✓ Name, Signature and contact number of the driver
14. The bills along with the trip sheet are to be submitted to the **vehicle user** immediately after completion of the trip. Billing address is to be confirmed with the vehicle user before raising the bill for all trips.
15. Permit, Parking, Entry Tax etc., can be included in the bill, provided the receipt is attached with the bill
16. Payment shall be made by the vehicle user within 30 days upon receipt of the bill.
17. Income Tax will be deducted as per the prevailing norms and relevant certificate is to be obtained from the respective user departments directly.
18. The Director, Logistics Centre, Anna University has the right to cancel the contract without assigning any reason.
19. The travel agency should be in a position to supply required number of vehicles in good condition.
20. Mere awarding the contract does not entitle the travel agency to demand for engaging the vehicle from them alone.
21. Upon receipt of any complaint on the service, this contract will be terminated, by giving 14 days' notice after ascertaining the veracity of the complaint.
22. If there is any deficiency in service, any illegal action and violation of the agreement, the EMD will not be refunded at any cost.


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