



No.01- Logistics/Vehicle Hire Charges/2025-26

Date: .02.2026

**ENGAGEMENT OF VEHICLES ON HIRE BASIS**

Sealed quotations are invited for providing vehicles on hire basis for local and outstation trips as per the format enclosed. The rates should be valid from 01.04.2026 to 31.03.2027 irrespective of the fluctuation in fuel price, toll charges etc., Quotations are to comply with the terms & conditions as stipulated in the annexure. Sealed quotations will be received until 5.00 pm on 27.02.2026 at the following address.

The Director,  
Logistics Centre,  
College of Engineering Guindy Campus  
Anna University, Chennai - 600 025.

Right is reserved by the University competent authority to reject / cancel any or all of the quotations so received without assigning any reason thereafter.

*[Signature]*  
REGISTRAR (i/c)

Encl :

- (1) Format of quotation
- (2) Terms and Conditions

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**FORMAT OF QUOTATION**

**Rates for Hiring of Tourist Vehicles for Official Purpose (from 01.04.2026 to 31.03.2027)**

Sl.No.	Item Description	Sedan (AC) with mid – size design	Premium sedan (AC) with executive design	SUV Cars	Premium SUV (AC)	Van	Tempo Traveller	Bus (32 Seater)	Bus (40-45 Seater)
	Wagon R Honda Amaze, Maruti Suzuki Dzire, Tata Tigor, Hyundai Xcent, Volkswagen Ameo, Tata zest, Nissan sunny, Toyota Etios, or equivalent	Maruti Suzuki claz, Honda city, Volkswagen Vento Toyota Corolla, Hyundai Verna, Or equivalent	Maruti Suzuki Ertiga, Maruti Suzuki Vitara Brezza, Maruti Suzuki XL6, Hyundai Creta, Renault, Duster, or equivalent	Toyota Innova, Mahindr XYLO, Tata Aria, Tata Hexa, Honda CR-V or equival ent	Toyota Crysta	NON -AC	AC	NON- AC	NON- AC
<b>1 For Chennai Airport / Chennai Central / Egmore Railway Stations</b>									
1.01	Less than 3 Hrs&20 Kms								
1.02	3 hours & 35 kms								
1.03	Rate for extra kms								
1.04	Rate for extra hour								
<b>2 For Local Trips</b>									
2.01	3 hours & 35 kms								
2.02	5 hours & 50 kms								
2.03	10 hours & 100 kms								
2.04	12 hours & 120 kms								
2.05	15 hours & 150 kms								
2.06	Rate for extra kms								
2.07	Rate for extra hour								
<b>3 For Out Station Trips</b>									
3.01	Per Km rate								
3.02	Driver Bata								
3.03	Night halt per day								
3.04	Extra amount per km beyond 250 kms								


**Logistics Centre**  
 Director  
 Anna University, Chennai

## TERMS & CONDITIONS

1. The contract is valid for a period of one year from **01.04.2026** to **31.03.2027** only.
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, and 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 250 km per day, otherwise billing is to be done as per actual km travelled. For Local Trips, after 7  $\frac{1}{2}$  hours will be calculated as 10 hrs 100km, after 12  $\frac{1}{2}$  hours will be calculated as 15 hrs 150km.
11. The mileage and timing will be counted from **shed to shed**.
12. Time count beyond thirty minutes may be rounded off to one hour while 30 minutes and below should be discounted.

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Director  
Logistics Centre  
Anna University, Chennai

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, GST 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.



12/2/26

Director i/c  
Logistics Centre  
Anna University, Chennai