

ANNEXURE 1

OUTSOURCING OF VEHICLES

(Validity : 01/04/2015 - 31/03/2016)

Based on the inputs from a committee constituted for fixation of rates for hiring of vehicles from travel agencies, our Vice Chancellor had approved 9(NINE) travel agencies to offer their services to the Faculty of Departments / Centres of Anna University, Chennai.

Vehicle users are informed to 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 (2235 7913/7914)

No	Travel (arranged alphabetically)	Address	Phone No.	
			Mobile	Landline
1.	ARV Travels	7/4, Thiruvalluvar Nagar, Alandur	95000 48612 95000 58612	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 Nagar, Adyar	98410 33063	2443 2333 4211 6360
4.	GKM Cabs	11, PTC Colony, 3 rd St., Thiruvanmiyur	99413 66743 98942 58566	-
5.	Grace Travels	46 / 4, 18 th Cross St., Indira Nagar, Adyar	90032 41571 98417 22675	6452 2675
6.	Jeeva Travels	1/1, Barathi Avenue - 2 nd Street Kottur	94436 90254 99520 57361	2442 0254
7.	Sri Annalakshmi Tourist	10, 1 st Floor, Jawaharlal Road Anjugam Nagar, Jafferkhanpet	98413 93476 98418 51006	2471 0699
8.	Vishal Travels	3, Saibaba Colony, Elango Nagar Main Road, Virugambakkam	98843 66952 98400 66952	-
9.	VMS Travels	3, Race View Colony Main Road, Guindy	94440 15617 95000 15617	4555 6373

TERMS & CONDITIONS

1. The contract is valid for a period from 01.04.2015 to 31.03.2016 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/vanetc.,
5. The vehicle provided should have valid comprehensive InsurancePolicy.
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 / stepneyso 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 opertators.
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.