



पत्र सूचना कार्यालय / **Press Information Bureau**

भारत सरकार / **Government of India**

सूचना और प्रसारण मंत्रालय / **Ministry of Information and Broadcasting**

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26, हाडोस रोड / 26, Haddows Road,  
शास्त्री भवन / Shastri Bhavan,  
चेन्नै / Chennai – 600 006.

F.No.01/19/2020-C

Dated: 29.06.2022.

To

As per list enclosed

Sir,

### **Inviting quotations from taxi / cab operators**

Press Information Bureau Ministry of Information & Broadcasting Government of India Chennai invites quotations from reputed taxi/cab operators based in Chennai for providing vehicles for its official purpose of local (Annexure-I) as well outstation (Annexure-II) trips depending upon requirement.

Taxi/cab operators who are read to fulfill the following conditions may submit sealed quotations to the undersigned in the format given in **Annexure1 and Annexure II**

1. The cars being offered should not be more than two years old and should not have run more than 50,000 kms on date of quotation
2. The firm should own sufficient number of cars at their disposal and should submit a declaration to that effect along with the registration number of the cars,
3. The firm should be able to provide a vehicle along with a dedicated driver in view of security requirements.
4. The driver of the vehicles offered should be well trained and well mannered and should carry all relevant documents including driving license, RC, insurance, documents, road tax etc. They should also be fully aware of the traffic regulations and be well versed with traffic routes of Chennai city.
5. The vehicles should be made available within 30 minutes of conveying the requirement either on telephone or by email or by SMS.
6. In case of any break-down, the firm should be able to provide replacement vehicle immediately.




R. B. 29/6/22

7. The rates quoted **will be valid for a period of one year** from the date of acceptance and on claims whatsoever on account of subsequent increase in fuel price, taxes and other statutory payments shall not be entertained. It is advised that the firms quote their rates keeping this clause in view. The contract will be extended for further two years on year-to-year basis on the satisfactory performance of the firm and acceptance of same terms & conditions.
8. The firm should be a registered transport agency and proof of the same should be submitted at the time of entering into contract.
9. No advance payment will be paid and the billing will be done on a monthly basis.
10. Payments will be released only after verification of the copies of trip sheets and it duly signed by the officer concerned on day-to-day basis.
11. The rates quoted should be excluding the GST will be paid only after submitting a photocopy of the GST registration certificate.
12. Toll tax entry permit fee, parking charges etc, will be paid by the department on submission of original receipts along with the bill.

The sealed quotations in the prescribed format(Annex-I & II) should be sent to the **"Addl. Director General (Region), Press Information Bureau, Shastri Bhavan, 26, Haddows Road, Chennai – 600 006** duly super-scribed **"TENDER FOR TAXIS"** latest by **4.30 PM on 14.07.2022**. The tenders will be opened by a Committee constituted for it at **5.00 PM** on same day. The bidding firms may depute their representative to witness the proceedings of tender opening.

PIB Chennai reserves the right to reject any quotation at any point of time without assigning any reason whatsoever.



  
 Gurubabu Balaraman  
 Director (M & C)  
 For Addl. DG (Region)

GUGURUBABU BALARAMAN, IIS  
 गुरुबुबाबु बलरामन, आई.आई.एस.  
 Dir. Director (M&C) निदेशक (म. & स.)  
 Pres. Press Information Bureau/पत्र सूचना कार्यालय  
 Min. Ministry of I & S/सूचना और प्रसारण मंत्रालय  
 Govt. of India / भारत सरकार  
 Shas. Shastri Bhavan, शास्त्री भवन, चेन्नै Chennai-600 006.

**Annexure-I**

**PROFORMA FOR QUOTATION FOR PROVIDING TAXIS  
(WITHIN CHENNAI & SUB-URBAN AREAS)**

Sl. No.	Item	HATCH BACK		SEDAN		INNOVA	
		Non-AC	AC	Non-AC	AC	Non-AC	AC
01.	For five hours upto 50 Kms.						
02.	For ten hours upto 100 Kms.						
03.	For every additional Km						
04.	For every additional hour						

Signature-----

Date-----

Name & address of the bidder with  
Company sealB   
29/6/22

**Annexure-II**

**PROFORMA FOR QUOTATION FOR PROVIDING TAXIS  
(OUTSTATION)**

Sl. No.	Item	HATCH BACK		SEDAN		INNOVA	
		Non-AC	AC	Non-AC	AC	Non-AC	AC
01.	Charges for running Km.						
02.	Driver's bata (full day)						
03.	Night halt charges						

Minimum Kms per day

Signature-----

Date-----

Name & address of the bidder with  
Company seal



B. S. 21/6/22