

**F.No. 01/19/2018 - C**  
**PRESS INFORMATION BUREAU**  
**GOVERNMENT OF INDIA: CHENNAI**

**May 10, 2018**

**TENDER NOTICE**

**Inviting quotation from taxi/cab operators**

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


Taxi/cab operators who fulfill the following conditions may submit sealed quotations to the undersigned in the format given in **Annexure I & Annexure II**.

1. The cars being offered should not be more than one year old and should not have run more than 20,000 kms as 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 numbers of the cars.
3. The firm should be able to provide a dedicated 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 20 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.
7. The rates quoted **will be valid for a period of one year** from the date of acceptance and no claims whatsoever on account of subsequent increase in fuel price, taxes and other statutory payments shall 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 tax, 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 should be sent to the **"The Addl. Director General, Press Information Bureau, Shastri Bhavan, 26 Haddows Road, Chennai – 600 006** duly super-scribed **"TENDER FOR TAXIS"** latest by **4.30 PM on 31.05.2018**. 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.

  
10/5/18

V. Geetha  
Media & Communications Officer /DDO  
for Addl. Director General (M&C)

**V. GEETHA**  
**M & C Officer & DDO**  
**PIB, Chennai.**

Copy to:

1. NIC for website updation
2. Office file



**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 seal

**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 (kms)

Signature .....

Date .....

Name & address of  
The bidder with company seal