

COASTAL AQUACULTURE AUTHORITY
Ministry of Agriculture
Government of India
2nd Floor, Sastri Bhavan Annexe
Chennai – 600 006

No.1-1/2009-Admn

23rd March, 2009

Subject: Coastal Aquaculture Authority – hiring of taxi – quotation – reg

Sirs,

I am to say that the Coastal Aquaculture Authority proposes to hire a taxi for local journeys and for outstation, as and when required, on monthly/daily basis for its office use, on the following broad terms and conditions:

- 1) Cars either Ambassador or Indica or equivalent is required normally for 6 days in a week i.e., from Monday to Saturday between 7.30 hrs to 19.30 hrs. In case of emergency, the car may be retained beyond 18.30 hrs also and used on Sundays also.
- 2) In the event of any urgent official business, the car will have to be provided on holidays for which advance information shall be given.
- 3) The car and driver shall be at the disposal of the Authority during the period of engagement.
- 4) The cars to be provided should not be more than two year old or should not have run more than 30,000/- kms as on the date of hiring by this Authority. The cars shall maintain good and clean upholstery.
- 5) The firm should have atleast 2 years of experience in the tour and travels business in providing taxis in the Government Sector/Semi Govt./Public Sector and should have adequate numbers of vehicles of its own with them.
- 6) As these vehicles are to be used by the Senior Officers of this Authority, the firm should ensure that the driver to be provided must possess valid driving licence with 2 years experience and carry all the necessary documents (Registration Certificate, Insurance Papers, PUC certificate etc.) with him. The driver should wear uniform and behave well with pleasing manners and should have fair knowledge of Tamil/English and knowledge of Hindi will be an advantage. He should be able to attend to any minor technical problems that may arise while using the car. He should always carry a mobile phone with them, as it will enable the Officer to contact them at any time. The names and full address of the drivers, who will attend the duty on monthly basis have to be furnished alongwith the quotation.
- 7) As far as possible, same car and driver should be sent daily. Any change in vehicle or drivers will be allowed only in exceptional circumstances and that too with the prior information/approval of the Authority.
- 8) The drivers of the vehicle provided must follow traffic rules and other regulations prescribed by the Govt.from time to time. Drivers should be familiar with all important places in Chennai and outstations.
- 9) During the period of contract, no request for increase in the tariff will be entertained on any account.

- 10) The vehicle must be made available at any given time and day as informed by this Authority.
- 11) The vehicle should report to the place of requirement as per directions of this Authority.
- 12) This Authority will not be responsible for any challan, loss, damage or accident to the vehicle or to any other vehicle or injury.
- 13) The firms should have arrangements for repairing their vehicle at short time notice and during the repair time the firm should provide a substitute vehicle and driver immediately so that there is no inconvenience/disruption in the work of the Authority.
- 14) The firm must have all requisite clearance certificates etc., from the concerned Govt. agencies as per rules.
- 15) The daily record indicating time and mileage for each vehicle shall be maintained.
- 16) Telephone facility (24 hours) must be available with the agency.
- 17) The rates should be quoted inclusive of all expenses such as POL, Taxes, diesel, maintenance, repair and servicing, driver batta etc.
- 18) The rates will be valid for a period of 12 months. Service Tax as applicable will be paid on billing.
- 19) The arrangement may be initially for a period 6 months from April, 2009 and may be extended at the discretion of the competent authority.
- 20) The payment will be made on monthly basis on submission of pre-receipted bill(s) duly supported by duty slip(s)/log sheet(s) duly signed by the concerned officers.
- 21) TDS will be deducted as per Income Tax Rules.
- 22) The Authority conducts its regular meetings once in every two months and Sub-Committee meetings are also taken place regularly. Additional cars(both AC and Non AC) are, therefore, required during such meetings.

Quotation containing competitive monthly rates (in the enclosed proforma) for providing taxi service to this Authority may please be sent to the undersigned in a sealed cover superscribing "Quotation for Taxi" positively on 13.4.2009 at 3.00 pm. The received quotations will be opened on the same day at 3.30 pm. The Authority reserves the right to reject any or all the quotations without assigning any reason thereof.

(Anil Kumar)
Senior Administrative Officer

FORMAT FOR SENDING QUOTATIONS

1.	Name of the firm/company/Service Agency	
2.	Complete address & Telephone No.	
3.	No. model and type of vehicles owned by the Agency alongwith Registration	Attach a separate sheet for further details
4.	No.of vehicles attached with the agency	
5.	Name & Address of the Govt.offices where at present taxis are engaged on regular/monthly basis	
6.	PAN No.	
7.	Service Tax Registration No.	
8.	Name & Telephone No. and Mobile No. of Proprietor	

