



**ANNA UNIVERSITY
CHENNAI – 600 025**

**Dr.J.PRAKASH
REGISTRAR**

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Dated: 01.04.2025

To

The Deans / Chairpersons / Heads of Departments / CoE / Directors of Centres
Anna University, Chennai - 600025

Sir/Madam,

Sub: Hiring of Vehicles – Fixation of rate – Communicated - Reg.

It is informed that - based on the inputs from a committee constituted for fixation of rates for hiring of vehicles from travel agencies – **8 (Eight)** travel agencies had been approved to offer their services to the Faculty of Departments / Centres of Anna University, Chennai.

The names of the empanelled travel agencies and the rates fixed by the committee are given in Annexure 1 & 2. The terms and conditions stipulated for the usage of vehicles and as agreed by the travel agencies are given in Annexure 3.

Hence, it is requested that the vehicle users 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 (7911/12/13)


11/4/25
REGISTRAR


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ANNA UNIVERSITY
CHENNAI-600 025.

Encl:

Annexure 1 : Contact details of travel agencies approved by the committee

Annexure 2 : Rates fixed for the period 01/04/2025 - 31/03/2026

Annexure 3 : Terms & Conditions stipulated to the travel agencies

ANNEXURE - 1

TRAVEL AGENCIES APPROVED BY THE COMMITTEE
Validity : 01/04/2025 - 31/03/2026 (FOR CHENNAI ONLY)
(ARRANGED AS PER ALPHABETICAL ORDER)

N o	Travel	Address	Phone No.	
			Mobile	Landline
1.	Fiesta Smart Mobility (P) Ltd	No.54,Kamakoti Nagar, Main Road, Pallikaranai, Chennai 600 100	8807010095 7200142917	42114556
2.	Grace Travels	No.7/621, Nesamani Nagar Extn., Varathapuram Road, Perumbakkam, Chennai 600 100.	9841722675 9176822675 9003241571	49596675
3.	Jeeva Travels	1/1, Bharathi Avenue - 2 nd Street Kottur, Chennai – 600 085	94436 90254 63803 56236	-
4.	Jeyam Cabs	No.1,NVN Nagar,Thirumangalam,(JJComplex Backside),Chennai – 600 040	9884428686	-
5.	Sri Annalakshmi Tourist	No. 5,School Street, 2nd Cross Street, Jaffer Khanpet, Chennai – 600 083	98413 93476 98418 51006	2471 0699 2489 1006
6.	Siva Cabs	No.7/3,Ishwarya Colony,Indira Nagar, Adyar, Chennai – 600 020	7810066663 7810066664	48508899
7.	Travellers Point	25 , Arunachala Puram ,1 st Main Road , Adyar, Chennai – 600 020	97899 46126 91767 77335	2625 6666
8.	V M S Travels	3, Race View Colony, Main Road, Guindy, Chennai – 600 032	94440 15617 95000 15617	2255 2060


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Finalized Rates for LOCAL TRIP – A/C Vehicles [Validity: 01/04/25 -31/03/26]

Sl. No.	Vehicle	Rate (Amount in Rs.)						Pickup / Drop
		5h - 50 km	10h- 100 km	15 h - 150 km	20 h - 200 km	Rate / Extra Hour	Rate / Extra KM	MAS-MS stn/ Airport
1.	SWIFT / DZIRE / Wagon R	1250	2500	3750	4950	230	14	990
2.	ERTIGA	1350	2700	4050	5400	275	16	1350
3.	TATA INDIGO/ ZEST	1130	2270	3400	4550	210	14	990
4.	TOYATA ETIOS	1300	2600	3900	5200	240	15	1000
5.	TAVERA / XYLO	1600	3200	4800	6400	260	16	1350
6.	TOYOTA INNOVA	1750	3500	5250	6950	330	19	1500
7.	INNOVA CRYSTA	2200	4400	6600	8800	400	20	1900
8.	TEMPO TRAVELLOR	2400	4800	7200	9600	450	23	2000

Finalized Rates for OUTSTATION TRIP – A/C Vehicles [Validity: 01/04/25 -31/03/26]

Sl. No.	Vehicle	Per KM	Driver Bata	Night Halt Charges
		(Rs.)		
1.	SWIFT / DZIRE / Wagon R	14	600	100
2.	ERTIGA	15	600	100
3.	TATA INDIGO/ ZEST	13	600	100
4.	TOYATA ETIOS	14	600	100
5.	TAVERA / XYLO	16	600	100
6.	TOYOTA INNOVA	19	600	100
7.	INNOVA CRYSTA	20	600	100
8.	TEMPO TRAVELLOR	23	700	100


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Annexure #3

TERMS & CONDITIONS

1. The contract is valid for a period from **01/04/2025 - 31/03/2026** 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 / 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, 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 ½** will be calculated as **10 hrs 100km** and after **12 ½** will be calculated as **15 hrs 150km**.
11. The mileage and timing will be counted from **shed to shed**.


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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 , 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.


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