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|  | <p><b>TAMIL NADU CORPORATION FOR DEVELOPMENT OF WOMEN LTD.,</b><br/> <b>(A GOVERNMENT OF TAMILNADU UNDERTAKING)</b><br/> <b>Annai Teresa Mahalir Valagam, 1st Floor, Valluvarkottam</b><br/> <b>High Road, Nungambakkam, Chennai - 600 034.</b><br/> <b>Phone: 91-44-2817 3412 /13/14    Email: tncdwho@yahoo.co.in. Web: http://tncdw.org</b></p> |
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**Roc.No.174/A3/2025**

**Dt: 16-12-2025**

**To**

The list of agencies.

**Sir/Madam,**

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|-------------|---|
| <b>Sub:</b> | TNCDW - Hiring of sedan type Vehicles for SMMU officers official use- for the year 2026 - Quotation called for - reg. |
| <b>Ref:</b> | Connected records.  |

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It is proposed to engage the vehicle (Sedan type - A/C vehicles) on an annual contract on hired basis to our office for official use as given below along with the following terms & conditions.

| S.No | Name of the Society / Scheme | Officers details                | No of Vehicles | Vehicle type   |
|------|------------------------------|---------------------------------|----------------|--|
| 1    | TNULM                        | JD                              | 1              | Sedan type A/C vehicles (Honda Amaze, Honda city, Maruti Dzire, Swift, Ciaz) |
| 2    | DDUGKY                       | ADRD,<br>JD 1,<br>JD 2,<br>JD 3 | 4              | Sedan type A/C vehicles (Honda Amaze, Honda city, Maruti Dzire, Swift, Ciaz) |
| 3    | MUTRAM                       | PRO                             | 1              | Sedan type A/C vehicles (Honda Amaze, Honda city, Maruti Dzire, Swift, Ciaz) |

**Terms & Conditions:**

- The age of the vehicle should be less than 3 years and registered for commercial purposes only. The taxes,

insurance,etc., will be borne by the cabs.

- The vehicle shall be used for 2000 km per month which includes travelling to out of station.
- The cost of fuel, oil, driver salary, beta, vehicle maintenance cost, Service tax, surcharge and education cess and other miscellaneous expenditure have to be borne by the agency.
- Timing of the plying shall be from 9.00 AM to 9.00 PM (daily 12 hours). Duty timing shall however be subject to change depending on the exigencies of work.
- The contractor should provide the driver with a valid driving license and the driver shall be of good character. Also, the drivers should wear a uniform and drivers should be not changed except under exceptional circumstances. A constant driver should be engaged and frequent change of drivers should not be recommended.
- If the driver sent by the service provider falls ill suddenly or is on leave, a spare driver should be sent immediately.

Hence, we request you to visit our office at the following address and submit your quotation for hiring of vehicles on or before **31.12.2025**.

**Office Address:**

Annai Teresa Women's complex,  
Valluvarkottam High Road,  
Nungambakkam, Chennai - 34.

**Shajeevana R V**  
**MANAGING DIRECTOR**