भारतीय कपास निगम लिमिटेड
THE COTTON CORPORATION OF INDIA LTD
(A Govt of India Undertaking)
KAPAS BHAVAN, 4/2ASHOK NAGAR,.P.B NO: 227 GUNTUR- 52200 2
कपास भवन, 2/4 अशोक नगर, पी॰बी नं 227:गुंटूर522002-
PH.NO:0863-2233472/943,FAX:0863-2357472
EMAIL: guntur@cotcorp.com,

संं.भकनि/गुंटूर/प्रशासन/टैक्सी/ 2025-26 दि. 23.09.2025

TENDER FOR HIRING TAXIS ON RENT

The Cotton Corporation of India Limited, Branch Office, Guntur invites sealed tenders for Hiring of vehicles from the reputed Travel Agencies of Guntur.

The prescribed tender form along with terms and conditions can be obtained from the branch office on any working day. Sealed tender along with EMD of Rs.5,000/-(Rupees Five Thousand only) by way of DD / Pay Order in favor of "The Cotton Corporation of India Ltd., **A/c No.05170500030530 Bank of Baroda, IFSC Code: BARB0 GUNTUR.** payable at Guntur or by Electronic Fund Transfer / Digital mode of payment such as BHIM, UPI and RTGS / NEFT. Electronic Fund Transfer will be valid subject to confirmation of realization should reach on or before 15.10.2024 upto 02.00 pm and same shall be opened on the same day at 03.00pm. The tender can be downloaded from web-site of the corporation http://www.cotcorp.org.in or at govt. portal http://www.eprocure.gov.in. MSEs and Startup Firms are exempted from EMD on production of valid MSEs / Startup Certificate declaration of UAM number by MSEs bidders on Central Public Procurement Portal (CPPP) is mandatory failing which such bidders will not be able to enjoy the benefits as per PP policy for MSEs order 2012.

GENERAL MANAGER

Seal & Signature of Authorized Signatory:_____

TENDER FOR HIRING TAXIES ON RENT

TECHNICAL BID: 1

(SPECIFICATIONS)

1.	Whether the travel/taxi Agency has office in Guntur (If yes, please furnish the following details)	YES/NO
2.	NAME OF THE Bidder	
3.	FULL POSTAL ADDRESS WITH TELEPHONE NO. / MOBILE NO.	
4	NAME OF THE PROPRIETOR / PARTNERS / DIRECTORS.	
5	PAN No. (Xerox copy of the PAN card to be enclosed)	
6	GST No. (If applicable, Xerox copy of the GST card to be enclosed)	
7	EARNEST MONEY DEPOSIT (EMD) Details (Rs. 5,000/-)	Instrument No.(DD/P.O) /UTR No. /Unique No. / Transaction Number::_____ Name of Bank:_____ Amount:_____
8	WHETHER FIRM IS UNDER MSEs CATEGORY (Copy of valid MSEs Certificate should be enclosed)	YES/NO
9	Whether the Bidder has been Banned/ Block listed by any Govt/ PSU during last three years	YES/NO

Seal & Signature of Authorized Signatory:_____

TERMS & CONDITION FOR HIRING OF VEHICLES

1. Tender is invited from Taxi/Travel agencies having office in Guntur only

2. The tenderer (taxi/travel agency) shall be informed in advance regarding the requirement of the taxies by the office and tenderer must ensure that the taxi must reach to the concern Officer / Guest at pre decided date and time.

3. It must be ensure by the tenderer that the taxi being provided for the services should be well in good condition and model of the taxi should not be older than 2021 and taxi being sent should be thoroughly checked for oil, water, air etc.

4. Tenderers will have to deposit Rs.5,000/- (Rs. Five Thousand only) as EMD by way of DD/Pay order drawn in favour of "THE COTTON CORPORATION OF INDIA LTD" **GUNTUR.** payable of any Nationalized /Scheduled Bank or by Electronic Fund Transfer/ Digital mode of payment such as BHIM, UPI , RTGS/NEFT. Electronic Fund transfer will be valid subject to confirmation of realization. The Cotton Corporation of India Limited Account No. 05170500030530 Bank of Baroda, IFSC Code: BARB0 **GUNTUR.** The parties which come under MSEs (Micro & Small Enterprises) and are registered with MSEs (Micro & Small Enterprises) authorities are exempted from tender fees and EMD on production of valid MSEs certificate along with Technical bid. The MSE certificate should be relevant to nature of work of tender. No interest will be paid on EMD and EMD will be refunded after satisfactory completion of work.

5. The tenderer must ensure that the Driver being sent along with taxi should hold a valid driving license and should be well mannered. Any incidences of misbehavior shall result into immediate termination of contract and EMD may be forfeited.

6. It must be ensured by the tenderer that the bill for the taxi provided should be submitted within 15 days from the date of journey when the payment shall be made within 10 days from the date of submission of the bills after deduction of necessary TDS and GST as per applicable rates.
7. The tenderer must also ensure that the driver trip sheet must be enclosed along with the bill specifying starting Kms / date, closing Kms / date along with name and signature of the officials / guest of the Corporation that utilized the taxi.

8. During the journey, the tenderer must ensure paying of the Toll tax / parking charges / fast tag etc. and at the time of submission of the bills all the slips must be enclosed along with bill and payment shall be made accordingly.

9. It must also be ensured that at the time of booking the taxi, that the mode of use i.e. A/C no A/C must be confirmed with the official traveling by the tenderer and the same may also be mentioned in the driver slip as well as the bill should be raised accordingly as per rates mentioned in Financial Bid II.

Seal & Signature of Authorized Signatory:_____

10. The quoted rates shall be valid for a period of one year and could be extended till the finalization of next tender and the Corporation shall not consider any hike in the quoted rates due to hike in petrol / diesel rates during the tender period.

11. As per the requirement of the Corporation, the tenderer would also have to supply more than one taxi on the same day.

12. Tenderer must ensure that all the taxies being provided on rent to the Corporation should hold a valid R.C. book / Smart Card, proper Insurance should be covered and PUC Certificate should be present with the Driver in Taxi.

13. For any delay / damages incurred by the Corporation by the tenderer, the tenderer shall be liable to pay the damages / losses.

14. Tenderer should submit the tender as under:

Envelope A **:** Envelope A marked as Technical Bid-1 on the envelope, should contain Technical Bid-I (Technical Specification) along with Others Terms and EMD money.

Envelope B **:** Envelope B marked as Financial Bid-2 on the envelope, should contain Financial Bid-2 (Price Quotation).

Envelope C **:** Envelope C should be contain Envelope A and Envelope B duly super scribing "TENDER FOR HIRING TAXIES ON RENT" for the year 2025-26.

Note: Each envelope should contain the name and Address of the tenderer.

15. Travel / Taxi Agent shall be allocated the work subject to the satisfactory performances and the Corporation reserves its right not to allocate any further work, if its performance not found satisfactory and EMD may be forfeited.

16. The tender should be signed by the person having necessary authorization. All the documents must have seal and should be signed by the tenderer. Lack of any document shall be liable to be rejected.

17. Tenders containing false, incomplete and / or inadequate information are liable to be rejected.

18. The Financial Bid II shall be opened of only those tenderers who successfully qualify in Technical Bid I.

19. The Corporation reserves the right to accept or reject any / all tender without assigning any reason thereof.

20. If any dispute arises, the same shall be subject to the jurisdiction of B.O Guntur at Guntur.

Seal & Signature of Authorized Signatory:_____

21. In the financial bid the model rates have been given and the bidder will have to quote the increase/ decrease in terms of percentage over/ below the model rates. Party which quote the lowest percentage will be considered as L-1 and may be awarded the contract.

22. In case of requirement of vehicles of any type as submitted in tender at Hyderabad / Secunderabad the same shall have to be arranged by the Taxi / Travel agency at local city itself on prior intimation by the B.O. Guntur.

23. Tenderers should submit their PAN No. & GST No.(if any) from the appropriate authorities (GST & Income Tax as per tax act rules).

24. Payment will be made in the form of RTGS / NEFT only after proper statutory deductions as applicable within 10 working days from the date of submission of the bill.

25. Final decision will be solely at the discretion of the Corporation. The Corporation reserves its right to accept or Reject a Tender or part of tender. However, the tenderer may ask reason for same from corporation.

26. Period of contract: - The period of the agreement will be initially for one year which may be extended one more year on mutual consent on same rates, terms & conditions subject to satisfactory performance of the Taxi Services.

27. **Eligibility criteria**

a. Party should submit self-attested copy of PAN.
b. Party should submit self-attested copy of GST registration if applicable.
c. The party should submit the EMD amount of Rs.5000/- along with Technical bid. However, MSME S and start up are excerpted from payment of EMD provided valid supporting certificate is attached with technical bid.
d. Party should have experience of providing the taxi services to Government /PSU institution in last three years and copy of atleast 2 two such work order should be attached with tender.
e. Party should have office in Guntur district.

28. **Declaration by the Tenderers who Downloaded tender documents from Web-site:**

i. I/We hereby declare that I/We have downloaded the tender documents from The Cotton Corporation of India Ltd. Website www.cotcorp.org.in or from Government Tender Portal www.eprocure.gov.in and printed the same. I/We have verified the contents of the printed documents from the website and there is neither any addition nor any deletion nor any alteration to the content of the tender documents.

ii. I/We declare that the information / tender form downloaded is original and in the event of this being different from the original tender documents, my tender documents may be rejected by the Corporation including forfeiture of earnest money.

Signature of the Tenderer:

Name of the Tenderer :

Address & Seal :

Contact Tel/Mobile Nos. :

Seal & Signature of Authorized Signatory:_____

CHECK LIST FOR SUBMISSION OF TENDER FOR HIRING OF TAXIES ON RENT BASIS FOR 2025-26.

TENDERERS MUST CHECK THE FOLLOWING POINTS BEFORE SUBMITTING THE TENDER:

1.	Whether Taxi/Travel agency having office in Guntur	Yes / No
2.	WHETHER FIRM IS UNDER MSEs CATEGORY (Copy of valid MSEs Certificate should be enclosed)	Yes / No
3.	Whether EMD amount of Rs.5000/- favoring "The Cotton Corporation of India Ltd.," payable at Guntur is enclosed along with Technical Bid-1.	Yes / No
4.	Whether self-attested PAN copy enclosed	Yes / No
5.	Whether self-attested GST copy enclosed	Yes / No
6.	Whether the Envelope A contains Technical Bid-1, other terms and EMD money.	Yes / No
7.	Whether the Envelope B contains Financial Bid-2.	Yes / No
8.	Whether Tender Documents duly signed by Authorized representive.	Yes / No
9.	Whether the experience certificate enclosed.	Yes / No

Seal & Signature of Authorized Signatory:_____

THE COTTON CORPORATION OF INDIA LTD, GUNTUR.

FINANCIAL BID-II

A. Model Rates for local and outstation travel

S.No	Type of Vehicles		PART - I		PART - II	PART - III	
			Upto 300Kms		Above 300 kms	Night halt charges In Rs.	Driver Batta In Rs.
			Rent in Rs	Charges Per KM In Rs. For KM run	Rate. Per 01km (in Rupees)		
1	Toyota Innova Crysta	A/C	2070/-	9/-	11.70	-	180/-
2	Toyota Innova Car equivalent	A/C	1620/-	9/-	15.30	-	180/-
3	Maruthi Swift Desire / Toyota Etios Car equivalent	A/C	900/-	11/-	12.60	-	180/-

B. Model Rates for Local Travel

S.No	Type of Vehicles		Upto 6hrs and 100km	More than 9 hrs and Upto 12 hrs and 300 kms	Extra charge Per hrs In Rs.	Extra charge per K.M
1	Toyota Innova Crysta	A/C	2700/-	5000/-	100/-	16.20
2	Toyota Innova	A/C	2250/-	4500/-	100/-	16.20
3	Maruthi Swift Desire / Toyota Etios	A/C	1620/-	3500/-	100/-	12.60

Seal & Signature of Authorized Signatory:_____

C. Model rates for Air port/ Railway station pickup and drop Rate

S.No	Type of Vehicles		Upto 6 hrs& 120 km	Extra charge Per hrs in Rs.	Extra charge per K.M
01	Toyota Innova Crysta	A/C	3150/-	100/-	16.20
02	Toyota Innova Car equivalent	A/C	2700/-	100/-	15.30
03	Maruthi Swift Desire / Toyota Etios Car equivalent	A/C	1800/-	100/-	12.60

Note: 1. The model rates mentioned above are inclusive of all except Toll tax& parking charges.
2. Driver Batta will be payable on outstation journeys. In case of local travel Driver Batta will be payable if the services are taken for more than 8 hrs.

We hereby quote our rates as under:-

S.No	Particular	Percentage %
01.	Above model rates by	
02.	Below model rates by	

PLACE: GUNTUR

DATE : **(SIGNATURE WITH STAMP OF THE PARTY)**

Seal & Signature of Authorized Signatory:_____