भा.क.नि.
CCI

भारतीय कपास निगम लिमिटेड
THE COTTON CORPORATION OF INDIA LIMITED
(भारत सरकार का उपक्रम - वस्त्र मंत्रालय)
(A Government of India Undertaking -Ministry of Textiles)
भवनारायण निलयम, निवास होटल ज्योतिमहल के पास, कान्वेंट रोड, रायगडा –७६५००१, ओडिशा,
BRANCH OFFICE: BHAVNARAYAN NILAYAM, NEAR JYOTIMAHAL HOTEL, CONVENT ROAD, RAYAGADA, PIN-765001, ODISHA.दूरभाष/Telephone No.: 06856-224616, वेबसाइट / Website: www.cotcorp.org.in, E-M1ail ID: rayagada@cotcorp.com

Ref. No: CCI/RGDA/Admin/Taxi Service/2025-26/ **Date: 30.07.2025**

TENDER FOR HIRING TAXI ON RENT

The Cotton Corporation of India Limited, Branch Office Rayagada, invites sealed tenders in two bid system from reputed Travel agents/Taxi agencies for providing various types of Taxies for official visits/tours.

The tender documents can be had from the above address or can be downloaded from website http://www.cotcorp.org.in or the Central Public Procurement portal https://eprocure.gov.in. The travel agents/taxi agencies may submit sealed tenders in the prescribed format along with EMD of Rs.5,000/- (Rupees five thousand) by way of online/Demand Draft/Pay Order favoring **"The Cotton Corporation of India Limited".**, payable at Rayagada.

Sealed tenders superscribing **"TENDER FOR HIRING TAXI ON RENT"** addressed to Branch Manager at the above-mentioned address should reach latest by 21.08.2025 upto 11:00 hrs. or the same could also be dropped in the tender box at the Branch Office. The Tenders received within the stipulated time will be opened on the same day i.e, on 21.08.2025 at 11:30 hrs in the presence of tenderers who wish to remain present.

Branch Manager

THE COTTON CORPORATION OF INDIA LIMITED:: :: RAYAGADA

TENDER FOR HIRING TAXI ON RENT

TECHNICAL BID (BID-I)

A. Eligibility Criteria

1)	Whether the travel / taxi Agency has an office in Rayagada	Yes/No
	i) Name of the Organization/Firm:	_____
	ii) Year of Establishment:	_____
	iii) Contact person:	_____
	iv) Address of office at Rayagada:	_____
		_____
		_____
		_____
		_____
	Landline No.	_____
	Mobile No.	_____
	Email Id:	_____
2)	Details of Earnest Money Deposit amount of Rs.5,000/- (Rupees five thousand only) submitted	
	Draft No /PO No./Online details	_____
3)	Whether the Travel/Taxi Agency has a minimum experience of three years in providing taxies on rent	Yes/No
	If yes, please enclose documents / certificates from the concerned client/customer/company (if any) or self-declaration.	
4)	PAN No. (Copy must be enclosed)	_____
5)	Whether Proprietorship, Partnership firm or a Company**.**	_____
6)	GST No. (If any, copy may be enclosed)	_____
		_____
7)	Whether Firm is MSE or not : (Please tick (□) whichever is applicable and if Yes, attach valid certificate)	Yes/No
	□ If MSE whether under SC/ ST category :	Yes/No
	□ If MSE whether under Women category : (if Yes, Pls. attach the valid certificate)	Yes/No

TERMS & CONDITIONS OF TENDER FOR HIRING TAXI ON RENT

1. The Tenderer (Taxi/Travel agency) shall be informed well in advance regarding the requirement of the taxis by the office and the tenderer must ensure that the taxi must reach the concerned Officer / Guest at a pre-decided date and time.
2. The bidders who are having functional office in Rayagada city limits with contact details should only apply.
3. The bidders should have a minimum experience of three years in providing taxis on rent. (Copies of relevant documents to be attached or self declaration certificate).
4. It must be ensured by the bidders that the taxi being provided for the services should be in good condition and model of the taxi should not be older than 2015 and the taxi being sent should be thoroughly checked for oil, water, air, etc.
5. Night halting charges Rs.400/- per day for outstation night stay and also applicable if taxi travel starts before 5 AM from Rayagada or the taxi reaches after 11 PM in Rayagada.
6. The tenderer must enclose EMD of Rs.5000/- by way of Demand Draft / Pay Order favoring The Cotton Corporation of India Ltd. payable at Rayagada (interest-free deposit). MSE firms are exempted from EMD on the production of valid MSE certificates**.** The Tenders without EMD are liable to be rejected. The EMD shall be released after the successful completion of the tender period. However, Security deposit of Rs.5,000/- has to be deposited in Branch Office by successful bidder prior to enter into an agreement in this regard with CCI. The Security Deposit amount of Rs.5,000/- after successful completion of tender period.
7. The bidders must ensure that the driver being sent along with the taxi should hold a valid driving license and should be well-mannered. Any incidences of misbehavior shall result in immediate termination of the contract and EMD shall be forfeited.
8. In case the bidders fail to provide the taxi, in such circumstances, the taxi shall be hired from other sources and the difference of amount if any shall be recovered from the tenderer.
9. It must be ensured by the bidders that the bill for the taxi provided should be submitted after the completion of the journey at the earliest and the payment shall be made within 15 days from the date of submission of the bills after deduction of necessary TDS as per Income Tax Act.
10. The bidders must also ensure that the day duty slip must be enclosed along with the bill specifying starting Kms/date and closing Kms/date along with the name and signature of the officials/guest of the Corporation who utilized the taxi.
11. During the journey, the bidder must ensure paying off the Toll tax/parking charges, etc., and at the time of submission of the bills, all the slips must be enclosed along with the bill and payment shall be made accordingly. No other charges such as Overtime Charges shall be paid by the Corporation.
12. The bidders must quote the rate per kilometer (excluding GST) inclusive of all taxes, and incidental driver allowance (Driver Bhatta).
13. The finalized rates shall be valid for a period of one year and may be extended further for one year on mutual consent on the same rates and terms & conditions. The Corporation shall not consider any hike in the quoted rates due to a hike in petrol/diesel rates during the tender period.

14. The Agreement can be cancelled at any time without any prior notice during the contract period if the services are found unsatisfactory and no charges/payment shall be paid for such cancellation.
15. As per the requirement of the Corporation, the tenderer would also have to supply more than one taxi on the same day. If the tenderer is not in a position to supply his own taxi he may arrange the taxi from other sources and supply at the same rates finalized in the tender.
16. Tenderer must ensure that all the taxis being provided on rent to the Corporation should hold a valid R.C. Book / Smart Card, Permit Card, Vehicle Insurance should be covered and a valid PUC Certificate should be present with the Driver in the taxi.
17. It shall be the total responsibility of the Service Provider to observe and follow all State/ Central Govt. Rules and Regulations in this regard.
18. Travel/Taxi Agent shall be allocated the work subject to satisfactory performance and the Corporation reserves its right not to allocate any further work if its performance is not found satisfactory along with forfeiture of EMD.
19. To determine the L-1 Bidder, the rates quoted for all the items (i.e., Category-I, Category-II, and Category-III) shall be taken into account and the lowest rate for at least two categories out of three will be preferred. The Corporation reserves its full right to decide L-1 if a party has offered the lowest rates for most of the items. Negotiation will be done with such parties to determine L-1 if required. The decision of the Corporation shall be final in this regard.
20. The price quotation i.e., Financial Bid shall be opened in respect of those tenderers who qualified in Technical Bid for the specifications and other requirements.
21. The L-1 bidder shall have to enter into an Agreement with the CCI, Rayagada in a prescribed format on non-judicial stamp paper for Rs.100/- in this context.
22. The Corporation's decision shall be final and binding to all. The Corporation reserves the right to accept or reject any/all tenders. However, the bidders may seek reasons for rejection.
23. If any dispute arises, the same shall be subject to the jurisdiction of Rayagada (Odisha).

I / We do hereby agree to abide by the above Terms & Conditions of the Tender.

Signature of the Tenderer _____

Name of the Tenderer _____

Address & Seal _____

Contact Tel/Mobile Nos _____

(TO BE SUBMITTED ON THE LETTERHEAD OF THE FIRM)

TENDER FOR HIRING TAXI ON RENT

FINANCIAL BID

1. **The rates should be quoted including all the taxes, and levies but excluding GST**.
2. **TDS as applicable will be deducted.**
3. **Toll & parking charges will be reimbursed on submission of receipt.**

I.

Particulars	**Pickup and drop from railway station/ bus stand/ in the town within 30 kms**
Swift, D'Zire, Xcent, Etios, Amaze or equivalent	
Ertiga/ XL6/Kia carens or equivalent	
Innova Crysta, Scorpio-N, etc.	

II. Upto 350 kms :

Particulars	**Rate per Day (Rs.)**	**Rate per Km (Rs.)**
Swift, D'Zire, Xcent, Etios, Amaze or equivalent		
Ertiga/ XL6/Kia carens or equivalent		
Innova Crysta, Scorpio-N, etc.		

III. Above 350 kms:

Particulars	**Rate per Km (Rs.)**
Swift, D'Zire, Xcent, Etios, Amaze or equivalent	
Ertiga/ XL6/Kia carens or equivalent	
Innova Crysta, Scorpio-N, etc.	

Signature of the Bidder: _____

Name of the Bidder: _____

Address Stamp: _____

_____

_____