भा.क.नि.
CCI
A MINI RATNA COMPANY

# भारतीय कपास निगम लिमिटेड
## THE COTTON CORPORATION OF INDIA LIMITED
(भारत सरकार का उपक्रम - वस्त्र मंत्रालय)
(A Government of India Undertaking - Ministry of Textiles)
CIN: U51490MH1970GOI014733
शाखा कार्यालय : भाव नारायण निलयम निवास, होटल ज्योति महल के पास, कान्वेंट रोड, रायगडा - ७६५००१, ओडिशा। BRANCH OFFICE: BHAV NARAYAN NILAYAM, NEAR JYOTI MAHAL HOTEL, CONVENT ROAD, RAYAGADA, PIN-765001, ODISHA.,वेबसाइट/website:www.cotcorp.org.in,ईमेलआईडी/Email Id:rayagada@cotcorp.com.

**No: CCI/RGDA/Admin/2023-24/** **Date: 01.08.2023**

# किराये पर टैक्सी लेने हेतु निविदा
## TENDER FOR HIRING TAXI ON RENT

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

The tender documents are available at the above address or can be downloaded from the website http://www.cotcorp.org.in or the Central Public Procurement portal www.eprocure.gov.in. The travel agents/taxi agencies may submit sealed tenders in the prescribed format along with EMD of Rs. 5000/- (Rupees Five Thousand) by way of Demand Draft/Pay Order favoring **"The Cotton Corporation of India Limited".**, payable at Rayagada. Sealed tenders super scribing **"TENDER FOR HIRING TAXI ON RENT"** addressed to Asst. General Manager at the above-mentioned address should reach latest by 22.08.2023 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 22.08.2023 at 11:30 hrs in the presence of Tenderers who wish to remain present

**सहा. महाप्रबंधक/Asst. General Manager**

# किराये पर टैक्सी किराये पर लेने हेतु निविदा
## TENDER FOR HIRING TAXI ON RENT

## तकनीकी बिड (बिड- I)
## TECHNICAL BID (BID-I)

## (SPECIFICATIONS)

**A. Eligibility Criteria**

1) Whether the travel / taxi Agency has an office in Rayagada — Yes/No

If yes, please furnish the following details:

i) Name of the Organization/Firm: _____

ii) Year of Establishment: _____

iii) Contact person: _____

iv) Address of office at Rayagada: _____

House no/Flat/Apartment: _____

Street name/landmark/ _____

Police Station: _____

District: _____

PIN: _____

State: _____

Landline No _____

Mobile No. _____

Email Id: _____

2) Whether the Earnest Money Deposit for an amount of Rs. 5000/- (Rupees Five Thousand only) has been given along with this Technical Bid-I by way of Demand Draft or Pay Order drawn in favour of The Cotton Corporation of India Ltd. payable at Rayagada. — Yes/No

If yes, Details:-

Draft No /PONo./Instrument no./ _____

Date _____

Amount _____

Bank's Name _____

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) _____

**B. General Information**

5) Whether Proprietorship, Partnership firm or a Company**.** _____

6) GST No. _____
(If any, copy may be enclosed) _____

7) Whether Firm is MSE or not : Yes/No
(Please tick (✓) whichever is applicable and if Yes, attach valid certificate)

- If MSE whether under SC/ ST category : Yes/No
(if Yes, Pls. attach concerned valid certificate)

- If MSE whether under Women category : Yes/No
(if Yes, Pls. attach the concerned valid certificate

## 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 apply.

3. The bidders should have a minimum experience of three years in providing taxis on rent. (Copies of work orders to be attached).

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.200/- 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.

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. It must be ensured that at the time of booking the taxi, the mode of use i.e. A/C non- A/C must be ensured by Office 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.

14. 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.

15. The Agreement can be canceled 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.

16. 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 hire the taxi from other sources and supply the same. However, the rates shall be paid for such taxis as finalized in the tender.

17. 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.

18. It shall be the total responsibility of the Service Provider to observe and follow all State/ Central Govt. Rules and Regulations in this regard.

19. 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.

20. 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.

21. 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.

22. 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.

23. Bidders containing false, incomplete, and/or inadequate information are liable to be rejected.

24. The technical Bid is unconditional.

25. 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.

26. 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 _____

**CHECKLIST FOR SUBMISSION OF TENDER FOR HIRING OF TAXI ON RENT**

**TENDERERS MUST CHECK THE FOLLOWING POINTS BEFORE SUBMITTING THE TENDER:**

| | | | | | |
|---|---|---|---|---|---|
| 1. | Whether EMD amount of **Rs. 5000/-** favoring "The Cotton Corporation Of India Ltd.," payable at Rayagada is enclosed along with Technical Bid-1. | | Yes | | No |
| | | | | | |
| 2. | Whether certificate of minimum experience of three years in providing taxies on rent or self-declaration is enclosed along with Technical Bid-1 as per Point No. 3. (If any) | | Yes | | No |
| | | | | | |
| 3. | Whether the Envelope A contains Technical Bid-1, other terms and EMD money. | | Yes | | No |
| | | | | | |
| 4. | Whether the Envelope B contains Financial Bid-2. | | Yes | | No |
| | | | | | |
| 5. | Whether Tender Documents duly signed by Authorized Representative | | Yes | | No |
| | | | | | |
| 6. | PAN No. of the Travel Agent | | Yes | | No. |
| 7. | GST No. of the Travel Agent | | Yes | | No. |

**(TO BE SUBMITTED ON THE LETTERHEAD OF THE FIRM)**

**HIRING TAXI ON RENT CONTRACT**

**FINANCIAL BID**

| Particulars | **Category-I** | | **Category-II** | | **Category-III** | | Minimum Kms to be charged Per day (200 KM) |
|---|---|---|---|---|---|---|---|
| | Swift D'Zire, Xcent, Etios, Amaze etc. | | Bolero-Neo, Ertiga, Creta etc. | | Innova, Crysta, Honda City, Tata Safari, Scorpio-N, etc. | | |
| | AC | Non-AC | AC | Non-AC | AC | Non-AC | |
| Rate per Km. | | | | | | | |

**Note:**

The rates should be quoted including all the taxes, and levies but excluding GST.

Signature of the Bidder: _____

Name of the Bidder: _____

Address Stamp: _____

_____

_____