भारतीय कपास निगम लिमिटेड

THE COTTON CORPORATION OF INDIA LIMITED

(भारतसरकारकाएकउपक्रम) (A Government of India Undertaking)

CIN: U51490MH1970GOI014733

शाखाकार्यालय: भावनारायण निलयम निवास, होटल ज्योतिमहल केपास,कॅंनवेन्टरोड,रायगडा765001 –

BRANCH OFFICE: BHAVAN NARAYAN NILYAM NIVAS, NEAR JYOTI MAHAL HOTEL, CONVENT ROAD,RAYAGADA-765001, ODISHA.

दूरभाष संख्याTel No: 06856-224616, फैक्ससंख्या Fax No: 06856-226013,

वेबसाइट Website: www.cotcorp.org.in , ईमेलE-mail – rayagada@cotcorp.com, वस्त्र मंत्रलय,भारत सरकार Ministry of Textiles (Govt. of India), Web site : www.ministryoftextiles.gov.in

No: CCI/RGDA/Admin/2020-21/ **Date: 13.04.2021**

टेंडर किराये की टेकसी हेतु
TENDER FOR HIRING TAXI ON RENT

The Cotton Corporation of India Limited, Branch Office Rayagada, invites Sealed tenders in two bid system 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 CPP 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 favouring **"The Cotton Corporation of India Limited".**, payable at Rayagada. Sealed tenders super scribing "**TENDER FOR HIRING TAXI ON RENT**" addressed to Asstt. General Manager at the above-mentioned address should reach latest by 26.04.2021 upto 15:30 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 26.04.2021 at 16:00 hrs in presence of Tenderers who wish to remain present

सहा. महा प्रबंधक
ASSTT. GENERAL MANAGER

टेंडर किराये की टेकसी हेतु
TENDER FOR HIRING TAXIES ON RENT

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

A. Eligibility Criteria

1) Whether the travel/taxi Agency has 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 :
(with Phone/Mobile Nos, Fax Nos & Email ID)

2) (i) Whether the Earnest Money Deposit for an amount of Rs. 5000/-(Rupees Five Thousand only) has been given alongwith 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 If yes, Details :- Draft No : Date : Amount : Bank's Name :	No

3) Whether the Travel/Taxi Agency have a minimum experience of three years in providing taxies on rent	:	Yes	No

If yes, please enclose documents/ certificate 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 :

(Please tick (✓) whichever is applicable and if Yes, attach valid certificate)	Yes	No
▸ If MSE whether under SC/ ST category : (if Yes, Pls. attach concerned valid certificate)	Yes	No
▸ If MSE whether under Women category : (if Yes, Pls. attach concerned valid certificate	Yes	No

अन्य नियम व शर्तें

OTHER TERMS & CONDITIONS

1. The Tenderer (Taxi /Travel agency) shall be informed well in advance regarding the requirement of the taxies by the office and tenderer must ensure that the taxi must reach to the concerned Officer / Guest at pre decided date and time.

2. It must be ensured 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 2014 and the taxi being sent should be thoroughly checked for oil, water, air etc.

3. Night driver charges Rs. 200/- per day for out station night stay and also applicable if taxi travel starts before 5 AM from Rayagada or taxi reaches after 11 PM in Rayagada.

4. 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). The Tenders without EMD are liable to be rejected. The EMD shall be released after successful completion of the tender period.

5. The tenderer must enclose copy of PAN.

6. In case the EMD of the party is already lying with the Corporation, they need not enclose EMD again. However detail of EMD already paid may be given.

7. 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 shall be forfeited.

8. In case the tenderer fails to provide the taxi, in such circumstances, the taxi shall be hired from other sources and difference of amount if any shall be recovered from the tenderer.

9. 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 and the payment shall be made within 10 days from the date of submission of the bills after deduction of necessary TDS as per Income Tax Act.

10. The Tenderer must also ensure that the driver slip 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 who utilized the taxi.

11. During the journey, the tenderer must ensure paying of the Toll tax / parking charges, 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. No other charges such as Overtime Charges shall be paid by the Corporation.

12. The Tenderer must quote the rate per kilometer **(excluding GST)** and inclusive of all taxes, incidentals 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 the tenders 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 next year on mutual consent on same rates and terms, and the Corporation shall not consider any hike in the quoted rates due to hike in petrol / diesel rates during the tender period.

15. As per the requirement of the Corporation, the tenderer would also have to supply more than one taxi on the same day. If 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 taxies as 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, proper Insurance should be covered and PUC Certificate should be present with the Driver in taxi.

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

18. For any delay / damages incurred by the tenderer during transit, the tenderer shall be liable to pay the damages / losses.

19. Tenderer should submit the tender as under :

Envelope A : Envelope A marked as Technical Bid-1 on the envelope, should contain Technical Bid-1 (Technical Specification) alongwith Other 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 contain Envelope A and Envelope B duly superscribing "TENDER FOR HIRING TAXI ON RENT.

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

20. Travel / Taxi Agent shall be allocated the work subject to the satisfactory performance and the Corporation reserves its right not to allocate any further work, if its performance not found satisfactory alongwith forfeiture of EMD.

21. The work could be allotted to more than one tenderer depending upon lowest rates quoted by them for a particular category of Taxi.

22. 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 along with full tender form if not found enclosed shall be liable to be rejected.

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

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

25. The Corporation reserves the right to accept or reject any/all tender. However the tenderer may seek reasons for rejection.

26. If any dispute arises, the same shall be subject to the jurisdiction of Rayagada (Odisha).

27. **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 http://www.cotcorp.org.in or from CPP 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.:

CHECK LIST 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 alongwith Technical Bid-1.		Yes		No
2.	Whether certificate of minimum experience of three years in providing taxies on rent or self declaration is enclosed alongwith 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.

भारतीय कपास निगम लिमिटेड, रायगडा
THE COTTON CORPORATION OF INDIA LTD, RAYAGADA.

FINANCIAL BID (BID-II)/ वित्तीय बिड (बिड- II)

NAME AND ADDRESS OF THE PARTY : _____
_____
_____
_____

A. FOR OUT STATION:-

Particulars	Category-I		Category-II		Category-III		Minimum Kms to be charged Per day
	Swift D'Zire, Xcent, Indigo, Etios etc.		Bolero, Ertiga Mobilio etc.		Innova, Scorpio, Xuv 500 etc.		
	A/c	Non-A/c	A/c	Non-A/c	A/c	Non-A/c	
Rate Per Km							250 K.M.

B. FOR RAYAGADA LOCAL:-
For hiring taxi for Rayagada local,(fixed Expenses per day + Rate per Km X Km Travelled)will be paid.

Particulars	Category-I		Category-II		Category-II	
	Swift D'Zire, Xcent, Indigo, Etios etc.		Bolero, Ertiga Mobilio etc.		Innova, Scorpio, Xuv 500 etc.	
	A/c	Non-A/c	A/c	Non-A/c	A/c	Non-A/c
Fixed Expenses per day						
Rate Per Km						

NOTE:

- SAME RATE WILL BE APPLICABLE FOR ALL CARS WITHIN SAME CATEGORY
- The above rates are inclusive of all taxes / cess / incidentals / Driver Bhatta (Allowance) etc.(excluding GST)
- The above rates are valid for the period of one year from the date of work order and may be extended further for next year on mutual consent.
- The above rates are quoted after perusal of all the terms and conditions.

Place : Rayagada
: _____

(टेंडर कर्ता के हस्ताक्षर, स्टेम्प शाहित) **Date**
(SIGNATURE WITH STAMP OF THE TENDERER)