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:गुंटूर- 522002**
PH.NO:0863-2233472,FAX:0863-2357472
**EMAIL: guntur@cotcorp.com,**

Ref :CCI/GNT/ADM/TAXI/2023-24/ Date: 17.08.2023

# TENDER NOTICE FOR HIRING TAXIS ON RENT

The Cotton Corporation of India Limited, Branch Office, Guntur intend to invite sealed tenders for hiring of Taxi 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 up to 2.00pm on 08.09.2023 by payment of Rs.112/-(Rupees One Hundred and Twelve only) by way of DD / pay order. Sealed tender along with EMD of Rs.5,000/-(Rupees Five Thousand only) by way of DD / Pay Order in favour of "The Cotton Corporation of India Ltd., 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 be reach on or before 08.09.2023 upto 03.00pm. Tender shall be opened on the same day at 03.30 pm. Rate should be quoted Rent per day, Kilometer wise, Night halt and Driver batta etc. The tender can be downloaded from web-site of the corporation https://www.cotcorp.org.in or at govt. portal https://www.eprocure.gov.in. MSEs and Startup Firms are exempted from tender fees and 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.

**BRANCH MANAGER**

Seal & Signature of Authorized Signatory:_____

# TENDER FOR HIRING TAXIES ON RENT

## TECHNICACAL BID:1

## (SPECIFICATIONS)

| | | |
|---|---|---|
| 1. | Whether the travel/taxi Agency has office in Guntur.<br>(If yes, please furnish the following details) | YES/NO |
| 2. | NAME OF THE FIRM | |
| 3. | FULL POSTAL ADDRESS OF GUNTUR WITH TELEPHONE NO. / MOBILE NO. | |
| 4 | NAME OF THE PROPRIETOR / PARTNERS / DIRECTORS. | |
| 6 | PAN No. (Xerox copy of the PAN card to be enclosed) | |
| 5 | GST No. (If applicable, Xerox copy of the GST card to be enclosed) | |
| 6 | Tender Fee Details<br>(Rs.112/-) | Instrument No.(DD/P.O) /UTR No. /Unique No. /<br>Transaction Number::_____<br>Name of Bank:_____<br>Amount:_____ |
| 7 | EARNEST MONEY DEPOSIT (EMD) Details<br>(Rs. 5,000/-) | Instrument No.(DD/P.O) /UTR No. /Unique No. /<br>Transaction Number::_____<br>Name of Bank:_____<br>Amount:_____ |
| 8 | WHETHER FIRM IS UNDER MSEs<br>Category – SC/ST / Women<br>(Copy of valid MSEs Certificate should be enclosed) | 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 2018-19 and taxi being sent should be thoroughly checked for oil, water, air etc.

4. Tenderers should 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" payable of any Nationalized /Scheduled Bank or by Electronic Fund Transfer/ Digital mode of payment such as BHIM, UPI , RTGS/NEFT/ Scan pay at B.O Guntur. The firms which comes 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. However security deposit of Rs.5,000/- has to be deposit in branch office by the successful tenderer before signing the agreement. No interest will be paid on EMD and EMD will be refunded after satisfactory completion of work.

5. MSEs and Startup Firms are exempted from tender fees and 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. However security deposit of Rs.5,000/- has to be deposit in branch office by the successful tenderer before signing the agreement. No interest will be paid on EMD and EMD will be refunded after satisfactory completion of work.

6. 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.

7. It must be ensured by the tenderer that correct invoice for the taxi provided should be submitted within 15 days from the date of journey when the payment shall be made via NEFT/RTGS within 7 days from the date of submission of the bills after deduction of necessary statutory levy/taxes as per Income Tax Act/ any other Act.

8. 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.

9. 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.

Seal & Signature of Authorized Signatory:_____

10. The tenderer must quote the rate inclusive of all taxes etc., excluding GST. GST on RCM basis will be paid by the Corporation.

11. It must also be ensured that at the time of booking the taxi, that the mode of use i.e. A/C or non A/C must be confirmed by the tenderer with the official traveling in such taxi and the same may also be mentioned in the driver slip as well & the invoice should be raised accordingly as per rates mentioned in Financial Bid II.

12. 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.

13. As per the requirement of the Corporation, the tenderer should ensure to supply more than one taxi on the same day as per requirement of the Corporation. However the rates shall be paid for such taxies as finalized in the tender.

14. 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.

15. Service provider should be solely responsible for penalty / damages if any levied by RTO.

16. If the vehicle brake-up/ repair at any time / location during official tour, Service provider must arrange substitute vehicle to visiting official/staff without any disturbance.

17. 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 2023-24. |
| Note: | Each envelope should contain the name and Address of the tenderer. |

18. The tender should be signed by the person having necessary authorization. All the documents must have seal and should be signed by the tenderer.

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

20. The Financial Bid II shall be opened for only those tenderer who successfully qualify in Technical Bid I.

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

Seal & Signature of Authorized Signatory:_____

22. Work order will be awarded to the party who quoted lowest rates, negotiations if any, shall be done at the same day with parties.

23. The price quoted should be Rent per day, Night Halt, Kilometer wise, Driver Batta for A/c & Non A/c separately.

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

25. Mere submission of the tender form does not entitle any taxi provider to be engaged by the Corporation. The Corporation reserves the right to accept or reject any tender without assigning any reason thereof.

26. In case the tenderer has any query about the tender / bid terms and conditions and/or tender/bid process, he may seek clarification from the Branch Office, Guntur. Further, in case of tender/bid is rejected tenderer may seek the reasons for rejection from Branch Office, Guntur.

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 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 FOR 2023-24.**

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 |
| | - SC Entrepreneur | Yes / No |
| | - ST Entrepreneur | Yes / No |
| | - Women Entrepreneur | Yes / No |
| 3. | Whether EMD amount of Rs.112/- favouring "The Cotton Corporation Of India Ltd.," payable at Guntur is enclosed along with Technical Bid-1. | Yes / No |
| 4. | Whether EMD amount of Rs.5000/- favouring "The Cotton Corporation Of India Ltd.," payable at Guntur is enclosed along with Technical Bid-1. | Yes / No |
| 5. | Whether self attested PAN copy enclosed. | Yes / No |
| 6. | Whether self attested GST copy enclosed. | Yes / No |
| 7. | Whether the Envelope A contains Technical Bid-I, other terms and EMD money. | Yes / No |
| 8. | Whether the Envelope B contains Financial Bid-II. | Yes / No |
| 9. | Whether Tender Documents duly signed by Authorized representative. | Yes / No |

Seal & Signature of Authorized Signatory:_____

**THE COTTON CORPORATION OF INDIA LTD, GUNTUR,**

**FINANCIAL BID-II**

| Sl No | Service Particulars | TYPE-I | TYPE-II | TYPE-III |
|---|---|---|---|---|
| 1 | Airport ( Gannavaram) Drop/Pickup | | | |
| 2 | Vijayawada Rly station Drop/Pickup | | | |
| 3 | Local Use 8 Hrs/ 80 Kms | | | |

Note: Above rates are inclusive of rent, driver batta & Diesel cost etc. and exclusive of GST.

| | **Out station use** | TYPE-I | TYPE-II | TYPE-III |
|---|---|---|---|---|
| 1 | Rate per Km(Below 300Kms ) | | | |
| 2 | Rate per Km (Above 300 Kms) | | | |
| 3 | Driver night allowance | | | |

Note: Above rates are inclusive of rent, driver batta & Diesel cost etc. and exclusive of GST.

TYPE-I = Innova Crysta.
TYPE-II = Innova or equivalent.
TYPE-III = Swift Desire , Indigo, Ethios, Zest or equivalent.

**PLACE: GUNTUR**

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

Seal & Signature of Authorized Signatory:_____

**REF/CCI/GNT/ADM/2023-24/** **DT.17.08.2023**

Last date for issue of Tender : 08.09.2023 up to 2.00 P.M
Last date of submission : 08.09.2023 up to 3.00 P.M
Date of opening of Tender : 08.09.2023 at 3.30 P.M

**TENDER FORM FOR SUPPLY OF TAXI ON HIRE BASIS**

1. Name of Tenderer (Proprietor/ Owner) : ----------

2. Name of the Travel Agency : ----------

3. Nature of travel agency such as proprietorship, HUF, partnership firm or a Company.

4. Full Postal Address for communication : ----------
   At Guntur.
   ----------
   Phone No: Mob.No.

5. Details of EMD DD/ P.O. NO---------- Date ----------

   Amount Rs. ---------- Bank ----------

6. Income Tax Pan No. ----------
   (Photo stat copy to be enclosed)

7. GST Regd. No.----------
   (Photostat copy to be enclosed)

Signature of the Tenderer
Address Stamp

Place :
Date :

Seal & Signature of Authorized Signatory:_____