भा.क.नि.
CCI
भारतीय कपास निगम लिमिटेड
(भारत सरकार का उपक्रम)
शाखा कार्यालय : इंडस्ट्रियल इस्टेट, मेट्टुगड्डा
महबूबनगर-509001
दूरभाष : 08542-222210, फैक्स: 08542-222211

The Cotton Corporation of India Ltd.
(A Government of India Undertaking)
District Industrial Estate, Mettugadda,
Mahabubnagar -509 001.
Tel. No.: 08542-222210; Fax: 08542-222211

E-Mail: mahabubnagar@cotcorp.com Website: www.cotcorp.org.in

CIN: U 51490 MH 1970 GOI 014733

Ref: CCI/MBNR/ADM/Hiring Taxi/2026-27/ Date: 02.07.2026

TENDER NOTICE FOR HIRING TAXI ON RENT

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

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/-(Rs. Five Thousand only) by the way of DD / Pay Order in favour of "The Cotton Corporation of India Ltd., payable at Mahabubnagar 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. Tender should reach on or before 23.7.26 up to 3.00 PM and same shall be opened on the same day at 3.30 PM. The tender can also be downloaded from website of the corporation http://www.cotcorp.org.in or at Govt. portal http://www.eprocure.gov.in. MSEs Firms are exempted from tender fees and EMD on production of valid MSE Certificate.

Dy. General Manager

THE COTTON CORPORATION OF INDIA LTD,
BRANCH OFFICE- MAHABUBNAGAR

TENDER FOR HIRING TAXI ON RENT

TECHNICAL BID -I

1.	Whether the travel/taxiAgency has office in Mahabubnagar (If yes, please furnish thefollowing details)	Yes/No
2.	Name of the Firm	
3.	Full postal address 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	Earnest money deposit (EMD) Details (Rs. 5,000 /-)	Instrument No. (DD/P.O) /UTR No. /Unique No. / Transaction Number::_____ N
7	Whether firm is under MSEs Category (Copy of valid MSEs Certificate should beenclosed)	Yes/No

TERMS & CONDITION FOR HIRING OF VEHICLES

1. Tender is invited from Taxi/Travel agencies having office in Mahabubnagar 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 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" 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 51920500002314, Bank of Baroda, IFSC Code BARB0MAHABU. 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 MSE s 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 will result into immediate termination of contract and EMD shall 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 Tax as per Income Tax Act and provided the bill must be accurate.
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. The tenderer must quote the rate inclusive of all taxes etc.
10. 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 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.
11. The quoted rates shall be valid for a period of one year and could be extended for a period not exceeding 11 months, with mutual consent in case the work is found satisfactory. The Corporation shall not consider any hike in the quoted rates due to hike in petrol / diesel rates during the tender period.

12. 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 others sources and supply the same. However the rates shall be paid for such taxies as finalized in the tender.

13. 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.

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

15. 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 2026-27

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16. 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 along with forfeiture of EMD.

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

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. Lack of any document shall be liable to be rejected.

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

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

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

22. 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. 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. Mahabubnagar at the same rate finalized in the tender.

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

26. 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.

27. Final decision will be solely at the discretion of the Corporation. The Corporation reserves its right to accept or reject any/all tenders. However, the tenderers may seek reasons for rejection.

28. <u>Declaration by the Tenderers who Downloaded tender documents from Website:</u>

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. :

CHECK LIST FOR SUBMISSION OF TENDER FOR HIRING OF TAXIES ON RENT FOR 2026-27.

TENDERERS MUST CHECK THE FOLLOWING POINTS BEFORE SUBMITTING THE TENDER:

1.	Whether Taxi/Travel agency having office in Mahabubnagar	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 Mahabubnagar 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 representative.	Yes / No

FINANCIAL Bid – II

Date:

1. NAME AND ADDRESS OF THE PARTY :
2. TELEPHONE NUMBERS :

Table: 1 ***Rate inclusive of taxes but excluding toll charges and GST.**

Sr.	Type of vehicles	Up to 200km (Rate in Rs.)	Night Halt charges (in Rs.)
1	Swift or Equivalent		
2	Swift Dzire / Etios or Equivalent		
3	Innova Crysta or Equivalent		

Table: 2 ***Rate inclusive of taxes but excluding toll charges and GST**

Sr.	Type of vehicles	Above 200 kms (Rate per km in Rs.)	Driver Bhatta (in Rs.)	Night Halt charges (in Rs.)
1	Swift or Equivalent			
2	Swift Dzire / Etios or Equivalent			
3	Innova Crysta or Equivalent			

Note:

1. The rates should be quoted are inclusive of all taxes & charges except GST.
2. TDS as applicable will be deducted.
3. Toll, parking, & Night halt charges will be reimbursed on submission of receipt

I/We agree to abide by all the terms & conditions as given in the tender document.

Signature of the Tenderer:

Name of the Tenderer:

Address& Seal: Contact Tel/Mobile Nos.