

COMPOSITE REGIONAL CENTRE FOR SKILL DEVELOPMENT, REHABILITATION & EMPOWERMENT OF PERSONS WITH DISABILITIES, KOZHIKODE [CRC-K], KERALA

(Under the administrative control of NIEPMD, Chennai)
Department of Empowerment of Persons with Disabilities (Divyangjan)
Ministry of Social Justice & Empowerment, Government of India

Golf Link Road, Chevayur P.O, Kozhikode, Kerala – 673 017

Phone: 0495 – 2353345 Web: www.crckozhikode.nic.in Email: crckozhikode@gmail.com

NOTICE INVITING TENDER FOR HIRING OF TAXIS ON DAILY / MONTHLY

NEED BASIS

1	Short Tender No.	No. CRC-K/Admn.53/2025-26 dated 18-02-2026
2	Start date of submission of bids	19-02-2026 The tender document is available at CRC-K website / office
3	Time and last date of submitting bid	04-03-2026 01:00 p.m.
4	Time and Date of Opening of Bids	05-03-2026 11:00 a.m.
5	Amount of EMD to be deposited	Rs. 10,000/-
6	Likely date for commencement of contract	16-03-2026

Composite Regional Centre for Skill Development, Rehabilitation & Empowerment of Persons with Disabilities, Kozhikode (CRC-K) is established by Ministry of Social Justice & Empowerment, Govt. of India is a centre to provide various services to Persons with Disabilities. The institute is intends to made Annual Rate Contract for hiring of Taxies on daily / monthly need basis.

Sealed quotations are invited from registered transporters / Taxi operators within Calicut for hiring of vehicles for the use of this office on daily / monthly need basis for the local journey / outstation journey etc. The said contract will be awarded initially for a period of one year from the date of approval of contract, which may be extended at the discretion of the CRC-K authorities for further period of two years (Maximum three years) based on performance.

Detailed terms and conditions, tender format and specifications of the items can be downloaded from the institute's website www.crckozhikode.gov.in or can be obtained from CRC Kozhikode office on all working days (Mon. to Fri. except on Central Govt. Holidays) from 19-02-2026 to 03-03-2026 between 10.00AM and 5.00 PM.

Sd/-
Director

General Terms and Conditions:

A. Tender process & Submission of documents:

1. The proforma for submitting the bids is available at CRC-K website / office on all working days (Monday – Friday) between 10:00 a.m. to 5:00 p.m., free of cost up to 03-03-2026. **Last date of receipt of bids at CRC Kozhikode office will be 04 March 2026 up to 01.00 p.m.** Bids will be opened on 05 March 2026 at 11:00 a.m.
2. The offer / bids received incomplete and /or filed after the due date and time shall be summarily rejected.
3. Jurisdiction of court of law shall be court at Kerala.
4. The o/o the Director, CRC-K, in its absolute discretion reserves the right to accept or reject any/all quotations without assigning any reason. In case of any dispute of any kind and in respect of whatever the decision of the director CRC Kozhikode / Purchase Committee of CRC-K, will be final and binding.

B. Earnest Money and Security deposit:

1. Tender documents must be accompanied with non-interest bearing **EMD of Rs. 10,000.00** (Rupees Ten thousand only) in the form of a demand draft in favour of the Director Composite Regional Centre for Persons with Disabilities [CRC] Kozhikode.
2. No bank commission or interest will be paid on EMD.
3. If a bidder withdraws their offer after opening of the bid and before award of tender to the valid tenderer, the earnest money deposited by them will be forfeited.
4. The successful bidder has to submit **security deposit of an amount equal to 5% of the contract value for one year** in the form of Bank Draft / Bank Guarantee issued by a Nationalized Bank only drawn in favour of the Director, CRC Kozhikode. The successful bidder, if fails to furnish the bank guarantee within 10 days from the date of issue of award offer, his/her quotation will be rejected and security deposit will be forfeited.
5. If the successful bidder fails to deposit the requisite amount towards the security deposit within the specified time and fails to execute the agreement, the EMD will be forfeited.
6. EMD deposited by the unsuccessful bidder will be refunded to the bidder at the earliest after finalization of the tender. EMD will be refunded to the successful bidder on receipt of Security deposit. The security deposit will be refunded / returned to the successful bidder after successful completion of the contract agreement and settlement of accounts within three months of completion of contractual period.
7. The contractor / agency shall not engage any subcontract or transfer of contract to any other person / agency.

C. Vehicle and rates offered:

1. The taxi **vehicle should not be more than 03 years old.**
2. All papers of the hired vehicle including Registration certificate/pollution certificate/Taxes etc. should be up to date & clear and copy of all documents should be attached along with bid. In case of brand new vehicle is provided, token slip of RC registration etc. shall be submitted / furnished.
3. The contractor should abide by the law of the land and he should ensure that all the statutory obligations with regard to running of vehicle are met.

D. Period of Contract/Duration:

- a. The contract will be initially for a period of one year. However, the contract may be extended subsequently, on mutual consent, and on same terms and conditions for further period of two years based on review of performance, depending upon the requirements and administrative conveniences of the office.
- b. The successful bidder will have to execute a contract agreement with CRC-K on a non-judicial stamp paper of Rs. 200/- before taking over the Contract.
- c. Notwithstanding any other provisions made in the contract, CRC-K reserves the absolute right to terminate the contract forthwith if it is found that continuation of the contract is not in public interest / poor performance. The contractor will not be eligible for any compensation or claim in the event of such cancellation.
- d. If any of the terms and conditions above is not fulfilled during the period of contract, the Director, CRC-K reserves the right to terminate the contract without assigning any reason thereof.

E. Documents to be submitted along with the quotation:

- a) Bid Form in the prescribed format.
- b) Self-Attested copy of PAN card of firm/company/individual.
- c) Self-Attested Copy of Goods Service Tax (GST) registration certificate (If available).
- d) Self-Attested Copy of Registration Certificate of vehicle.
- e) Self-Attested copy of document showing current insurance of the vehicle.
- f) DD of EMD as stipulated.

Original of all such documents shall be liable to be produced for verification, failing which such documents shall be rejected.

**Name & Signature of the Bidder
(with seal, if any)**

OTHER TERMS & CONDITIONS:

(1) The contract will be governed by the following terms and conditions:-

- (a) The bidder should be a reputed firm / Contractor for providing the services of Taxi with an experience of at least 3 years for providing the said services in Government Offices / Public Undertakings / reputed offices. (Attach Proof).
- (b) Bidder should provide certificates of firm registration, PAN No. and Service Tax registration. (Proof to be attached).
- (c) The bidder must have a well-established Office located within a radius of up to 10 Kilometres from CRC-K, Chevayur, Kozhikode. (Proof to be attached).
- (d) The rates quoted in response to the tender notice will remain unchanged till the current year of the contract. In case of extending the contract further it can be revised on the discretion of CRC-K authorities.
- (e) There is no guarantee of hiring of any specific number of vehicles daily. The agency shall have to provide as many vehicles as may be required by CRC-K at a particular point of time, even at short notice. The services should be available round the clock. The firm must have a 24 hours working telephone system so that the requirement of vehicle can be met at short notice at odd hours or on holidays etc.
- (f) The drivers should have mobile phones so that they could be contacted on requirement. However mobile charges **will not** be reimbursed by CRC-K.
- (g) The drivers of the vehicle should have valid driving license from the appropriate authority and be well experienced, well-mannered and punctual.
- (h) Actual parking charges/toll taxes/entry taxes/inter-state taxes for journeys/service taxes will be reimbursed along with the hiring charges bill on production of receipts. The bills raised by the firm should have all tax registration numbers printed on the bills.
- (i) The Office reserves the right to cancel the contract, at any time, without assigning any reason.
- (j) All the vehicles provided shall have yellow number plate meant for taxis /commercial vehicle along with valid commercial license. The vehicles hired under this contract shall not be used for any other purpose during the period of hire time.
- (k) The vehicle with the driver should be placed at the disposal of CRC-K as and when required. CRC-K would be free to use the hired vehicle in any manner for carrying officials, materials etc. as per its requirement and the firm will not have any objection to it.

- (l) No compromise will be made by the Office towards punctuality, cleanliness, obedience, promptness, behaviours etc. If the bidder, at any point of time during official duty, fails to perform duties, as directed by the Office, the contract will be cancelled without any notice by the Office.
- (m) The successful bidder shall ensure that the vehicles provided to **CRC-K** shall be in good mechanical condition and the interior and exterior of the vehicle should be well maintained. The successful bidder shall ensure that there should not be any dent or rust on the car and there should not be any unwarranted noise etc. in the car while driving.
- (n) The successful bidders shall ensure that all documents pertaining to the vehicle provided to **CRC-K** is kept under the custody of the driver in the vehicle without fail while on duty and **CRC-K** shall not be put to any inconvenience for any such failure of the bidder. Further, the vehicle should be free from all encumbrances and all taxes and statutory requirements should be fulfilled and related documents to be kept update.
- (o) The tenderer must enclose a signed copy of the terms and conditions stipulated for award of the contract, conveying his as an unconditional acceptance of all the terms & conditions.
- (p) The compensation, connected expenses and legal disputes between the firm and the staff deployed and any unforeseen casualty shall be borne/paid/settled by the firm and the office in no way shall be party to the disputes and will have no liability on this account. It is also the firm's liability to provide wages etc. and follow other statutory obligations as per extant rules.
- (q) The disputes emanating from the contract shall be adjudicated through the sole arbitration of The Director, CRC-K, Chevayur, Kozhikode.
- (r) The office reserves the right to accept or reject any quotation in full or part without assigning any reason thereof. The decision of this office in this regard shall be final.
- (s) Legal disputes, if any, arising during period of the contract, will be under Kozhikode court jurisdiction only.
- (t) Any losses or injuries due to road accident etc. arising during the course of engagement of the vehicles for the services to CRC-K, shall be handled fully by the service Provider, CRC-K or its users will not be involved in any manner and any liabilities arising out of such accidents will be the responsibility of the Service provider alone.
- (u) CRC-K will not be responsible for any loss and damage on accident to the vehicle on to any other vehicle or injury.

- (v) In case of breakdown of the vehicle on non-availability on driver, the firm must provide replacement immediately at its own cost.
- (w) The Service Provider should ensure that vehicles provided for hire must be registered under Taxi quota only. Under no circumstances vehicle registered against private quota should be provided.

(2) **Payments:-**

- (a) Payment of hiring charges will be made within 30 days after submitting the bills. The bills for the use of vehicles, accompanied by trip sheets / duty slips duly signed by the user with original receipt of parking / toll / entry fee etc. may be submitted to office on monthly basis. TDS will be deducted by the CRC-K at the time of payment of bills.
- (b) No advance payment, in any case, would be made to the firm.
- (c) Bidder will not be allowed to provide any condition for maximum/ minimum usage of any category of vehicles.
- (d) The calculation of mileage shall be from the reporting point to the relieving point (i.e. CRC-K) and will not be calculated on garage to garage basis. Distance shall be reckoned / computed from the reporting point i.e. CRC-K.

(3) ***Non Relationship with Employees:-***

CRC-K will debar parties from tendering having relatives working in CRC-K. A non-relationship Certificates is required to be submitted.

(4) ***Termination of the Contract***

- a. Notwithstanding any other provisions made in the contract, CRC-K reserves the absolute right to terminate the contract forthwith if it is found that continuation of the contract is not in Public interest. The contractor will not be eligible for any compensation or claim in the event of such cancellation. If at any later date, it is found that the documents and certificates submitted by the Contractor are forged or have been manipulated, the work order issued to the Contractor shall be cancelled and the contractor will be liable for action as appropriate under the extant laws.
- b. Engagement of agency shall stand cancelled in case the agency violates any of the terms and conditions.
- c. Any relaxation in the terms & conditions will be at the sole discretion of the Director CRC-K.

We agree to all terms and conditions as mentioned above including the validity of the offer. Utmost confidentiality of the data provided shall be maintained.

Name & Signature of the Bidder
(with seal, if any)

CHECK LIST

1.	Proof of office address up to 10 Kilometres from CRC-K, Chevayur, Kozhikode	
2.	Tenderer’s self-attested copy of the PAN/ TAN card issued by the Income Tax Department with copy of Income-tax return of the last two financial years (If available).	
3.	Self-attested copy of Service Tax Registration No.	
4.	Proof of experience of last Two completed years along with satisfactory performance certificates from the concerned employers (if Available).	
5.	Name, address of firm / Agency and Telephone numbers.	
6.	Name, Designation, Address & Tel. No. of Authorised person of firm / Agency to deal with.	
7.	Please specify as to whether tenderer is sole proprietor / Partnership firm/company or any other establishment.	
8.	Name, Address and Telephone No. of Head / Partners etc. be specified.	
9.	List of agencies / Institutions / offices, where providing service or service provided in past.	
10.	Authorisation/Power of Attorney	
11.	Any other document, if attached	

Declaration by the bidder:-

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Name & Signature of the Bidder
(with seal, if any)

RATE FOR DAILY / NEED BASIS:

Sl. No.	Particulars	5 seater sedan (AC) (Above 1300 CC)	7 seater (AC) (Above 2000 CC MUV)	Remarks
01	Rate for 0 – 25 KM / 2 Hrs			
02	Rate for 26 – 40 KM / 3 hrs			
03	Rate for 41 – 50 KM / 4 hrs			
04	Rate for extra KM			
05	Rate for above 50 KM and half day duty			
06	Charges for extra per KMs beyond 50 KM & half day duty			
07	Rate for 50 – 75 KM / 7.5 hrs			
08	Rate for up to 50 KM & Full day duty			
09	Rate for extra per KMs beyond 50 KM & full day duty			
10	Rate for up to 100 KM & full day duty			
11	Rate for beyond 10 hrs duty			

Note:- For extra charges either extra KMs. Or extra Hours shall be taken into consideration, not both at the same time.

Name & Signature of the Bidder
(with seal, if any)