

No. HUDCO/PDO/Hiring of Vehicles/2026/**26.05.2026****Sub: Quotation for hiring of Vehicles for local and outstation trips for Official use of HUDCO Puducherry Development Office.**

Housing and Urban Development Corporation Ltd., (HUDCO) is a Govt. of India Enterprise (A Navratna CPSE) with its Development Office located at No.11-13, Ground Floor, LIC Building, Kamaraj Salai, New Saram, Puducherry – 605 013. Sealed quotations are invited for hiring of A/C Vehicles for local and outstation trips of HUDCO Officials through HUDCO website <http://www.hudco.org.in> & <http://www.eprocurement.gov.in>

The annual estimated cost for hiring of vehicles would be around Rs.50,000/-.

HUDCO's requirement are as under:

1. The vehicles should be made available within allocated time as and when required and even on short notices.
2. Vehicle can be sent within Puducherry, outside Puducherry and Hill areas depending upon the requirement of HUDCO.
3. The vehicles should be of good running condition and ensure that the vehicles should have a valid comprehensive insurance, road tax receipt, pollution control certificate etc.,. The driver should have minimum 5 years' experience in driving and should have valid driving license. The driver should be well behaved and courteous and neatly dressed and it should be ensured that they do not drive under the influence of alcohol. The driver should also have mobile phone for easy contact.
4. Vehicles can be taken on hire for half day, full day or weekly basis as per the requirement of HUDCO.
5. Vehicles should not be more than four years old.

General Terms & Conditions:

The general terms & conditions applicable for submission of quotation/offer and for award of contract by HUDCO Development Office, Puducherry are as follows:

1. The bids may be submitted in three sealed envelopes separately which may be finally placed in one envelope. The first envelope will contain proof of EMD payment of Rs.1500/- or relevant MSME Certificate and Bank Details, second envelope will contain Technical bid and third envelope will contain Financial bid.
 - a) Annexure - I (EMD & Bank Details)
 - b) Annexure - II (Technical Bid)
 - c) Annexure - III (Financial Bid)

Above covers (a, b & c) may be finally placed in one envelope addressed and sent to:

The Joint General Manager (P)/DO
HUDCO Development Office,
No.11-13, Ground Floor, LIC
Building, Kamaraj Salai, New
Saram, Puducherry- 605 013

The quotations may also be dropped in the Tender box placed in the HUDCO Development Office, Puducherry Reception area on or before or **on 16th June 2026** at 4.00 PM. Sealed quotations of EMD, Technical bid & Financial Bid shall be opened on the same day i.e., **16th June 2026** at 4.30 PM at HUDCO. Quotations received after the due date and time stipulated in the tender, will not be considered. HUDCO will not be responsible for any postal delay. The representatives of bidders can also participate in the Tender opening, if so desire.

2. Quotation/tender must accompany Earnest Money Deposit (EMD) of **Rs.1,500/-** (Rupees One Thousand and Five Hundred only) by way of NEFT :

Bank Details:

Beneficiary Name : HUDCO LTD
Bank : HDFC Bank Ltd
Branch : KG Marg. New Delhi
Account No. : 00030350017801
IFSC : HDFC0000003

" The Micro and Small Enterprise (MSE) vendors who are registered with MSME are only exempted from EMD, who can also participate in the bidding as notified by the Ministry of Micro, small and Medium Enterprise, GOI.

3. Upon confirmation on receipt of the EMD amount, the technical bid will be opened and after qualifying technically only, the financial bid will be opened.
4. The rates for item(s) should be quoted in Financial bid (Annexure-III). Please note that no other alternate item (s) unit(s) will be considered and there should not be any overwriting and correction in the financial bid.

5. The rates quoted in the tender would be applicable for a period of one year from the date of issuance of work order by HUDCO. However, the services may be considered for another one year on the same rates and terms & conditions in case the services are found satisfactory and agreed by both the parties.
6. HUDCO shall not entertain any request for escalation in cost/price on account of any reason whatsoever during the period of empanelment/contract.
7. Any modification in offer/bid after the closing of tender will not be considered.
8. Operators, before submitting quotation, should clearly understand HUDCO's requirement and in case any information/clarification is required, the same may be obtained by visiting HUDCO Office during working days (Monday to Friday) between 10 am to 5.30 pm before the tender closing date.
9. The EMD of successful bidder shall be retained as security deposit till the completion of the contract period. No interest will be paid on the EMD amount. EMD in respect of unsuccessful bidder shall be refunded within 60 days. Quotations without EMD / MSME Certificate shall be considered unresponsive and rejected.
10. HUDCO shall make payment of bills by Electronic Transfer to your bank account after deduction of all applicable taxes. No advance payment will be made. The bills should be accompanied by trip sheet duly signed by the user of vehicle and the driver. Bills with unsigned trip sheet will not be accepted. Trip sheet should contain details of places visited, vehicle start time, start kilometer and closing time, closing kilometer. Original Toll receipts and Parking charges if any to be submitted along with the bill.
11. The operator will ensure services as and when required by HUDCO during the period of empanelment, failing which operator will be blacklisted, in case the operator do not provide vehicle more than three times on cumulative basis.
12. HUDCO will not be responsible for any loss of car/accident/traffic rule violations etc., while on duty. The safety and security of the car and driver will be the sole responsibility of the contractor. The contractor is not eligible for any claims and/or compensation whatsoever from HUDCO other than the approved rates for the use of car. However, during this period, if HUDCO officials are affected directly or indirectly, then HUDCO official will have to be compensated fully.

13. In case of successful bidder(s) found in breach of any conditions(s) of the tender/ agreement at any stage, legal action as per laws / rules shall be initiated against the operator and EMD shall be forfeited.
14. The successful bidder has to sign an agreement with HUDCO for hiring of vehicles for its local and outstation visits undertaken by HUDCO officials.
15. It is the sole discretion of HUDCO to empanel one or more operators at L1 rates. HUDCO can engage one agency or more depending upon the needs of the organization.
16. In the event of the vehicle which is taken on hire and any defect occurs in the vehicle, the same will be replaced with another car by the agency or in case HUDCO has to hire a vehicle from any other agency, the expenses of the vehicle engaged from the other agency will have to be borne by the empanelled agency.
17. The Agency has to strictly adhere to the statutory rules and regulations.
18. HUDCO reserves full right to accept or reject all quotations without assigning any reason thereof.
19. Bids will be considered only from the travel operators whose office/garage is located within 10 kms from HUDCO's Development Office located in Puducherry.
20. **Should be registered on Trade Receivables Discounting System (TReDS) or alternatively the successful bidder shall have to register within one month from the date of issue of work order.**

For and on behalf of HUDCO



Joint General Manager(P)/DO

HUDCO Puducherry Development Office

Annexure - I

Sub: Hiring of Vehicles by HUDCO Development Office, Puducherry for official use.

DETAIL OF EARNESTMONEY DEPOSIT_____

BANK DETAILS FOR PAYMENT

Sl. No.	Particulars	Information Required
1	Bank Name	
2	Bank Account No.	
3	Branch Name	
4	Branch Address	
5	Branch Telephone NO.	
6	Account Type	
7	Bank Code (9 digit code no. of Bank & Branch)	
8	IFSC Code No.	

OPERATOR'S DETAILS

Sl. No.	Particular of Vendors	Information Required
1	PAN NO.	
2	GSTIN Number	

Authorised Signatory of the Travel agency with Seal & date

ANNEXURE-II

TECHNICAL BID

Sub: Hiring of Vehicles by HUDCO Development Office, Puducherry for official use

1. Name of the Taxi Operator Firm _____
2. Complete Address with Telephone No. _____
3. Details of Three years' experience _____
4. Details of No. of taxis available and their
Type (minimum 10 taxies) _____

TOYOTA INNOVA OR EQUIVALENT VEHICLE	TOYOTA CRYSTA /OR EQUIVALENT VEHICLE	SWIFT DZIRE/ ETIOS /OR EQUIVALENT VEHICLE

5. Make and Model of each taxi/vehicle
mentioned at (4) above : _____
6. PAN Number of Agency
(Proof to be enclosed) : _____
7. GST No. of the Agency
(Proof to be enclosed) : _____
8. Are drivers equipped with mobile phone Yes/No
9. Distance between HUDCO (Puducherry)
and Agency garage _____ kms.
10. Whether the travel agency is registered under MSME: Yes
If yes, please indicate the category
SC/ST Women Others
11. Details of Trade Receivables Discounting System
(TReDS) Registration Details :

Authorised Signatory of. the Travel agency with Seal & date

ANNEXURE- III**FINANCIAL BID**

HIRING OF VEHICLES SUCH TOYOTA INNOVA / TOYOTA CRYSTA/SWIFT DZIRE/ ETIOS (to quote for AC Vehicle) by HUDCO PDO for official use.

	TOYOTA INNOVA OR EQUIVALENT VEHICLE	TOYOTA CRYSTA /OR EQUIVALENT VEHICLE	SWIFT DZIRE/ ETIOS /OR EQUIVALENT VEHICLE
LOCAL			
50 Kms/5 Hrs - Vehicle hire charges			
100 Kms/10 Hrs Vehicle hire charges			
Additional charge per Hour			
Additional charge per Km			
GST (%)			
OUTSTATION			
Vehicle hire charges			
Minimum Km chargeable per Day			
Additional charge per Hour			
Additional charge per Km			
GST (%)			
Driver Batta			
Night halt charge			

- 1) No advance payment will be claimed for the aforesaid work.
- ii) Deduction: TDS will be deducted as per rule
- iii) We agree to abide by the terms and conditions laid by HUDCO.
- iv) GST will be as applicable under the GST Act.

Authorised Signatory of the Travel agency with
Seal & date