



HOUSING AND URBAN DEVELOPMENT CORPORATION LIMITED
(A Govt. of India Enterprise)
HUDCO Bhawan, Vidyut Marg, Jyoti Nagar,
JAIPUR- 202 005

Website: hudco.org.in

Email: jro@hudco.org

No. JRO/HUDCO/Admn./2026/236/

Date: 24.07.2026

Sub: Quotation for Rate Contract for empanelment of Agencies / Firms / Proprietorship Firms for CNG/Petrol vehicles on Need basis (For Jaipur Local and Outstation).

Housing & Urban Development Corporation Ltd. (HUDCO), a Govt. of India Undertaking under the administrative control of Ministry of Housing & Urban Affairs, Govt. of India having its Regional Office at HUDCO Bhawan, Vidyut Marg, Jyoti Nagar, Jaipur-302 005 and its Registered Office situated at Core-7A, HUDCO Bhawan, India Habitat Centre, Lodhi Road, New Delhi-110 003, invites Bids from reputed Agencies/Firms/Proprietorship firms for empanelment of Agencies / Firms / Proprietorship Firms for CNG/Petrol Vehicles on need basis (For Jaipur Local and Outstation) as per the criteria laid down in Technical Bid placed at Annexure – III.

The Rate Contract will be valid for a period of one year. However, HUDCO may extend the rate contract period for another two years, one year at a time, subject to satisfactory performance and with the consent of both the parties and agreed same terms & conditions.

Important Annexures

Participating Agencies/Firms/Proprietorship Firms must attach Annexures IV, V and VI duly filled with Technical Bid (Annexure-III): -

1	Annexure-I	Scope of Work
2.	Annexure-II	Special Terms and Conditions
3	Annexure-III	Technical Bid
4.	Annexure-IV	Bank Details of Agency/Firm/Proprietorship Firm
5.	Annexure-V	Undertaking towards not being blacklisted to the Agency/Firm/Proprietorship Firms
6.	Annexure-VI	Financial Bid

Important Dates:

a)	Date of Publishing of Tender	24.07.2026
b)	Last Date & Time of submission of Tender	03.08.2026 03:00 PM
c)	Date & time for opening of Technical Bids	03.08.2026 04:00 PM
d)	Date & time for opening of Financial Bids	Shall be notified after technical evaluation
e)	Validity of Bids	06 Months from closing date of Bid

Technical Eligibility Criteria

The Agency/Firm/Proprietorship Firm should meet the following criteria: -

- (a) The Agencies/Firms/Proprietorship Firms should have at least 3 years of experience in the similar business and should have satisfactorily completed at least 3 similar contracts during last 3 years i.e. 2022-23, 2023-24 and 2024-25. **Documentary evidence should be attached with Technical Bid (Annexure-III).**
- (b)
 - i. The bidder must have its office in Jaipur and shall be capable of providing Vehicles (CNG/Petrol) round the clock. Details has to be filled in Technical Bid (Annexure-III).
 - ii. The name and contact details & E-mail ID of contact person shall be provided in Technical Bid (Annexure-III).
 - iii. The Agencies/Firms/Proprietorship Firms should possess minimum 3 Vehicles of different brands and variants, which should not be more than 5 years old. **Details has to be filled in Technical Bid (Annexure-III) & copies of the registration certificate are to be attached.** The Agencies/Firms/Proprietorship Firms shall at all times have valid Registration Certificates (RCs), Insurance Cover, Pollution Under Control (PUC) Certificates, and Tax Certificates. Copies of these documents shall be submitted to HUDCO whenever called for.
- (c) The Agency/Firm/Proprietorship Firm should have an average annual turnover of Rs.15 lacs during last three years (2022-23, 2023-24 and 2024-25). The Agencies/Firms/Proprietorship Firms must submit self-attested copies of turn over (profit & Loss statement) duly certified by the Chartered Accountant. **Documentary evidence is to be attached with Technical Bid (Annexure-III).**

- (d) The Agency/Firm/Proprietorship Firm should have valid PAN and GST Number. **Documentary evidence is to be attached with Technical Bid (Annexure-III).**
- (e) **The Agencies/Firms/Proprietorship Firms should submit the following documents also along with their technical bid**
- Bank detail for Agency/Firm/Proprietorship Firm (Annexure-IV).**
 - Undertaking towards not being blacklisted to the Agency/ Firm/ Proprietorship Firms (Annexure-V).**
- (f) If Agencies/Firms/Proprietorship Firms is MSME/MSE, **documentary evidence has to be submitted with Technical Bid (Annexure-III).**
- (g) The lowest rates received from eligible Agency/Firm/Proprietorship Firm for each type of CNG/ Petrol vehicle and for each slab would be offered to all Technically Qualified Agency/Firm/Proprietorship Firm for their consideration and acceptance. The Agency/Firm/Proprietorship Firm who accept the rates in writing and are ready to provide vehicle services on the offered rates would be intimated for providing the vehicle services.
- (h) The Agencies/Firms/Proprietorship Firms, who want to participate in Bid, should submit the quotation latest by 03.08.2026 upto 03:00 P.M. On the top of Technical and Financial sealed envelope, Agencies/Firms/Proprietorship Firms should write "Quotation-Technical Bid for Rate Contract for empanelment of Agencies/Firms/Proprietorship Firms for CNG/Petrol vehicles" and "Quotation-Technical Bid for Rate Contract for empanelment of Agencies/Firms/Proprietorship Firms for CNG/Petrol vehicles" respectively & both envelopes should be kept in separate sealed envelope and on the top of the envelope, the Agencies/Firms/Proprietorship Firms should write "Quotation for Rate Contract for empanelment for CNG/Petrol vehicles" and should drop in the box placed at reception of HUDCO office at HUDCO Bhawan, Vidyut Marg, Jyoti Nagar, Jaipur-302 005. The financial bid shall be submitted as per Annexure- VI. Please note that the Financial bid to contain overall cost.

On evaluation of Technical Bids by the Tender Evaluation Committee (TEC) formed by HUDCO Jaipur RO, Financial Bid of only those agencies would be opened, who are found to be eligible as per the criteria defined in the NIT. The date of opening of financial bids shall be intimated to the technically qualified Agencies/Firms/Proprietorship Firms at a later date.

Manish Kumar
24/07/2026
(Manish Kumar)
Sr. Manager (Sectt.)

Scope of Work

1. The scope of work covers empanelment of transport agencies for different category CNG/Petrol vehicles on need basis for Jaipur Local and outside Jaipur as and when required, as per the terms & conditions of the contract specified herein.
2. The offered vehicles should not be more than 5 years old from the date of bidding.
3. The details of required CNG/Petrol vehicles are as follows:

S. No.	Car model
1.	Toyota Fortuner
2.	Toyota Innova Crysta
3.	Toyota Innova
4.	Maruti Ertiga
5.	Maruti Ciaz / Honda City
6.	Maruti Dzire/ Toyota Etios

4. The Agency/Firm/Proprietorship Firms shall provide the vehicles at place as intimated by HUDCO for travel within or outside Jaipur.
5. Journey within Jaipur City will be treated as local journey.
6. The drivers of the vehicles shall ensure that the duty slips are duly signed by the concerned HUDCO officials after completion of each duty. Such duly signed duty slips shall be submitted along with the bills and shall constitute the basis for calculating the distance travelled and processing payment.
7. The Agency/Firm/Proprietorship Firm shall maintain the duty slip for every trip/requisition. The duty slip should be got signed by the user which would indicate the Vehicle Number, opening and the closing meter reading with time and date at the point of starting/ending the journey by the user. It should be ensured that there is no overwriting in the duty slips and all the columns in the duty slips are filled completely. In no case duty slip without signature by the user will be accepted for payment unless specifically intimated in advance.
8. The driver shall wear proper uniform while on duty and the uniform should always be neat and clean.
9. The vehicles deployed during the contract period shall be well maintained, roadworthy, and kept in perfect running condition at all times to the satisfaction of HUDCO. Each vehicle shall possess Valid Registration Certificate (RC), comprehensive Insurance Cover (including coverage for the driver, vehicle, and passengers), Tax Certificate, Pollution Under Control (PUC) Certificate, and all other statutory permits/licences as required under the applicable laws. The leasing agency shall ensure that all such documents remain valid throughout the contract

period.

10. The driver should clean the vehicles and monitor the air pressure in all tyres regularly.
11. The Driver of hired vehicle should not be habitual drunker, smoker or chew Pan / Pan-Masala/Tobacco while on duty.
12. Drivers of vehicles must have mobile phones in running condition. No extra charges would be paid by HUDCO for the same.
13. The Agency/Firm/Proprietorship Firms shall provide well-behaved driver with pleasant personality, proper Hindi or English-speaking. Driver should have minimum 05 years driving experience of LMV at the time of operation with a valid license.
14. Drivers should have some basic knowledge of mechanism of vehicle so that he could attend minor repairs. He should be conversant with the roads, routes & adjacent areas in Jaipur and able to read GPS maps.
15. **The vehicles shall always be provided with decent upholstery, clean seat covers, perfume, comfortable seat cushions, GPS, mobile chargers, SOS alarm, First Aid box, fire extinguisher, comprehensive tool kit, umbrella, Wet/ Cotton napkins and other basic fittings/accessories like Music System, mobile/laptop charger etc. for maximum comfort of the passengers.**
16. **The maintenance cost, road tax, passenger tax, Fast Tag, Insurance, challan etc. of the vehicle should be paid by Agency/Firm/Proprietorship Firm. Agency/Firms/Proprietorship firm shall retain all relevant documents in the vehicle. Parking charges and Toll Tax charges/State Tax charges etc. will have to be paid by Agency/Firms/Proprietorship Firms initially & they can claim the same while submitting the bill for payment.**
17. **In case of break down/servicing/ repair, the Agency/Firm/Proprietorship Firm shall provide alternate vehicle of similar Make or higher model failing which vehicle shall be hired from any other source/sources at the risk and cost of the Agency/Firm/Proprietorship Firm.**
18. **In case of non-reporting/refusing to provide the requisite Vehicle, the same may be hired by HUDCO from any other source(s) at the risk and cost of the Agency/Firm/Proprietorship Firm besides any other action which may be deem fit.**

Manish Kumar
24/10/2026
(Manish Kumar)
Sr. Manager (Sectt.)

Special Terms and Conditions

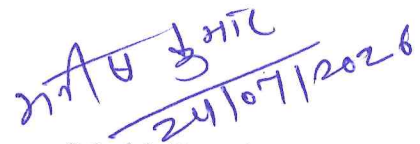
The special terms and conditions applicable for submission of quotation/offer and for award of rate contract by HUDCO are as following:

1. There should not be any overwriting and correction in the Technical Bid.
2. The rates for item(s)/unit(s) will be considered and there should not be any overwriting and correction in the Financial Bid.
3. HUDCO shall not entertain any request for escalation in cost/ price on account of any reason whatsoever during the period of empanelment/ contract.
4. Any modification in offer/ bid after closing of tender will not be considered.
5. The Agency/Firm/Proprietorship Firm, should clearly understand HUDCO's requirement before submitting their bids. In case any information/clarification is required, the same may be obtained telephonically or by visiting HUDCO Office during working days (Monday to Friday between 10 AM to 5.00 PM) from Shri Manish Kumar, Sr. Manager (Sectt.) (Mobile No. 9950274832) before closing date of tender.
6. Quotations received after the closing date and time will not be considered. HUDCO will not be responsible for any reasons for delay.
7. The Agency/Firm/Proprietorship Firm shall ensure services as and when required by HUDCO during the period of empanelment failing which Agency/Firm/Proprietorship Firm will be blacklisted.
8. The Vehicle should be made available within allocated time as and when required and even on short notices. Vehicles should report 15 minutes prior to the reporting time.
9. The Agency/Firm/Proprietorship Firm should not employ any driver having age of less than eighteen years or more than 55 years.
10. The bills contain approved rates by HUDCO, will be paid on monthly basis within 30 working days from the date of receipt of bills.
11. No challan for violation of traffic rules to be paid by HUDCO.
12. TDS or any other taxes as may be applicable from time to time during the service contract period shall be deducted from the bills of Agency/Firm/Proprietorship Firm
13. HUDCO shall reserve the right to reject any or all the tenders/quotations without assigning any reason thereof.
14. All disputes & differences between the Agency/Firm/Proprietorship Firm and HUDCO on matter connected with this or in regard to interpretation of contents thereof shall be referred to Executive Director (Projects) and decision of Executive Director (Projects) shall be binding on both the Parties. The place of Arbitration proceedings shall be Jaipur.
15. **Bill has to be submitted on the basis of Reverse Charge Mechanism. HUDCO shall make payments of the bills after deduction of all applicable taxes.**
16. **The vehicles will be hired on need basis as per requirement of HUDCO. If the vehicle is not available with the Agency/Firm/Proprietorship Firm, the same has**

to be arranged by them from their own sources at a rate quoted in the tender. If alternate arrangement is not made by the empaneled Agency/Firm/Proprietorship Firm, a penalty of Rs.2000/- per incident will be imposed on the Agency/Firm/Proprietorship Firm and then, HUDCO will arrange same vehicle on the cost of the Agency/Firm/Proprietorship Firm.

17. If the AC of the vehicle is not effective or malfunctioning, only 50% payment of the disputed bill will be paid.
18. Award of contract for empanelment shall be intimated to all Agency/Firm Proprietorship Firm who will accept the lowest rates of each category of vehicles.
19. Dead mileage not exceeding 10 Km will be given every outstation trip.
20. The Night stay charges for local or outstation journey shall be paid only if the vehicle is kept beyond 12:00 A.M. midnight.

Thanking you,


(Manish Kumar)
Sr. Manager (Sectt.)

ANNEXURE – III

TECHNICAL BID

S. No	Particulars	Details			
01	Name of the Agency/Firm/ Proprietorship Firm				
02	Status- Agency/Firm/ Proprietorship Firm /Partnership/ Others				
03	Whether the agency/firm/ Proprietorship Firm is having 03 years of experience in similar business at least one Contract Order for each of F.Y. (i.e. 2022-23, 2023-24 and 2024-25) is to be attached.	Yes/No:			
04	Complete Address of Jaipur of Agency/Firm/ Proprietorship Firm Phone No. Landline No. Mobile No. E-mail ID				
05	Details of Contact Person: Name : Designation : Mobile No. : E-mail :				
06	Details of owned/ available vehicles with Agency/Firm/Proprietorship Firm (Minimum 03 Vehicles of different brands and variants).				
	S. No.	Registration No. of vehicle	Insurance Validity Till	Pollution Under Control Certificate (PUC) validity Till	Vehicle Category: Petrol/CNG
	1				
	2				
	3				
Copies of the Registration Certificates are to be attached.					

07	Annual Turnover: F.Y. 2022-23 F.Y. 2023-24 F.Y. 2024-25 Self-attested copies of turnover (Profit and Loss statement) duly certified by Chartered Accountants are to be attached.	
08	Whether the Agency/Firm/Proprietorship Firm is having valid PAN number & GST Number (copy of PAN Card and GST Certificate to be attached)	Yes/No:
09	Whether the Agency/Firm/Proprietorship Firm has submitted Bank Details. Annexure-IV duly filled is to be attached.	Yes/No:
10	Whether the Agency/Firm/Proprietorship Firm has been blacklisted by any Central/ State Govt./ PSUs/ Bank/ Corporate [Undertaking (Annexure-V) duly filled is to be attached]	Yes/No:
11	Whether MSME/MSE (Documentary evidence to be attached)	Yes/No:
12	Whether all the terms & conditions contained in the Notice inviting Tender/ Bid are acceptable to the Agency/Firm/ Proprietorship Firm	Yes/No:

Declaration: It is hereby declared that the details furnished are true and correct. I have read over the entire terms and conditions of the Notice Inviting Tender Document and abide by the same.

Name of the Authorized Person Name
Designation
Seal

Place: Date:

ANNEXURE – IV

A. Bank Details of Agency/Firm/Proprietorship Firm

S. No	Particulars	Information Required
1.	Name of Agency/Firm/Proprietorship Firm	
2.	Bank Name	
3.	Bank Account No	
4.	Branch Name	
5.	Branch Address	
6.	Branch Telephone Number Landline Mobile No. E-mail ID	
7.	Account Type – Saving/Current	
8.	Bank Code (09-digit code of Bank)	
9.	IFSC Code	

Agency/Firm/Proprietorship Firm's Details

S. No	Particulars	Information Required
01	PAN NUMBER (Attach Certificate)	
02	GST NUMBER (Attach Certificate)	
03	Whether MSME (Y/N) If yes attach certificate	

Signature of authorized person Name

Place: Date:

ANNEXURE – V

UNDERTAKING TOWARDS NOT BEING BLACK-LISTED
(To be furnished on Agency/Firm/Proprietorship Firm's Letter Head

I, Authorized Signatory of M/s
(Name of Agency/Firm/Proprietorship Firm) hereby give undertaking that we, as an
Agency/Firm/Proprietorship Firm are not blacklisted and no litigation is initiated by any
Central/State Government/Public Sector Undertaking/Public Sector Bank/Corporate.

Further, if information furnished above stands false at any stage, we shall be completely
liable for actions taken by HUDCO as per terms & conditions of the tender including
disqualification and exclusion from future contract/assignments.

Signature of authorized person Name

Designation Seal

Place: Date:

FINANCIAL BID

Rates for Air conditioned CNG/Petrol Vehicles as per Category given below: -

(Amount in Rs.)

A. FOR OUTSTATION ONLY						
Vehicle Categories	Toyota Fortuner	Toyota Innova Crysta	Toyota Innova	Maruti Ertiga	Maruti Ciaz / Honda City	Maruti Dzire/ Toyota Etios
Rate Per KM (Min. 250 KM)						
Night Halt Charges (After 12:00 A.M.)						
Rate for Extra KM						
GST Charges *						
B. FOR LOCAL USE ONLY						
Vehicle Categories	Toyota Fortuner	Toyota Innova Crysta	Toyota Innova	Maruti Ertiga	Maruti Ciaz / Honda City	Maruti Dzire/ Toyota Etios
Airport / Railway Station Pick & Drop						
2 hrs/30 km						
4 hrs/40 km						
8 hrs/80 km						
12 hrs/120 km						
Extra km						
Extra hrs						
GST Charges *						

Note: * GST should be payable as per Reverse Charge Mechanism (RCM).

Signature of Authorized Person Name

Designation

Seal

Place: Date: