हडको क्षेत्रीय कार्यालय - विजयवाड़ा **HUDCO Regional Office - VIJAYAWADA**

हाउसिंग एंड अर्बन डेवलपमेंट कॉर्पोरेशन लिमिटेड (भारत सरकार का उपक्रम) **Housing and Urban Development Corporation Ltd.** (A Govt. of India Enterprise)
27-37-158, दूसरी मंजिल, स्टालिन सेंट्रल, एम.जी.रोड, गवर्नरपेट, विजयवाड़ा, आंध्रप्रदेश - 520 002, दूरभाष कार्या: 0866-2493306/07/08 (EPABX)
ईमेल : vro@hudco.org GST: 37AAACH0632A1ZC
27-37-158, 2nd Floor, Stalin Central, M.G. Road, Governorpet, Vijayawada, Andhra Pradesh – 520 002, Tel: 0866-2493306/07/08 (EPABX)
E-Mail: vro@hudco.org GST: 37AAACH0632A1ZC

No.HUDCO/VRO/VEHICLE HIRING/2026/ 16th November, 2026

Sub: Notice Inviting Tender for Empanelment of Taxi operators for HUDCO Regional Office, Vijayawada – Reg.

Dear Sir,

Housing and Urban Development Corporation Ltd. (HUDCO), a Govt. of India Enterprise, under the administrative control of Ministry of Housing & Urban Affairs, Govt. of India, New Delhi having its Regional Office at 27-37-158, II Floor, Stalin Central, MG Road, Governorpet, Vijayawada – 520 002, Andhra Pradesh invites bids from Travel Agencies having sufficient fleet capacity, logistic system and staff strength for local and outstation trips of HUDCO officials.

You may please also note the following terms and conditions applicable in this regard for submission of quotation offer.

I. Specific terms & conditions

1. The Operator shall have minimum 3 years experience in the field of providing vehicle renting services. Corroborating proof of the same to be furnished. The vehicles in custody should not be more than 3 years old from the date of this letter. Corroborating proof of the same to be furnished.
2. The vehicles may be requisitioned for local/Vijayawada city, sub urban, inter-city or inter-state destinations on 24x7 basis.
3. The Operator shall be responsible for safe and timely journeys. In case of journey is likely to be delayed by more than one hour due to any defect in the vehicle, the Operator shall make alternative arrangements. In case, timely alternative arrangements are delayed, HUDCO may make its own arrangements at the Operator's expense. A penalty for non-arrangement of alternative arrangement @ Rs.1000/- for incident in Vijayawada and Rs.2000/- for incidents outside Vijayawada shall be payable to HUDCO by the operator.
4. The Operator is solely responsible for any loss occurs to the taxi or its driver. The Operator has to indemnify HUDCO against any loss caused to HUDCO passenger/property.
5. The Operator has to ensure that the vehicle with driver having valid license and in proper uniform would be available as and when required, preferably 15 minutes before reporting time. As far as possible, advance notice of requirement of taxi services would be provided by HUDCO. However in case of emergency requisition, vehicle shall be sent within a maximum time period of 20 minutes.

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6. The driver shall be well behaved and polite and Operator shall be responsible for the same.

7. A printed trip sheet shall be used for each trip on each day and the driver-in charge shall obtain the signature of either the person using the taxi or the accompanying designated HUDCO official certifying and confirming the stated particulars.

8. The bill/voucher to be processed for payment shall be submitted to HUDCO along with the certified trip sheets. The invoice raised should be in line compliance with GST.

9. All statutory requirements relating to the vehicle shall be complied by the Operator including timely payment of taxes, levies, Insurance premium, Pollution Control Certificate etc and Operator shall indemnify HUDCO against the consequences of any shortfall in this regard.

10. HUDCO shall have the right to terminate the contract, if the services are found unsatisfactory and the decision of Regional Chief, HUDCO Regional Office, Vijayawada in this regard shall be final and binding on the Operator.

II. General terms & conditions

1. The charges for inter-state permits, toll payments and parking fees will be reimbursed on actual basis on production of the receipts/bills.

2. The operator shall furnish the proof of the statutory registration/permits/ licence to run business from local Govt. Authorities may be submitted along with the technical bid (Annexure-I).

3. The operator should be a GST Registered Operator and shall provide the details/proof of GST Registration Certificate and shall provide a copy of PAN card.

4. The rates for item(s) should be quoted in Financial Bid (Annexure-II). Please note that no other alternate item(s), unit(s) will be considered.

5. Submission of the bids in the prescribed proforma (Annexure-I & II).

6. The rates should be all inclusive and clearly specify rates of driver bhatta and any other taxes, levies, etc. In case this information is not given specifically it will be presumed that the rates quoted are all inclusive. HUDCO however prefers that the rates, inclusive of all taxes are quoted.

7. In case the services of the empanelled agencies are found to be satisfactory, HUDCO may extend the contract for a further period of one year.

8. Any modifications in offer, after submission will not be entertained.

9. All matters of dispute arising if any, shall be subject to courts of Vijayawada jurisdiction only.

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10. Payment(s) will be made by N.E.F.T. system upon receipt of bill/invoice favouring the operator's bank account. The applicable taxes shall be adjusted from the payment as per Income Tax Act and GST Act.

11. The agency has to strictly adhere to the statutory rules and regulations.

12. The rates quoted shall be valid for one year form the date of awarding the work of hiring vehicles for HUDCO Vijayawada Regional Office. HUDCO does not entertain requests for escalation in cost / price on account of any reasons during the period of validity of quotation.

13. Bidder, before submitting quotations should clearly understand HUDCO's requirement and in case, any information / clarification is required, he / she may visit HUDCO office during working days (Monday to Friday between 10.00 am to 6.00 pm). It may be noted that no clarification / information after closure of the date would be entertained.

14. The hiring of taxi can be awarded to one or more than one agency depending on the rates quoted for each category which will be decided by HUDCO on the basis of requirement of vehicle and on finalization of rates.

15. HUDCO reserves the right to accept or reject any or all the quotations without assigning any reason the decision of Regional Chief, HUDCO Regional Office, Vijayawada in this regard shall be final and binding on the Operator.

Thanking you,

Yours faithfully,

16/11/2016

Authorised Signatory

Annexure – I

TECHNICAL BID WITH EMD

1	Name of the agency & its Chief Executive with address & Telephone, Mobile No.	:	
2	Year of Establishment (enclose copy of Registration)	:	
3	Registration No. / Registering Authority (Enclose RC copy of the vehicle)	:	
4	GST Registration No. (enclose copy of GST Registration Certificate)	:	
5	PAN No. (enclose copy)	:	
6	MSME Certificate (enclose copy)	:	
7	Details Trade Receivables Discounting System (TReDS) Registration (Enclose Copy)	:	
8	Performance Certificate if any (enclose copy)	:	
9	Bank Account Details Name of the Bank & Branch Address & Telephone No., Type of A/c & A/c No. IFSC Code Bank Code of MICR	:	
10	List of clients & copies of work orders for last 3 years preferably with Govt./ Govt. Undertakings (attach separate sheet)	:	

Note : All the attachments shall be self-attested by authorized signatory.
No. of enclosures:

Signature :
Name of authorized person :
Name of Agency :
Seal :

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Date :
Place :

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Annexure –II

FINANCIAL BID

(Rates for Hiring of Taxi – Amount in Rs)

Charges for / Time / Distance	Indigo / Toyota Etios / Swift Desire / Honda Amaze / Logan / Hyundai xent / Verito or its equivalent	Innova or its equivalent	Innova Crysta	Luxury sedan vehicles
In Station				
4 hours or 40 Kms				
8 hours or 80 kms				
Extra hours beyond 8 hrs				
Extra Kms beyond 80 Kms				
Driver Bhatta before 7.00 AM and after 9.00 PM				
Airport pick up				
Airport drop				
Out Station				
Basic Rate per Km				
Driver Bhatta				
Other charges, if any				

Note: No other charges will be paid beyond the above quoted rates.

Signature
Name of authorized person
Name of Agency
Seal

Date:

Place:

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