

KERALA UNIVERSITY OF DIGITAL SCIENCES, INNOVATION AND TECHNOLOGY

(Established by Govt. of Kerala Vide Ordinance No: 9 of 2020 dated 18/01/2020)

Technopark Phase IV Campus, Kuracode, Mangalapuram, Thonnakkal P O

Thiruvananthapuram – 695 317, Kerala

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**RETENDER NOTICE FOR EMPANELMENT OF AGENCIES FOR
HIRING OF TAXIS/CARS ON TRIP/DAILY BASIS**

No. KUDSIT/4/37/Vehicle Hiring/2026

Date:11.09.2026 Due on: 18.09.2026, 03.00 PM

On behalf of the Kerala University of Digital Sciences, Innovation and Technology (Digital University Kerala (DUK)), the Registrar invites sealed tenders from reputed Tour and Travel agencies/Car rental firms/Taxi service operators located in Kerala for **empanelment for hiring Air Conditioned Taxis/Cars on demand basis**. The contract will be for a period of Six months initially and extendable, subject to satisfactory performance of the firm and with the approval of the Competent Authority. The general terms and conditions are as follows:

Tender Due Dates		
1	Date for Availability of Tender Document on the website	11.09.2026
2	Last Date for Bid Submission	18.09.2026 03:00 P.M
3	The date and time for opening of Bid	18.09.2026 03:30 P.M
Tender Fee & EMD		
4	Tender fee (Inclusive of GST)	Rs. 1,100/-
5	EMD	Rs. 4,500/-

General Terms & Conditions

- Tender Documents shall be available only on DUK Website and not for sales elsewhere.
- ***Cost of tender document, Rs. 1,100/- (Inclusive of GST) and EMD, Rs. 4,500/- as applicable to be submitted along with the tender as demand draft favoring “The Registrar, Kerala University of Digital Sciences, Innovation and Technology payable at Thiruvananthapuram” failing which the tender will be summarily rejected. EMD of unsuccessful bidders will be returned without any interest, upon finalization of contract or on expiry of validity of offer. EMD of the successful tenderer will treated as security deposit and will be returned without any interest only after satisfactory completion of the contract period.***
- Start-up & MSME relaxations- Govt directions/ circulars will be followed.
- The tenderer who qualifies in the tender process shall remit Rs.15,000 (Fifteen thousand only) towards security deposit which will be refunded on successful completion of the contract.
- The service provider who have not provided quality service earlier or discontinued

the contract with Digital University Kerala are not eligible to apply.

- Tenders not complying with the tender conditions or providing false information in the technical bid or quoting vague amount in the price bid will be summarily rejected.
- The services of the vehicle are generally required initially for a period of **Six months** (including Sundays and Holidays) which may be extended depending on requirements.
- Risk Hire Clause - In case the firm, awarded contract, fails to supply the requisite number of vehicles as per demand, DUK reserves the right to hire the Taxis from other Taxi stands at the risk and cost of the firm. The cost difference between the alternative arrangements and tender value will be recovered from the firm.
- If the firm/agency after submission of bid and due acceptance of the same i.e. After the award of contract, fails to abide by the terms and conditions of these tender documents, or fails to complete his contract period or at any time repudiates the contract. DUK will have the right to forfeit the Security deposited by the bidder.
- The vehicles provided should be authorized to be used as taxi and should have proper permission of the areas to be travelled and should not be more than 7 years old.
- The log book is to be maintained by the service provider indicating the Kms used which will be countersigned by the authorities deputed by DUK.
- The vehicles provided shall be in a very good condition with an impressive interior. The service provider shall ensure that the vehicle provided carries its proper document's logbook for verification by RTO/DUK authorities. Any embarrassment caused to guests/officials using the vehicle en route for want of proper documentation or conduct of the driver shall be seriously viewed.
- DUK will not be responsible for any damages, losses, repairs, thefts, fuel refilling etc., in respect of the vehicles as well as their drivers and in respect of injury or damage to any person or other vehicle.
- The driver assigned to the vehicle shall possess a valid Driving License issued by the competent authority. The driver shall not have any history of serious traffic violations that resulted in the suspension of the Driving License or any equivalent penalty. The driver's character and conduct shall be of good standing.
- For both local and outstation travel, permit fees, toll charges, parking charges if any, shall be reimbursed at actuals on submission of supporting receipts or other valid documentary evidence on a monthly basis.
- The rates agreed shall remain valid for a minimum period of 6 months. However, DUK shall be free to terminate the agreement without notice if the services of the service provider are found to be unsatisfactory.
- If the contract is terminated for any reason, payment for the days used by DUK will be paid to the service provider.
- While under DUK use the Digital University Kerala name board will be fixed by the service provider on the vehicle. The service provider shall not use the vehicle displaying the board, for purpose other than Digital University Kerala use.

- In the unlikely event of any tenderer's withdrawing his bid or seeking to alter his rates after opening of the bids or during the validity of the bids or after award of the contract, the EMD submitted by such a tenderer shall be forfeited. If the said tenderer has been exempted from EMD, then he shall be black-listed and debarred from participating in any future tendering processes at DUK for a period of five years.
- The tender should be clearly filled or typed and signed in ink legibly giving the full address of the tenderer. The tenderer should quote in figures as well as in words the amount/price offered by him. Alteration if any, unless legibly attested by the tenderer with full signature and stamp/seal shall invalidate the tender. The tender should be signed by the authorized persons. Unsigned tenders will be treated as disqualified and rejected. In case there is any difference in the amount between figures and words, the amount indicated in words will be treated as the valid offer.
- The tenderer should ensure that the amounts are written in such a way that interpolation is not possible. No blank space should be left.
- Parties who accept the above condition may only submit quotations. The tenders shall be sent in a sealed envelope only after super scribing 'HIRING OF TAXIS/CARS ON TRIP/DAILY BASIS". The bids may be either dropped personally or sent by registered post so as to reach us on or before **3.00 pm on 18.09. 2026** to following address.

The Purchase Section
Digital University Kerala,
Technopark Phase IV Campus, Mangalapuram
Thonnakkal P.O, Thiruvananthapuram- 695317

- In case any document produced in support of eligibility criteria turns out to be not genuine before or after award of work, the DUK reserves the right to blacklist or debar the bidder concerned from participating in the future tendering process at the University.

Dated: 11.09.2026

Registrar

Scope of work

1. The Taxis/Cars are to be provided on trip/daily charge/rent basis. The vehicles as per demand are to be made available in various cities and towns in Kerala for the use of officials and experts of DUK. The requirement of the vehicles may not be consistent throughout the year but may vary depending on the requirement of the University.
2. The tenders of the contracting agencies not in possession of valid statutory sanctions / registrations / permits/ insurances are liable to summary rejection.
3. The bidder / contractor is required to provide commercial vehicle fully conforming to RTA / RTO regulation along with fuel, driver etc.
4. The contractor should be able to provide AC Taxis/Cars at a short notice also. For regular requisitions the taxi must reach the destination 30 minutes in advance.
5. The drivers engaged in the taxis should have valid driving commercial license to operate the taxi, issued by the Transport Authorities. Other necessary certificates like Road Tax clearance, pollution certificate etc. should be valid for all vehicles quoted.
6. The drivers should always be in uniform as may be provided by the agency with mobile phones and should be well mannered.
7. The vehicles on duty shall have to be kept in clean condition. The vehicle should be in condition and the seats should be comfortable. No payment shall be made if the vehicle is found in dirty or shabby condition.
8. In case of break down while in journey, alternative arrangement shall have to be made by the contractor failing which the taxi will be hired from the open market and the expenses incurred thereon shall be deducted from the monthly bill of the contractor.
9. The University reserves the right to terminate the contract without assigning any reason by giving the contractor one calendar month notice of its intention to do so.
10. Penalty Clause: In the event of contractor failing to execute the work i.e., supply of taxis on hire basis any time to the full satisfaction of University, the Competent Authority reserves the right to cancel the contract or withhold the payment due to contractor in part or full and to forfeit the Performance Security deposit.
11. Billing will be for the trips or for daily basis as the case may be and the trip start from the University Office or from other designated place where the journey starts. Copies of the trip sheet of concerned vehicles have to be attached along with bills for the month.
12. The contract will be valid for one year from the date of award of the contract. No request of hike in approved rates for supply of taxis will be entertained during the period of contract for any other reasons what so ever.
13. If on any occasion it is found that the driver of any vehicle has made wrong entries in the duty slips relating to time and kilometer reading of start or closing of journey, the contractor shall be responsible for the same. The University reserves the right to withhold full payment of the day in respect of such vehicle.

Eligibility criteria

- The bidder should have at least five years experience of providing vehicles to Govt./Semi Govt./PSUs or any reputed organizations. Satisfactory Service Certificate from the concerned Organizations needs to be furnished.
- The bidder should have the ownership or of at least 5 vehicles (the vehicles should be registered either in the name of firms or owner's name).
- Copies of Certificate of Registration of all vehicles registered in the name of transport company/firm/Agency or in rental agreement with the firm.
- The first registration of the vehicle should be on or after 1st January 2018. (Attach a copy of registration).
- The bidder should own or have on lease at least one commercial vehicle registered as TAXI in the name of the proprietor / company / partners / firms / Director and not older than 2019 model with comprehensive insurance.
- The bidder shall also submit full details of the vehicle such as RC Book, Road Tax, Insurance, Taxi Permit, fitness certificate etc. along with the bid document.
- The bidder should have experience of minimum period of one year within the last three years for similar type of contract of supplying commercial vehicles to any Govt. organization or any Public Sector Undertaking.
- The Bidder is required to provide commercial vehicles fully conforming to RTA/RTO regulation along with fuel, driver etc. and carryout periodical maintenance and execute the work through their Supervisor.
- Documents to be submitted along with the Bid Self attested copies of the following documents shall be submitted along with the bid.
 1. RC Book
 2. Permit
 3. Fitness Certificate
 4. Road Tax
 5. Insurance certificate
 6. PAN card
 7. GST registration(if applicable)
 8. Experience certificate.
 9. Lease agreement, if RC is not in the name of bidder

Annexure I

[To be submitted in letter head of the Bidder]

Format for furnishing financial bid for supply of AC Taxis/Cars for the official use of hiring Air Conditioned Taxis/Cars on demand basis at Digital University Kerala

Type of Vehicle	Per Hour Rate	Per KM rate

Signature with seal
Name & Designation of the authorized person

[To be submitted in letter head of the Bidder]

UNDERTAKING BY THE CONTRACTOR

I have carefully read the terms and conditions for provision for '**hiring Air Conditioned Taxis/Cars on demand basis**' on Contract for Digital University Kerala, Technopark Phase IV Campus, Mangalapuram, Thonnakkal P O, Thiruvananthapuram, Kerala.

I agree to all these conditions and offer to provide hiring the services. I understand that modality of service which the rates are quoted in Annexure (I). This rate is inclusive of all the legal obligations which include insurance, pollution control, road tax, service tax etc.

We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. I have acquainted ourselves with the tasks required to be carried out, before making this offer. I hereby sign this undertaking in token of our acceptance of various conditions listed above.

Place:

Date:

Signature with seal

Name & Designation of the authorized
person

[To be submitted in letter head of the supplier]

DECLARATION SHEET

I, hereby certify that all the information and data furnished by our organization with regard to this tender specification are true and complete to the best of our knowledge. I have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification. We further certified that our organization meets all the conditions of eligibility criteria laid down in this tender document.

We, further specifically certify that our organization has not been Blacklisted/De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/Public Sector Undertaking in the last three years.	NAME & ADDRESS OF THE Bidder
1. Phone	
2. Fax	
3. E-mail	
4. Contact Person Name	
5. Mobile Number	
6. TIN Number	
7. PAN Number	
8. Kindly provide bank details of the bidder in the following format: a) Name of the Bank: b) Account Number: c) Kindly attach scanned copy of one Cheque book page to enable us to return the EMD to unsuccessful bidder	

(Authorized Signature with Stamp)