

KERALA UNIVERSITY OF DIGITAL SCIENCES, INNOVATION AND TECHNOLOGY

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

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TENDER NOTIFICATION

Tender Notification No. KUDSIT/ 359/46/Rural IP/2026

On behalf of Kerala University of Digital Sciences, Innovation and Technology (KUDSIT), the Registrar invites sealed tenders from qualified tour operator firms for arranging travel-related services in connection with the Rural Immersion Program of Digital University Kerala.

Digital University Kerala, School of Digital Humanities and Liberal Arts, invites sealed tenders from eligible and experienced travel agencies/tour operators/service providers for making arrangements for the MBA Rural Immersion Programme proposed to be conducted in Kodagu – Hassan – Banakal – Anegundi, Karnataka, for 21 participants (19 students and 2 faculty members).

The programme is an academic rural immersion exercise focusing on coffee plantations, dairy-based livelihoods, farmer enterprise, rural value chains, cooperatives, traditional crafts and community-based rural livelihoods.

Tender Due Dates		
1	Date for Availability of Tender Document on the website	17.09.2026
2	Last Date for Bid Submission	24.09.2026, 03:00 P.M
3	The date and time for opening of Bid	24.09.2026, 03:30 P.M
Tender Fee & EMD		
4	Tender fee (Inclusive of GST)	Rs. 600/-
5	EMD	Rs. 2500/-

General Terms & Conditions

- Tender Documents shall be available only on DUK Website and not for sales elsewhere.

- Cost of tender document, Rs. 600/- (Inclusive of GST) and EMD, Rs. 2500/- 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 be returned without any interest, after receipt of security and agreement in prescribed format.
- Start-up & MSME relaxations- Govt directions/ circulars will be followed.
- The bidders must quote rates including of all taxes and charges like GST and all other related expenses. No compensation will be paid in case of any upward revision in the statutory taxes and levies or introduction of new taxes and levies.
- A firm should submit only one proposal. If a firm submits more than one proposal, all such proposals shall be disqualified. Also, must comply with the General Conditions, Eligibility criteria and Format/Requirements.
- Price quoted should be valid for 120 days from the due date of the tender.
- DUK reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders.
- DUK reserves the right to get service from another source without any prejudice to bidders.
- The courts at Thiruvananthapuram shall have jurisdiction over any dispute regarding this tender.

1. Programme Details

Particular	Details
Programme	MBA Rural Immersion Programme
Destination	Kodagu – Hassan – Banakal – Anegundi, Karnataka
Participants	21 (19 Students + 2 Faculty Members)
Proposed journey period	01 October 2026 to 07 October 2026
Starting/ending railway station for agency services	Mangaluru Railway Station
Academic coordination	School of Digital Humanities and Liberal Arts, Digital University Kerala
Faculty supervision	Two faculty members throughout the programme

The agency shall provide the services specified below in accordance with the itinerary and requirements of the University.

2. Itinerary Details

Day	Date / Timing	Route / Location	Meals to be Provided by Agency	Transportation to be Provided by Agency	Accommodation to be Provided by Agency
Day 1	01 Oct 2026 - 12:00 18:30	Mangaluru Railway Station → Kodagu	Lunch at Mangaluru Dinner at Kodagu	Pick-up from Mangaluru Railway Station (12:00 pm) and road transfer Mangaluru → Kodagu	Kodagu (Night 1)
Day 2	02 Oct 2026 Full day	Kodagu (local field visits)	Breakfast Lunch Dinner	Local transportation within Kodagu for field visits	Kodagu (Night 2)
Day 3	03 Oct 2026 - 08:00 13:00	Kodagu → Hassan	Breakfast at Kodagu Lunch & Dinner at Hassan	Road transfer Kodagu → Hassan, plus local transportation in Hassan	Hassan (Night 3)
Day 4	04 Oct 2026 - 08:00 18:00, th overnight	Hassan → Banakal → Anegundi	Breakfast at Hassan Lunch at Banakal	Road transfer Hassan → Banakal → Anegundi (overnight journey)	No halt - overnight travel by road
Day 5	05 Oct 2026 Full day	Anegundi (local field visits)	Breakfast Lunch Dinner	Local transportation within Anegundi for field visits	Anegundi (Night 4)
Day 6	06 Oct 2026 From 16:00, then overnight	Anegundi → Mangaluru	Breakfast Lunch at Anegundi	Road transfer Anegundi → Mangaluru (overnight journey)	No halt - overnight travel by road
Day 7	07 Oct 2026 Until 10:30	Mangaluru → Mangaluru Railway Station	Breakfast at Mangaluru	Drop to Mangaluru Railway Station by 10:30 am – agency service concludes	-

Notes

- Agency responsibility commences at 12:00 pm on Day 1 at Mangaluru Railway Station and concludes on Day 7 with drop-off at Mangaluru Railway Station by 10:30 am.
- Train travel and food during the train journey (Thiruvananthapuram ↔ Mangaluru) are arranged and paid for separately by the University and are not part of the agency's scope.
- Total accommodation: 4 nights (Kodagu – 2, Hassan – 1, Anegundi – 1). Day 4 and Day 6 involve overnight road journeys with no accommodation halt.
- All local transportation, meals (as listed per day) and accommodation at the above locations are to be quoted by the agency on a per-person basis for 21 participants (19 students + 2 faculty).
- Eco-tourism / industry-visit entry tickets and guide fees for the duration of the field visits are to be included in the agency's proposal.
- All engagements with institutions, farms and community sites are subject to prior confirmation and scheduling; the agency is expected to coordinate local logistics accordingly.

3. Scope of Services

The selected agency shall be responsible for the following services:

A. Accommodation

- Provide accommodation for 21 participants for 4 nights during the programme.
- Accommodation shall be clean, safe, hygienic and suitable for student and faculty groups.
- Accommodation arrangements shall be made at/near the locations specified in the approved itinerary.
- Separate and appropriate accommodation arrangements shall be provided for male and female participants and faculty members.
- The agency shall ensure availability of rooms as per the final rooming list provided by the University.
- Any additional charges for standard accommodation facilities included in the proposal shall be borne by the agency.

B. Food

The agency shall provide food for 21 participants for 5 days, including:

- Breakfast
- Lunch
- Dinner
- Such other meals/refreshments as specifically agreed upon in the final itinerary.

Food shall be hygienically prepared and served at suitable locations/timings in accordance with the field schedule.

The agency shall make reasonable arrangements for vegetarian/non-vegetarian requirements, dietary restrictions and other requirements communicated by the University in advance.

C. Local Transportation

The agency shall provide suitable local transportation for 21 participants and accompanying faculty, including necessary luggage space.

The transport arrangement shall cover:

- Pickup from Mangaluru Railway Station on 01/10/2026 at approximately 12:00 noon.
- Transportation to all destinations and field locations included in the approved Rural Immersion Programme itinerary.
- Transportation between Kodagu, Hassan, Banakal and Anegundi.
- Local transportation required for scheduled academic field visits and community/enterprise interactions.
- Return transportation to Mangaluru Railway Station by approximately 10:30 AM on 07/10/2026.
- All applicable driver charges, fuel charges, parking charges, tolls and other routine transportation-related expenses shall be included in the quoted amount unless specifically stated otherwise.

The vehicle(s) shall be roadworthy, properly insured and operated by experienced and licensed drivers.

The agency shall preferably provide a 30-seater vehicle/bus or equivalent suitable vehicle arrangement for the group.

D. Academic Visit and Facilitation Support

The agency shall facilitate logistical arrangements for visits included in the approved academic itinerary, including visits relating to:

- Coffee plantations and farming households in Kodagu.
- Agricultural and dairy-based livelihood settings in Hassan.
- Farmer enterprise and coffee/multicropping settings in Banakal.
- Traditional craft, pottery and community livelihood settings in Anegundi.
- Other approved academic field locations identified by the University.

All community visits and institutional interactions shall be undertaken only after prior confirmation and scheduling by the University/agency with the concerned local stakeholders.

The agency shall assist the University in coordinating access, local movement and basic logistical requirements for such visits.

E. Eco-tourism / Industry-Visit Tickets and Entry Charges

The agency shall arrange and bear the cost of approved eco-tourism, industry-visit and other applicable entry tickets/charges required for the activities included in the final itinerary, subject to the scope approved by the University.

The proposal shall include such charges up to the amount specified in the financial schedule.

F. Guide / Facilitation Services

The agency shall provide appropriate guide/facilitation support from Thiruvananthapuram/Mangaluru onward and throughout the itinerary, as required for the successful conduct of the programme.

The guide/facilitator shall:

- Assist with local coordination.
- Coordinate with the transport team and local stakeholders.
- Support the faculty in implementing the approved itinerary.
- Assist in communication and logistical coordination at field locations.
- Remain available during the programme as per the approved schedule.

The guide shall not interfere with the academic methodology, assessment or interpretation of field findings, which shall remain under the control of the University faculty.

4. Indicative Itinerary

The broad itinerary is as follows:

Day	Location	Major Academic Focus
Day 1	Kodagu	Coffee-based rural livelihood, plantation households, multicropping and coffee value chain
Day 2	Kodagu – Hassan	Agricultural households, dairy livelihoods and rural institutions
Day 3	Hassan – Banakal – Anegundi	Coffee cultivation, multicropping and farmer enterprise
Day 4	Anegundi	Traditional crafts, pottery, community livelihoods and rural institutions
Day 5	Anegundi – Mangaluru	Rural economy consolidation and return journey
Return	Mangaluru – Thiruvananthapuram	Return journey by train

The detailed itinerary may be modified by the University based on field conditions, institutional confirmations, weather, safety considerations or other academic requirements.

5. Financial Bid / Indicative Cost

The agency is requested to quote its best consolidated per-person rate for the services specified in this tender.

Sl. No.	Service		
1	Accommodation – 4 nights		
2	Food – 5 days		
3	Local transportation		
4	Eco-tourism and industry-visit tickets		
5	Guide/facilitation fee		
	Total		

The agency shall clearly indicate:

- Basic rate.
- Applicable GST and other statutory taxes, if any.
- Total amount inclusive of all applicable taxes.
- Any exclusions or additional charges.

No additional payment shall be admissible for items included in the accepted financial bid unless specifically approved in writing by the University.

6. Items Excluded from Agency Scope

The following expenditure shall not form part of the agency's scope and shall be arranged/managed separately by Digital University Kerala:

- Train tickets for the return journey between Thiruvananthapuram Central (TVCN) and Mangaluru.
- Food expenses during the train journey.
- Emergency and miscellaneous contingency expenditure.

7. Responsibilities of the Selected Agency

The selected agency shall:

- Make all arrangements strictly in accordance with the approved itinerary.
- Ensure timely provision of vehicles, accommodation, food and facilitation services.
- Ensure that all vehicles and drivers comply with applicable laws and safety requirements.
- Provide contact details of the agency's programme coordinator before commencement of the journey.

- Maintain continuous coordination with the designated faculty coordinator.
- Immediately inform the University of any operational difficulty, delay or change affecting the itinerary.
- Make alternative arrangements, with prior approval of the University wherever practicable, in case of vehicle breakdown, accommodation failure or other service disruption.
- Ensure that all services quoted are available throughout the programme period.
- Assist in emergency logistical coordination whenever required.
- Comply with all applicable government rules, permits, taxes, insurance and statutory requirements relating to the services offered.

8. Safety and Service Requirements

The agency shall give particular attention to the safety of participants during the programme. The agency shall ensure:

- Properly maintained and insured vehicles.
- Licensed and experienced drivers.
- Safe transportation during day and night travel.
- Adequate luggage space.
- Safe and hygienic accommodation.
- Safe and hygienic food arrangements.
- Availability of emergency contact details.
- Coordination with local service providers in case of emergencies.
- Compliance with applicable passenger transport and safety regulations.

The University reserves the right to require replacement of a vehicle, driver, accommodation or service arrangement if it is found unsuitable or unsafe.

9. Community and Institutional Visits

The Rural Immersion Programme includes academic interaction with farmers, plantation households, dairy producers, artisans, cooperatives and rural institutions. The agency may be required to assist in logistical coordination for such visits. However:

- Academic objectives and field research methods shall be determined by the University.
- The agency shall not make commitments on behalf of the University to communities or institutions.
- The agency shall not promise funding, employment, market access, donations or other institutional support to participants or communities.
- Community interaction shall be conducted with due regard to local customs, dignity, privacy and informed consent.
- Any visit shall be subject to prior confirmation and approval by the University.

10. Eligibility of Bidders

Preference may be given to agencies having:

- Experience in arranging educational/institutional group tours or academic field visits.
- Experience in Karnataka/Kerala inter-state travel arrangements.
- Adequate experience in group transportation and accommodation management.
- Valid registration/licences applicable to the services offered.
- Appropriate tax registrations, wherever applicable.
- Satisfactory record of providing similar services to educational institutions, universities or government/public-sector organisations.
- The agency should be continuously in this business for the last three years.
- The agency shall not be blacklisted/deregistered by any Government agencies/ Utilities/ Departments at the time of bidding. Letter from authorized signatory on the letter head of SI regarding nonblacklisting.
- Each page of the tender document should be signed by the authorized person submitting the bid. Any bid without the tender documents not so signed will be rejected.

The proof documents of the above shall be submitted along with the bid.

11. Submission of Bid

Interested agencies shall submit their bids in the prescribed format, clearly indicating the per-person and total cost for 21 participants.

The proposal shall include:

- Name and address of the agency.
- Contact person and contact details.
- Registration/GST details, as applicable.
- Experience in similar assignments.
- Detailed financial bid.
- Taxes and statutory charges.
- Details/specifications of proposed vehicle(s).
- Accommodation details and proposed locations.
- Details of food arrangements.
- Name/contact details of the programme coordinator/guide.
- Any proposed exclusions or additional charges.
- Declaration accepting the terms and conditions of the tender.

The University reserves the right to accept or reject any bid, in full or in part, without assigning reasons.

The lowest bid need not necessarily be accepted if the agency does not meet the required technical, safety or service conditions.

12. Payment Terms

Payment shall be made to the selected agency subject to satisfactory completion of the services and submission of the required invoice and supporting documents.

Any additional expenditure shall require prior written approval of the authorised officer of the University.

13. Cancellation / Modification

The University reserves the right to modify, postpone or cancel the programme, in whole or in part, due to administrative requirements, weather conditions, safety concerns, non-confirmation of field visits, transport disruptions or other circumstances beyond its control.

In such circumstances, payment shall be regulated based on services actually rendered and the agreed terms and conditions.

14. Submission of Tender

Interested agencies shall submit their sealed bids superscribed:

"BID FOR MBA RURAL IMMERSION PROGRAMME – KODAGU-HASSAN-BANAKAL-ANEGUNDI, KARNATAKA"

to:

The Registrar,

The Purchase Department

Digital University Kerala ,Thiruvananthapuram, Kerala

Bids received after the prescribed deadline may not be considered.

Declaration

We hereby declare that we have carefully examined the tender notice, scope of services, itinerary and terms and conditions and agree to provide the services in accordance with the requirements of Digital University Kerala. We confirm that the rates quoted above are inclusive of all costs specified in the scope of work, except those expressly excluded from the agency's tender.

Signature of Authorised Representative: _____

Name: _____

Agency: _____

Contact Number : _____

Date: _____

Seal: