

KERALA UNIVERSITY OF DIGITAL SCIENCES, INNOVATION AND TECHNOLOGY
(Established by the Govt. of Kerala Vide Act No: 10 of 2021 dated 30/10/2021)

Technocity Campus, Kuracode Mangalapuram, Thonnakkal

Thiruvananthapuram – 695 317, Kerala

Ph: 0471-2788000

E-mail: purchaseoffice@duk.ac.in

NOTICE INVITING QUOTATION
KUDSIT/479/ IPO AD/2025

The Registrar of the Kerala University of Digital Sciences, Innovation and Technology, in Trivandrum, invites quotations from qualified tour operator firms for arranging travel-related services for the Rural Immersion Program for MBA students of Digital University Kerala for their visit from Delhi to Palgi, Kullu District, Himachal Pradesh in November 2025.

Scope of Work:

The selected agency shall provide the following services for 32 participants:

Food, Accommodation, and Local Travel (Delhi to Palgi and back)

- Period: 6 days (Leaving Delhi on 12 Nov 2025 to Palgi and return to Delhi on 17 Nov)
- Inclusive of all meals, lodging, and internal transport arrangements
- Accommodation to be provided on a twin-sharing basis in clean, hygienic and safe premises
- Transport to be arranged in well-maintained, air-conditioned vehicles suitable for hilly terrain
- All local permits, tolls, parking, and driver allowances to be included
- The safety of the participants during the journey and for the accommodation should be ensured by the agency.

Schedule of the travel

- Day 1: Arrival in Delhi; fresh-up arrangements at a hotel. Evening departure to Rangri by semi-sleeper Volvo
- Day 2: Visit to Keylong Village – Study on experiential tourism
- Day 3: Field research at Sissu Town – Exploration of community-based tourism
- Day 4: Visit to Farm Producers Factory at Panersa, Travel and stay in Palgi Village
- Day 5: Interaction with residents of Palgi, Evening departure to Delhi by bus
- Day 6: Arrival in Delhi; fresh-up arrangements at a hotel, Transfer to the railway station for the return journey

Quotation Details:

- Quotations must include a detailed cost break-up for food, accommodation, and local travel.
- The total cost should be inclusive of all applicable taxes and service charges.
- The agency should quote rates based on the lowest offer received.

Eligibility Criteria:

- The agency must have experience in conducting educational tours or group travel arrangements for academic institutions. Proof of conducting educational/study tours for PG students should be submitted.
- Must hold a valid GST registration and PAN.
- Preference will be given to agencies with prior experience in conducting tours in the Himachal Pradesh region and providing logistics in the location.

Submission of the Bids:

- The sealed quotations should be superscribed with "Quotation for Rural Immersion Program – MBA 2025" and submitted to the undersigned on or before 04 September 2025, 3:00 PM.
- Bids must be accompanied by a tender fee and a refundable EMD. The tender fee shall be Rs 708/- and EMD: Rs 3000/-
- The Registrar of Digital University Kerala (DUK) reserves the right to accept any or all quotations either in part or in full without assigning any reasons.
- Bid Validity: The submitted offer must remain valid for a minimum period of three months from the date of opening of the quotations
- Any changes or additional requirements during the event should be promptly communicated and agreed upon.
- Price quoted should be inclusive of GST, transportation, loading and unloading, and labour charges, etc.
- Within 15 days of receipt of the notification of Award / Purchase Order / Agreement, the Supplier shall furnish performance security in the form of a Bank Guarantee from/ Banker's Cheque or Account Payee Demand Draft for an amount equal to 5% of the PO value. This shall be refunded after successful completion of the work.

For further information, please contact:

Purchase Section,

Kerala University of Digital Sciences, Innovation and Technology,
Technopark Phase IV, Kuracode, Mangalapuram, Thonnakkal P.O,
Thiruvananthapuram – 695 317

Phone: +91 471 2788000

Email: purchaseoffice@duk.ac.in

22.08.2025

Registrar

Financial Bid

Enq. No._____

Total amount for providing travel-related services for the Rural Immersion Program for MBA students of Digital University Kerala for their visit from Delhi to Palgi, Kullu District, Himachal Pradesh in November 2025 shall be Rs._____
(Rupees._____) including all taxes.

Authorized Signatory
Name, Address with
Rubber stamp

[To be submitted in letter head of the supplier]

BID FORM

To,

The Registrar
Kerala University of Digital Sciences, Innovation and Technology,
Technopark Phase IV, Kuracode, Mangalapuram, Thonnakkal P.O,
Thiruvananthapuram – 695 317

Dear Sir,

Sub: Bid form

Ref: **KUDSIT/479/ IPO AD/2025**

1. Having examined the conditions of the tender contract, the receipt of which is hereby duly acknowledged. i/we undersigned, offer to supply all works in conformity with tender specifications referred above and also to the said terms & conditions from the sum shown in the commercial bid(s) attached herewith and made part of this bid.
2. I / We undertake, if our Bid is accepted, to complete the work of all Items specified in the contract within the period as per the Work Order.
3. We understand that you are not bound to accept the lowest or any bid you may receive.
4. I / We affirm that I / We have enclosed the acceptance of all terms and conditions and also all brochures detailing the technical specification of the items quoted by me/us.
5. I / We hereby confirm that all the items supplied are in proper working condition and tested successfully.
6. The tender document for the works mentioned above have been obtained by me from the URL **<http://www.duk.ac.in>**, the official website of DUK and I / we hereby certify that I / we have read the entire terms and conditions of the tender document, which shall form part of the contract agreement and I / we shall abide by the conditions / clauses contained therein.
7. My /our GST & PAN Numbers are as follows.

GST Registration Number.

PAN Number.

8. Dated thisday of..... 2025

Authorized Signatory
Name, Address with
Rubber stamp

[To be submitted in letter head of the supplier]