

CENTRE FOR DEVELOPMENT STUDIES
ULLOOR, THIRUVANANTHAPURAM
PHONE- 0471 2774255, 2774200

TENDER NOTICE

1. Centre for Development Studies (hereinafter referred to as CDS) invites bids from reputed and experienced providers of taxi vehicle on hired basis, for the office of the Director, Centre for Development Studies, for a period of one year from the date of contract.

The requirements are as follows:

Tender Inviting Authority	:	CDS Thiruvananthapuram
Tender Notification Reference	:	CDS/01/2026-27
Contact Person	:	Director, CDS Tel: 0471-2774200/255
Earnest Money Deposit (EMD) Payable	:	EMD of ₹ 5000/- (Rupees Five Thousand Only) to be remitted during bid submission
Last date & time for Submission of Bids (Technical and Financial)	:	UP to 3 PM on 24/03/2026
Opening of Pre-Qualification cum Technical Bids	:	24/03/2026 at 3.30 PM
Opening of Financial bid	:	24/03/2026 at 4.00 PM
Place of Opening the Tenders	:	Estate & Engineering Section CDS
Validity of Tenders	:	180 days from the date of opening of tenders.

Note: The dates furnished above are subject to revision

Technical bids and financial bids should be submitted in separate envelopes with the required documents with the title Technical / Financial bid mentioned in the top of the concerned envelop.

Tender documents can be downloaded from the cds website www.cds.edu

This tender document is not transferable .Tender Documents shall be available on the website and will be available at Estate & Engineering Section CDS .CDS reserves the right to amend or cancel the tender in part or in full without prior notice at any point of time.

CDS reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Director, CDS in this regard shall be final and binding on all.

The Bidder is expected to examine all instructions, forms, specifications, terms and conditions in the Bid Documents. Failure to furnish all any information and documents required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect will be at the Bidder's risk and shall result in rejection of the bid.

2. General Instructions for Bidders

2.1 Parties: - The parties to the Contract are the contractor (the bidder to whom the work has been awarded) and the Director, CDS, Thiruvananthapuram.

2.2 Duration:- The duration of the contract shall be for a period of one year from the date of award of work order. The contact may be extended, subject to the same terms and conditions for a maximum total duration of three years. Any extension will be based on performance assessment, feedback, and the quality of the services provided during the previous year.

2.3 Earnest Money:

i. Earnest Money of Rs. 5000/- (Rupees Five Thousand Only) to be paid by the Bidders as **Demand Draft drawn in favour of "Director, Centre for Development Studies" Payable at Thiruvananthapuram** .The EMD in respect of the agencies who do not qualify the qualifying Bid/Financial Bid shall be returned to them without any interest within one month. The EMD is required to protect the purchaser against risk of Bidder's conduct, which would warrant the forfeiture of security.

ii The successful bidder shall be required to furnish a Performance Guarantee (PG) of Rs.10000/- (Rupees Ten Thousand Only) to be paid as **Demand Draft drawn in favour of "Director, Centre for Development Studies" Payable at Thiruvananthapuram**. The Earnest Money Deposit (EMD) of the successful bidder shall be returned in accordance with the same conditions applicable to the unsuccessful bidders.

iii The Performance Guarantee shall be interest-free and will be refunded after the successful completion of the services, subject to deduction of any applicable penalties or fines imposed.

iv. No request for transfer of any previous deposit of earnest money or security deposit or payment of any pending bill held by CDS in respect of any previous work will be entertained.

v. Bidder shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid EMD will be forfeited.

v. The tenders without Earnest Money will be summarily rejected.

- vi No claim shall lie against CDS in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit.
- vii. Earnest Money shall be forfeited in case of the following.
- a. If the bidder withdraws or amends its tender or increase in rates after opening of the tender but before the validity of the quotation expires.
 - b. On refusal to enter into contract after award of contract.
 - c. If the work is not commenced on the date of starting the work after work is awarded to the contractor.
 - d. Unsatisfactory performance and/or Non-performance of the contract.
- viii. The vehicle sent to our office on our requisition must have all relevant documents like registration book/driving license/insurance road tax/receipt permit fee/passenger tax/border tax/toll tax/ etc. The vehicle should be licensed and shall conform to all Government Rules and Regulations being in force from time to time.

Opening of Technical Bid and Bidder short-listing and Opening of Financial Bids:

Opening and Evaluation of Pre-Qualification cum Technical Bids The evaluation of the tenders will be made first on the basis of qualification information furnished and then on the basis of financial information furnished. The following details should be submitted, failing which the bid will be summarily rejected:-.

- a. Work experience of similar work for the past two year**
- b. Copy of PAN Card**
- c. Copy of the IT return filed for the last (or recent) financial year;**
- d. Copy of Service Tax registration certificate, if applicable;**
- e. Copy of GST registration certificate, if applicable;**
- f. GST remittance receipt.**
- g. Non Blacklisting certificates (format attached)**
- h. Copy of this Tender Document with each page duly signed and stamped by the authorized signatory of the agency in token of their acceptance.**

The bidder is at liberty either himself or authorizes, not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the bidder should bring with him a letter of authority from the bidder and proof of identification.

2.4 Opening of Financial Bid

- a. Financial Bid will be opened for those bidders whose bids shall meet all the pre-qualification cum Technical criteria.
- b. CDS reserves the right to negotiate with the Bidder whose proposal has been ranked first on the basis of best value.
- c. Applicable GST will be paid

d. Terms of payment as stated in the Tender Documents shall be final.

e. At the time of payment of bills, the taxes liable to be deducted, if any, shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment.

2.05 Validity of the Bids:

The bids shall be valid for a period of 180 days from the date of opening of the tenders

2.06 Right of Acceptance:

The competent authority reserves all right to reject any tender including of those bidders who fail to comply with the instructions without assigning any reason and whatsoever and does not bind itself to accept the lowest or any specific tender. The decision regard shall be final and binding. Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor's quotation.

2.07 Communication of Acceptance:

Successful Bidder will be informed of the acceptance of his tender.

2.08 Penalty:

2.08.1 In case of breach of any conditions of the contract and for all type of losses caused including excess cost due to hiring of Vehicle from the market in the event of Contractor failing to provide requisitioned vehicle or not providing Vehicle, competent authority shall make deductions at the rate of Rs 1000/- per trip.

Fine for late reporting cases would be dealt on case-to-case basis by the authority of the Centre.

2.08.2 In addition, penalties mentioned in the specific conditions of the contract are also applicable on case-to-case basis.

2.08.3 The powers of the competent authority under these conditions shall in no way affect or prejudice the powers in certain events to terminate the contract vested in him as herein provided nor forfeiture of deposit.

3. Terms of payment:

3.01 No payment shall be made in advance nor shall any loan from any bank or financial institution be recommended on the basis of the order of award of work.

3.02 The contractor shall submit the bills at each stage/in the first week of following month in respect of previous month for sanction of the amount of bill and passing the bill for payment.

3.03 All payments shall be made by bank transfer only, in the name of the contractor.

3.04 The competent authority shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding Para.

3.05 The term “payment” mentioned in this Para includes all types of payment due to the contractor arising on account of this contract excluding Earnest Money and Security Deposit governed by the separate clauses of the contract.

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TECHNICAL BID

Bidder Information Sheet

Sl. No.	Particulars	Details to be filled by Bidder
1	Name of the Agency/Firm	
2	Registered Address	
3	Correspondence Address	
4	Contact Person Name	
5	Mobile Number	
6	Email ID	
7	PAN Number	
8	GST Registration Number (if applicable)	
9	Service Tax Registration No. (if applicable)	
10	Years of Experience in Similar Works	
11	Details of EMD Submitted	

Checklist of Documents to be submitted (Technical Bid)

(Self-attested copies to be enclosed. Tick ✓ appropriately)

Sl. No.	Document Required	Enclosed (Yes/No)
1	Documentary evidence of work experience in similar works for the past two (2) years	
2	Copy of PAN	
3	Copy of Income Tax Return for the last (most recent) financial year	
4	Copy of Service Tax Registration Certificate (if applicable)	
5	Copy of GST Registration Certificate (if applicable)	
6	Copy of latest GST remittance receipt	
7	Non-Blacklisting Certificate in prescribed format	
8	Earnest Money Deposit (EMD) of Rs. 5,000/-	
9	Copy of this Tender Document with each page duly signed and stamped by the authorized signatory of the agency in token of their acceptance	

We hereby declare that the information furnished in this Technical Bid is true and correct to the best of our knowledge and belief.

Authorized Signatory

Name:

Designation: Name of Agency:

Date:

Seal & Signature

NO BLACKLISTING CERTIFICATE
(To be printed on the Letterhead of the Bidder)

Date:

TO

**Registrar
Centre for Development Studies
Prasanth Nagar, Ulloor
Thiruvananthapuram**

Sub: Undertaking for Non-Blacklisting

Tender Reference No:

Name of Tender/Work:

Wehaving our registered office at
..... hereby confirm
and declare that our company/firm has not been blacklisted, deregistered, debarred, or banned by
any Central/State Government Department, Public Sector Undertaking (PSU), Autonomous
Body, or any other Government agency for any reason whatsoever, including corrupt, fraudulent,
or unethical practices.

We further certify that no criminal case is registered or pending against our firm or its
owner/partners/directors anywhere in India.

If this declaration is found to be incorrect or if any such information is concealed at a later stage,
we understand that our tender/contract is liable for cancellation, and our firm may be
blacklisted.

Sincerely yours,

(Signature & Seal of the Authorized Signatory)

Name:

Designation:

Date: [Date]

Place:

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FINANCIAL BID

SL NO	PARTICULARS	KM	RATE FOR SWIFT Dezire/ETHIOS					
			TIME					
			4 am-6 am	6am-8am	8am-6 pm	6 pm-10 pm	10 pm-12 pm	12 pm-4 am
1	CDS-Medical College –CDS	6						
2	CDS-Pattom Planning Board -CDS	10						
3	CDS Secretariat –CDS	14						
4	CDS- Palayam Kerala University –CDS	13						
5	CDS-TVM Railway station –CDS	22						
6	CDS- Vazhuthacadu –CDS	19						
7	CDS- Poomkulam –CDS	60						
8	CDS- East Fort –CDS	20						
9	CDS- Airport –CDS	31						
10	CDS Techno Park Kazhakoottam –CDS	20						
11	CDS-Kariyavattom University –CDS	18						

SL NO	PARTICULARS	KM	RATE FOR INNOVA TIME					
			4 am-6 am	6am-8am	8am-6 pm	6 pm-10 pm	10 pm-12 pm	12 pm-4 am
1	CDS-Medical College –CDS	6						
2	CDS-Pattom Planning Board - CDS	10						
3	CDS Secretariat –CDS	14						
4	CDS- Palayam Kerala University –CDS	13						
5	CDS-TVM Railway station – CDS	22						
6	CDS- Vazhuthacadu –CDS	19						
7	CDS- Poomkulam –CDS	60						
8	CDS- East Fort –CDS	20						
9	CDS- Airport –CDS	31						
10	CDS Techno Park Kazhakoottam –CDS	20						
11	CDS-Kariyavattom University –CDS	18						

TAXI HIRE CHARGES ON DAILY BASIS

Class of vehicle	Half day 4 hours 40 kms	Full day 8 Hours 80 KMS	Additional Kilometer Rate	Additional hour Rate
SWIFT Dezire/ETHIOS				
Innova				
Tempo Traveller 14 seat				
21 seat				
26 seat				
Above 26 seat				

WAITING CHARGES PER HOUR

Name

Address:

Office No and RES No

Mobile No

Signature