VERGHESE KURIEN INSTITUTE OF DAIRY AND FOOD TECHNOLOGY, MANNUTHY
KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY
Mannuthy P.O, Thrissur District, Kerala State, India – 680 651.
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GSTIN: 32AAAGD0365C1Z8

No. KVASU/VKIDFT/MTY/C1/3067/2026. **Mannuthy, Dated: 24.11.2026**

QUOTATION NOTICE

Sealed competitive quotations are invited from reputed and eligible tourist bus operators, registered contract carriage operators and authorised travel agencies for providing buses with experienced drivers on hire for conducting institutional visits from VKIDFT, Mannuthy, to various destinations as detailed below.

1. Vehicle required for following trips

Sl. No.	Tentative Date of Journey	Starting Point	Destination / Places to be Visited	Approximate Round-trip Distance	No. of Passengers / Required Bus Capacity
1	04/12/2026	VKIDFT, Mannuthy, Thrissur	Central Dairy Products, Naduvattam and MILMA, Kunnamangalam	300 KM	50-seater bus
2	2nd /3rd week of December	VKIDFT, Mannuthy, Thrissur	Milkymist Dairy Ltd., Erode, Tamil Nadu	500 KM	50-seater bus

- The above dates and distances are tentative and may be subject to modification depending on the requirements of the Institution.

2. Terms and Conditions

1. The quoted rate shall be on a per-kilometre basis and shall be inclusive of all expenses, including fuel charges, driver bata/wages, vehicle maintenance, toll charges, parking fees, interstate permit fees, road taxes, applicable GST and all other statutory levies and incidental expenses.

2. No additional amount towards toll charges, parking fees, interstate taxes, driver allowances, night halt charges or any other incidental expenses shall be claimed separately. The rate quoted shall be treated as the final all-inclusive rate per kilometre.

3. Separate quotations have to be submitted for each trips. (Inside Kerala and Outside Kerala).

4. The approximate distances indicated above are for quotation purposes. The actual distance covered shall be reckoned from VKIDFT, Mannuthy, to the respective destinations and back to VKIDFT, Mannuthy, based on the actual kilometres operated.

5. The vehicles provided shall be in good running condition, clean, well-maintained and suitable for the intended journey, with adequate seating capacity for all passengers.

6. The operator shall ensure that the vehicles possess valid registration certificates, fitness certificates, insurance, pollution control certificates, permits and other statutory documents required for the operation of tourist buses / contract carriages. Valid interstate permits and statutory clearances shall be ensured for the journey to Erode, Tamil Nadu.

7. The successful bidder shall provide an experienced driver holding a valid driving licence to operate the vehicle along with vehicle, at no additional cost to the Institute. The driver deployed shall possess valid driving licences and necessary authorisations for operating the respective category of vehicles and shall be experienced in long-distance journeys. He shall strictly observe traffic rules and follow the instructions of the officer in charge of the tour

8. The vehicle shall report at VKIDFT, Mannuthy, at the time intimated by the University/VKIDFT. The operator shall ensure punctual reporting and safe transportation of passengers throughout the journey.

9. In case of any breakdown or mechanical failure during the journey, the operator shall make immediate alternative arrangements for providing a suitable replacement vehicle without causing inconvenience to the passengers or additional financial liability to the University.

10. University/VKIDFT reserves the right to accept or reject any or all quotations, either in full or in part, without assigning any reason thereof.

11. The successful bidder shall maintain a trip sheet in the format provided with quotation notice for every journey undertaken by the vehicle, recording the date, purpose of journey, places of departure and arrival, starting and closing odometer readings, total kilometres travelled and other relevant particulars. The trip sheet shall be duly signed by the driver and the officer who used the vehicle or the officer in charge of the tour and shall be submitted along with invoice/bill for verification and payment.

12. Even if the rate quoted per kilometre is inclusive of GST, the GST component shall be indicated separately in the invoice/bill for accounting and verification purposes, wherever applicable.

13. Payment shall be made after satisfactory completion of the journey and submission of the bill/invoice, subject to verification of the actual kilometres operated and certification by the competent authority.

3. Submission of Quotations

The quotations, duly signed by the operator or their authorised representative, shall be **submitted in the prescribed format provided in Annexure I attached to this notice**, in a sealed envelope superscribed,

"QUOTATION FOR HIRING OF TOURIST BUSES / CONTRACT CARRIAGES FOR INSTITUTIONAL VISITS"

The quotation shall reach the undersigned on or before **30/11/2026** at **3 P.M.** The quotations will be opened on **30/11/26** at **3.30 P.M.** in the presence of the bidders or their authorised representatives, if present.

The bidders shall furnish their name, address, contact number, GST registration details (if applicable),PAN and submit self-attested copies of all vehicle related documents along with the quotation.

For further details, interested operators may contact the office of VKIDFT, Mannuthy, Thrissur, during office hours or may contact over telephone at 0487-2372861.

Sd/-
DEAN (i/c)

VERGHESE KURIEN INSTITUTE OF DAIRY AND FOOD TECHNOLOGY
KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY
Mannuthy P.O.
Thrissur Dist
Kerala State
India-680 651

//Approved for Issue//

Section Officer

Annexure-1

QUOTATION SUBMISSION FORMAT
(To be submitted in the Letter Head of bidders)

To,
The Dean,
VKIDFT,Mannuthy, KVASU

Subject: Quotation for hiring of bus with driver for institutional visits (Inside Kerala).
Ref : Quotation Notice No KVASU/VKIDFT/MTY/C1/3067/2026 Dtd. 24/11/2026.

Dear Sir/Madam,

We hereby submit our quotation/rate for the supply/work as per the terms and conditions of the above-referenced notice.

A. Rate quotation

Sl. No.	Tentative Date of Journey	Type of journey	Destination / Places to be Visited	Approximate Round-trip Distance	No. of Passengers / Required Bus Capacity	Rate per KM in Rs (Inclusive of all taxes & charges, toll, parking etc)
1	04/12/2026	Inside kerala	Central Dairy Products, Naduvattam and MILMA, Kunnamangalam	300 km	50-seater bus	/km

B. Vehicle Details

1. **Name of vehicle owner / operator:**
2. **Name of firm / travel agency:**
3. **Vehicle registration number:**
4. **Make and model of vehicle:**
5. **Year of manufacture:**
6. **Seating capacity:**
7. **Tourist / Contract Carriage Permit No.:**
8. **Permit validity:**
9. **Fitness Certificate validity:**
10. **Insurance validity:**

Declaration

I. All the prices/rates mentioned in our quotation/bid are in accordance with the terms &conditions as specified in the quotation documents.

II. We/I hereby confirm that our prices/rates include all taxes and charges (toll, parking etc)

III. Our bid shall remain valid for period of 30 days from the last date of bid submission

IV. The quoted rates include all expenses relating to the operation of the vehicle, including fuel, driver remuneration, driver bata, toll, parking and other incidental charges and Taxes

V. We/I have read all terms & conditions and documents related to the quotation and agreed to abide by the same. We/I have not taken any deviation from any conditions.

If found any variation or violation of the terms & conditions in our/my bid, I/We understand that the bid would be summarily rejected without any notice to us/me.

Date **Name & Signature of the bidder**

Bidder Details :

Name of Firm / Company/Authorised Person:

Registered Address:

Contact Person & Phone:

Email ID:

GSTIN / Registration No (if applicable):

PAN No :

Annexure-1

QUOTATION SUBMISSION FORMAT
(To be submitted in the Letter Head of bidders)

To,
The Dean,
VKIDFT,Mannuthy, KVASU

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Dear Sir/Madam,

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Sl. No.	Tentative Date of Journey	Type of journey	Destination / Places to be Visited	Approximate Round-trip Distance	No. of Passengers / Required Bus Capacity	Rate per KM in Rs (Inclusive of all taxes & charges, toll, parking etc)
1	04/12/2026	Inside kerala	Central Dairy Products, Naduvattam and MILMA, Kunnamangalam	300 km	50-seater bus	/km

B. Vehicle Details
11. Name of vehicle owner / operator:
12. Name of firm / travel agency:
13. Vehicle registration number:
14. Make and model of vehicle:
15. Year of manufacture:
16. Seating capacity:
17. Tourist / Contract Carriage Permit No.:
18. Permit validity:
19. Fitness Certificate validity:
20. Insurance validity:

Declaration

VI. All the prices/rates mentioned in our quotation/bid are in accordance with the terms &conditions as specified in the quotation documents.

VII. We/I hereby confirm that our prices/rates include all taxes and charges (toll, parking etc)

VIII. Our bid shall remain valid for period of 30 days from the last date of bid submission

IX. The quoted rates include all expenses relating to the operation of the vehicle, including fuel, driver remuneration, driver bata, toll, parking and other incidental charges and Taxes

X. We/I have read all terms & conditions and documents related to the quotation and

agreed to abide by the same. We/I have not taken any deviation from any conditions.

If found any variation or violation of the terms & conditions in our/my bid, I/We understand that the bid would be summarily rejected without any notice to us/me.

Date **Name & Signature of the bidder**

Bidder Details :

Name of Firm / Company/Authorised Person:

Registered Address:

Contact Person & Phone:

Email ID:

GSTIN / Registration No (if applicable):

- PAN No :

FORMAT FOR TRIP SHEET

1	Trip Sheet Serial No				Date		
2	Vehicle Registration No & make & model of Vehicle						
3	Purpose of Journey & Date of Journey						
4	FROM			TO			
5	Place	Start Time	Starting Odometer Reading	Place	End Time	Ending Odometer Reading	Remarks if any
6	Total Kilometer travelled						
7	No of passengers and Places visited						
7	Name of the Driver with Driving License No						
8	Name and Designation of the Officer/Staff used the vehicle or in charge of the vehicle						

Driver's Declaration

I hereby certify that the above particulars are correct and that the journey was performed as instructed.

Driver's Signature: _____

Certification by the Officer who used the vehicle/ the officer in charge of the tour

Certified that the vehicle was used for the official purpose stated above and that the journey particulars and kilometres travelled have been verified.

Name and Designation:

Signature:

Date: