



KERALA UNIVERSITY OF HEALTH SCIENCES

THRISSUR - 680 596

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No : 1/44140/2025/B1/Admn-Estt/KUHS

Date : 15-01-2026

Section I

E-TENDER NOTICE FOR SUPPLY OF VEHICLE ON HIRE

Competitive **e-tenders** are invited from reputed tours and travel agencies/car rental firms/taxi service operators/individuals located in Kerala for the supply of a vehicle on hire. The type of vehicle, purpose and period of requirement of the vehicle are detailed below:

SI. No	Type of Vehicle	Purpose	Period of requirement and type of quotes
1	A Mini Bus with a minimum of 26-seat capacity.	Transporting university staff between Mundur Junction and University campus, Govt.Medical college P O, Thrissur.	One year from the day of award of contract at daily rate

Section II

General Tender Terms & Conditions for e-Procurement

This tender is an **e-Tender** and is being published online for the supply of a vehicle on hire from reputed tours and travel agencies/car rental firms/taxi service operators/individuals located in Kerala. The tender is invited in two-cover system from the registered and eligible firms through e-procurement portal of the Government of Kerala (<https://www.etenders.kerala.gov.in>). Prospective bidders, willing to participate in this tender, shall necessarily register themselves with the above-mentioned e-procurement portal.

The tender timeline is available at the critical date section of this tender published in www.etenders.kerala.gov.in.

All bid/tender documents should be submitted online and in the designated cover/envelope on the GP website.

A. Online Bidder registration process:

Bidders should have a Class II or above Digital Signature Certificate (DSC) to be procured from any Registration Authorities (RA) under the Certifying Agency of India. Details of RAs will be available on



www.cca.gov.in. Once the DSC is obtained, the bidders have to register on **www.etenders.kerala.gov.in** website for participating in this tender. Website registration is a one-time process without any registration fees. However, the bidders have to procure DSC at their own cost. Bidders may contact e-Procurement support desk of the Kerala State IT Mission over telephone at 0471-2577088/188/388 or through email: **etendershelp@kerala.gov.in** or **helpetender@gmail.com** for assistance in this regard.

B. Online Tender Process:

The tender process shall consist of the following stages:

1. Downloading of tender document: The tender document will be available for free download on **www.etenders.kerala.gov.in**. However, tender document fees shall be payable at the time of bid submission as stipulated in this tender document.
2. Pre-bid meeting: Not Applicable
3. Publishing of Corrigendum: All corrigendum shall be published on **www.etenders.kerala.gov.in** and shall not be available elsewhere.
4. Bid submission: The bidders have to submit their bids along with supporting documents to support their eligibility, as required in this tender document on **www.etenders.kerala.gov.in**. No manual submission of bid is allowed and manual bids shall not be accepted under any circumstances.
5. In case the bidder encounters any technical issues pertaining to e-Procurement system while acting on the tender, computer screen shot of the error message with date & time stamp on the web-browser along with the query shall be e-mailed by the bidder to the help desk (**helpetender@gmail.com/etendershelp@kerala.gov.in**), for resolution of the problem. At the same time, matter must be intimated to the Tender Inviting Authority concerned, via email.
6. The time taken to ascertain, evaluate and suggest a solution for the problem reported by bidder may vary from case to case. Hence, the bidders are advised to submit the bid at least 2 working days before the due date and time of bid submission to avoid any last minute issues that may come up.
7. Opening of Technical Bid and Bidder short-listing: The technical bids will be opened, evaluated and shortlisted as per the eligibility and technical qualifications. All documents in support of technical qualifications shall be submitted (online). Failure to submit the documents online will attract disqualification. Bids shortlisted by this process will be taken up for opening the financial bid.
8. Opening of Financial Bids: Bids of the qualified bidders shall only be considered for opening and evaluation of the financial bid on the date and time mentioned in critical date's section.

C. Documents Comprising Bid:

(1) The First Stage:

Technical proposal shall contain the scanned copies of the following documents which every bidder has to upload:

- i. Preliminary Agreement on Rs.200/- worth Kerala Govt. Stamp paper, duly signed and sealed.
- ii. Copy of the PAN Card
- iii. Copy of registration certificate for vehicles (minimum one vehicle should be in the name of the firm/proprietor).

iv. Copies of the Tax Token, Insurance Certificate, and Pollution (PUC) Certificate.

v. A SELF DECLARATION that the firm is not black-listed in the past by any Govt/Dept/Company etc.

The original preliminary agreement shall be produced within three days, from the date of opening of the tender, addressed to THE REGISTRAR, KERALA UNIVERSITY OF HEALTH SCIENCES, MEDICAL COLLEGE PO, THRISSUR - 680 596.

Kerala University of Health Sciences doesn't take any responsibility for any technical snag or failure that has taken place during the document upload.

(2) The Second Stage :

The Bidder shall complete the Price bid as per the format given for download along with this tender.

Note: The blank Price bid should be downloaded and saved on the bidder's computer without changing the file-name, otherwise the price bid will not get uploaded. The bidder should fill in the details in the same file and upload the same back to the website.

Fixed price: Prices quoted by the Bidder shall be fixed during the bidder's performance of the contract and not subject to variation on any account. A bid submitted with an adjustable/ variable price quotation will be treated as non-responsive and rejected.

D. Tender Document Fee and Earnest Money Deposit (EMD)

- The Bidder shall pay a tender document fee of **₹ 1,652/- (Rupees One Thousand Six Hundred and Fifty Two only)** (ie; **₹.1,400+18% GST**) and **Earnest Money Deposit of ₹ 6,830/- (Rupees Six Thousand Eight Hundred and Thirty only)**
- The cost of tender form once paid for this tender is not refundable even if the tender is cancelled at any stage or the tenderer fails to upload his tender
- The EMD is required to protect the purchaser against risk of Bidder's conduct, which would warrant the forfeiture of security.

Online Payment modes: The tender document fees and EMD can be paid in the following manner through e-Payment facility provided by the e-Procurement system.

State Bank of India Multi Option Payment System (SBI MOPS Gateway): Bidders are required to avail Internet Banking Facility for making tender remittances in eProcurement System.

During the online bid submission process, bidder shall select **SBI MOPS** option and submit the page, to view the **Terms and Conditions** page. On further submitting the same, the eProcurement system will redirect the bidder to MOPS Gateway, where two options namely **SBI** and **Other Banks*** will be shown. Here, Bidder may proceed as per below:

1. **SBI Account Holders** shall click **SBI** option to with its Net Banking Facility., where bidder can enter their internet banking credentials and transfer the Tender Fee and EMD amount.
2. **Other Bank Account Holders** may click **Other Banks** option to view the bank selection page. Here, bidders can select from any of the Banks to proceed with its Net Banking Facility, for remitting tender payments.

**Transaction Charges for Other Banks vide SBI Letter No. LHO/TVM/AC/2016-17/47 – 1% of transaction value subject to a minimum of Rs. 50/- and maximum of Rs. 150/-*

* *Bidders who are using Other Banks option under SBI MOPS Payment Gateway, are advised by SBI to make online payment 72 hours in advance before tender closing time.*

Any transaction charges levied while using any of the above modes of online payment has to be borne by the bidder. The supplier/contractor's bid will be evaluated only if payment status against bidder is showing "Success" during bid opening.

E. Submission Process:

For submission of bids, all interested bidders have to register online as detailed in the instructions provided in this document. After registration, bidders shall submit their Technical and Financial documents through online on www.etenders.kerala.gov.in along with online payment of tender document fees and EMD.

To complete the bid submission process, it is essential to click on "Freeze bid" link/ icon. Failure to do so will result in the bid not being submitted online, and it will not be available for viewing or opening during the bid opening process.

Note: The quoted rate should be inclusive of GST and other applicable charges. A 2% GST will be deducted at source when the bill amount exceeds ₹2.5 lakhs, and this deduction will be applied at the time of bill payment, if applicable.

For details regarding the scheduled dates for the submission of the tender documents, Please Contact: 0487-220 7780,7785, OR log on to www.kuhs.ac.in OR www.etenders.kerala.gov.in OR Email @ genadmn@kuhs.ac.in

Registrar

(Digitally approved document; signature not required)

Section III

GENERAL CONDITIONS

Competitive e-tenders are invited for the supply of a vehicle on hire as specified in the schedule below/attached.

1. The Tender amount should be inclusive of all taxes and other charges. Including GST as applicable.
2. A SELF DECLARATION that the firm is not black listed in the past by any Govt/Dept/Company etc.
3. The final acceptance of the tenders rests entirely with the university, who do not bind themselves to accept the lowest or any tender. But the tenderers on their part should be prepared to carry out such portion of the supplies included in their tender as may be allotted to them.
4. The successful tenderer should be prepared to guarantee the satisfactory performance for a definite period under a definite penalty.
5. The successful tenderer shall, before signing the agreement and within the period specified in the letter of acceptance of this tender, deposit a sum equivalent to **5 per cent of the value of the contract as security for the satisfactory fulfilment of the contract less the amount of money deposited by him along with his tender.** If the successful tenderer fails to deposit the security and execute the agreement as stated above, the earnest money deposited by him will be forfeited to the university, and the contract

arranged elsewhere at the defaulter's risk and any loss incurred by the university on account of the service will be recovered from the defaulter who will, however, not be entitled to any gain accruing thereby. If the defaulting firm is a registered firm, their registration is liable to be cancelled.

6. The security deposit shall, subject to the conditions specified herein, be returned to the contractor within three months following the expiration of the contract. However, in the event of any dispute arising between the university and the contractor, the university reserves the right to deduct from the deposit or any remaining balance, any damages, costs, charges and expenses claimed until the dispute is resolved. These deductions may also be made from any other amount due from the University to the contractor at any time. In cases where a service guarantee is in effect, the security deposit will be released only after the guarantee period has expired.

7. All payments to the contractor will be made by the Registrar in due course.

8. The **eligible** bidder should own (minimum one) or on lease sufficient vehicles of model not older than year **March 2014** vehicles registered as commercial vehicles in their names or firm's name for use as commercial vehicles.

9. a) In case the contractor becomes insolvent or goes into liquidation, or makes or proposes to make any assignment for the benefit of his creditors or proposes any composition with his creditors for the settlements of his creditors for the settlement of his debts, or carries on his business or the contract under inspection on behalf of his creditors or in any case receiving order or orders, for the administration of his estate are made against him, or in case the contractor shall commit any act of insolvency or in case in which under any clause or clauses of his contract the contractor shall have rendered himself liable to damages amounting to the whole of his security deposits: the contract shall thereupon, after notice given by the Registrar to the contractor, be determined and the university may complete the contract in such time and manner and by such persons as the university shall think fit. But such determination of the contract shall be without any prejudice to any right or remedy of the university against the contractor or his sureties in respect of any breach of contract therefore committed by the contractor. All expenses and damages caused to the University by any breach of contract by the contractor shall be paid by the contractor to the University and may be recovered from him under the provisions of the Revenue Recovery Act in force in the State.

b) The persons/contractors submitting tenders should produce a solvency certificate, clearly indicating to what extent they are solvent from the Tahsildar of the Taluk where they reside, along with their tenders.

10. a) In case the contractor fails to render the services, the security deposit will be forfeited.

b) In case any difference or dispute arises in connection with the contract, all legal proceedings relating to the matter shall be instituted in the Court within whose jurisdiction the Registrar voluntarily resides.

11. Any sum of money due and payable to the contractor (including security deposit returnable to him) under the contract may be appropriated by the Registrar or the University or any other person authorized by the University and set off against any claim of the Registrar or the University for the payment of a sum of money arising out of or under any other contract made by the contractor with the Registrar or the University or any other person authorized by the University. Any sum of money due and payable to the successful tenderer or contractor from the University shall be adjusted against any sum of money due to the University from him under any other contracts.

12. No representation for enhancement of rates once accepted will be considered.

13. Tenderers should be prepared to accept orders subject to the penalty clause for forfeiture of security in the event of default in providing the transportation service or failure to provide the service within the stipulated period.

14. The price quoted should be inclusive of all taxes, duties, cesses, etc., which are or may become
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payable by the contractor under existing or future laws or rules of the country of origin/supply or delivery during the course of execution of the contract.

15. The agency will have insurance cover for their staff for personnel accident and death while performing duty at Kerala University of Health Sciences.(KUHS). It is the responsibility of the agency to verify the character and antecedents of the workforce engaged for duty. The character and antecedents shall be got verified through record check by the contractor at their own cost from concerned police authorities.

16. The agency shall maintain the records as instructed by the KUHS. The contractor shall furnish the Bio-data of the personnel posted by them in the institute with identification cards with passport size photograph for each person. Whenever there is a change of personnel, advance information to that effect shall be given to KUHS.

17. The individuals engaged or deployed for work undertaken by the contractor shall, preferably, be members of the Contractor's workforce. For all statutory and other purposes, the Contractor shall be considered their employer and will be solely responsible and liable for all statutory benefits and obligations to which these individuals are entitled under various legislations, including the ESI Act, EPF Act, Minimum Wages Act, Employees Compensation Act, and other applicable allowances.

18. The tenderer should send along with his tender an agreement executed and signed on a Kerala Govt. stamp paper worth Rs.200/-. A specimen form of agreement is attached to this tender. Tenders without the agreement in stamped paper will be rejected outright.

19. The University reserves the right to award the contract for hiring a vehicle for the transportation of KUHS staff between Mundur Junction and the KUHS campus.

20. The period of the agreement shall be of twelve months from the date of commencement and may be extended further as decided by KUHS on the same terms and conditions set forth in the agreement.

21. The rate to be quoted will be valid throughout the period of contract period, and no claims whatsoever on account of an increase in statutory payment shall be entertained. It will be the responsibility of the contractor to bear any such expenses.

22. If the rate quoted in the tender is found to be higher than reasonable, the University reserves the right to negotiate the rate with the bidder

23. The university reserves the right to accept or reject any or all applications without assigning reasons whatsoever.

Note: If there is any discrepancy between words and figures, the amount in words shall prevail.

Section IV

GENERAL CONDITIONS OF CONTRACT

1. Application

Submission of bid against this offer shall bind the bidder for the acceptance of all the conditions specified herein unless otherwise agreed by the University.

2. Performance Security

a. The successful bidder shall deposit an amount equal to 5% of the bid amount for one year immediately on conveying the University's intention for accepting the bid as Performance Security. The EMD may be converted into performance security.

- b. Performance Security will be discharged after the completion of contractor's performance obligations under the contract.
- c. If the contractor fails to or neglects any of his obligations under the contract, it shall be lawful for the University to forfeit, either the whole or any part of the performance security, furnished by the bidder as compensation for any loss resulting from such failure.

3. Execution time limit

The time period as stipulated in the contract or letter of intent shall be deemed to be the essence of the contract.

4. Payment terms

Monthly bills shall be submitted in duplicate to the authority specified in contract along with duty slips, duly signed by the user.

5. Termination of Contract

5.1 The University may, without prejudice to any other remedy for breach of contract, terminate the contract in whole or in parts.

- (a) If the contractor fails to arrange for the supply of any or all the vehicles within the period(s) specified in the contract or any extension thereof granted by the University.
- (b) If the contractor fails to perform any other obligation(s) under the contract.

5.2 The university may without prejudice, to other rights under law or the contract provided get the hiring of vehicles done at the risk and cost of the contractor, in the above circumstances.

6. Termination for insolvency

The university may also, by giving written notice and without compensation to the contractor, terminate the contract if the contractor becomes unwilling, bankrupt or otherwise insolvent without affecting its right of action or remedy as hirer.

7. Force majeure

If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (Hereinafter referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non performance or delay in performance under the contract shall be resumed as soon as practicable after such an event may come to an end or cease to exist, and the decision of the University as to whether the supplies have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

8. Arbitration

8.1 In the event of any question, dispute or difference arising under the agreement or in connection therewith (except as the matter the decision to which is specifically provided under

this agreement), the same shall be referred to the sole arbitrator appointed on mutual consent. The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act, 1996.

8.2 The arbitrator may from time to time with the consent of both the parties enlarge the time frame for making and publishing the award. Subject to the aforesaid arbitration and conciliation Act, 1996 and the rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.

8.3 The venue of the arbitration proceeding shall be the Office of University at Thrissur or such other place as the arbitrator may decide.

Signature of the Bidder

Section V

SPECIAL CONDITIONS OF CONTRACT

1. In case the date fixed for opening of the bids is subsequently declared as a holiday by the Government of India/Kerala, the revised schedule will be notified. However, in the absence of such notification, the bids will be opened on the next working day, time and venue remaining unaltered.

2. The University reserves the right to blacklist a bidder for a suitable period in case he fails to honour his bid without sufficient ground.

3. The decision of the Competent Authority of Kerala University of Health Sciences regarding the acceptance or rejection of a tender will be final and binding.

4. The liability under relevant sections of Motor Vehicle Act 1968 and IPC causing death or permanent liability developed in the vehicle supplied by the contractor, the University has no responsibility of whatsoever and will not entertain any claim in this regard under the provisions of the law.

5. The engagement and employment of drivers and payment of wages to them as per the existing provisions of various labour laws and regulations is the sole responsibility of the contractor and any breach of such laws or regulations shall be deemed to be the breach of this contract.

6. The contractor shall assign the job of driving of hired vehicles only to qualified, experienced, licensed drivers and also assume the full responsibility for the safety and security of the officers/officials as well as essential store items while running the vehicle by ensuring safe driving. The University shall have no direct or indirect liability arising out of such negligent, rash and impetuous driving which is an offence under Section 29 of IPC and any loss caused to the University have to be suitably compensated by the contractor.

7. The bidders shall abide by all statutory requirements for running the hiring contract. The University shall have no responsibility and in no way be liable towards taxes, fees, cost of Diesel/Petrol/mobile and salary to drivers, maintenance etc or any other charges payable in respect of running the vehicle, except the contract price.

8. In no case a vehicle, which is not registered for the commercial purpose shall be supplied to the University and taxes etc. due on such vehicles shall be the liability of the contractor.

9. The contractor shall send the vehicle for periodical servicing at the cost of the contractor and the University will not pay any mileage run for such servicing; nor will be there any deduction for the duration involved in such servicing. The cost of lubricants, repairs, maintenance, taxes insurance, etc. will



be the contractor's liability.

10. 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.

11. In case of break-down while in journey, alternate arrangements shall have to be made by the contractor, failing which the vehicle will be hired from the open market and the expenses incurred thereon shall be deducted from the monthly bill of the contractor.

12. 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.

13. 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 whatsoever.

14. The bidders shall ensure that all the necessary documents (Registration Certificate, Insurance Papers, PUC, etc.) are available with the drivers, and that the drivers are well-mannered and cleanly dressed.

15. The bidders shall have enough resources to repair their vehicles in a minimum possible time. At times, they should also be in a position to arrange for extra vehicles, immediately.

Signature of the bidder

Section VI

SERVICES TO BE PROVIDED

1. Service -Provision of commercial vehicles with licensed drivers, registered Commercial vehicles on hiring basis for running in Kerala State.

2. Period of Contract-Under normal circumstances the contract shall be valid for one year from the date of work order. However, contract may be extended for a further period, if mutually agreed on the same rate, terms and conditions.

3. Quantity- Estimated number of vehicles to be hired is one, however it should be clearly noted that the University shall place the order only as per the actual requirement from time to time.

4. Duty hours -Actual duty hours shall be as specified by the users of vehicle.

5. Notice Period-Immediately on receipt of telephonic intimation.

6. Reporting Place- As specified by the users of vehicles.

7. Counting of distance-From the University campus to the destination specified.

8. Accuracy of meters- The users shall have the full power to check up the meter for its correctness and to take action accordingly.

9. Penalties

I) In case of break-down, the vehicles have to be replaced with another one immediately. In case of non-availability of suitable vehicle, a penalty up to Rs. 300/- may be imposed in addition to deduction on pro-rata basis for the period. If the number of break-down exceeds three times in a month, a penalty of Rs. 500/- per break down shall be imposed.



II) In case of non-availability of vehicles, a penalty of Rs. 800/- per day shall be imposed in addition to deduction at pro-rata basis for that day.

III) Payment of any Govt. tax or duty for plying the vehicles in Kerala State will be the liability of contractor.

Signature of the bidder

Section VII

Annexure-I

AGREEMENT

This Contract Agreement made on the between M/s. engaged in facilitating the daily transportation service of KUHS staff between Mundur Junction and the KUHS campus, ensuring a morning pick-up and an evening drop-off and having its office (hereinafter called the 'Contractor', which expression shall unless repugnant to the context or meaning thereof, deemed to mean and include its administrators, successors and permitted assigns) of the one part

AND

The Kerala University of Health Sciences having its office at Mulamkunnathukavu, Medical College P.O., Thrissur – 680 596 (hereinafter referred to as 'KUHS' or 'Owner', which expression shall unless repugnant to the context or meaning thereof, deemed to mean and include its administrators, successors and permitted assigns) of the other part. KUHS and 'Contractor' shall hereinafter referred to as 'Parties' and singly as 'Party'

WHEREAS

- The KUHS has placed the Work Order No. dated and engaged M/s. engaged in facilitating the daily transportation service of KUHS staff between Mundur Junction and the KUHS campus, ensuring a morning pick-up and an evening drop-off for an amount of ₹..... including service tax for a period of one year on terms and conditions hereinafter contained.
- 'Contractor' accepted the said Work Order and remitted the Security deposit of ₹/- (Rupees only) by way of DD No., bank dated of ₹ Only).

Now THEREFORE, THE PARTIES HERETO HEREBY AGREE AND THIS CONTRACT WITNESSTH AS FOLLOWS:

- The work shall be executed as per terms and conditions set forth in this agreement and the Work Order No./B1/Admn/KUHS dated This contract agreements deemed to have become effective from , the actual date of start of work.



- 2.KUHS shall direct 'Contractor' to replace driver employed by them for valid reasons and 'Contractor' shall immediately undertake such replacements.
- 3.KUHS shall have the right to terminate this contract after serving 1 months' notice to 'Contractor' if
- The performance of 'Contractor' is not satisfactory and if 'Contractor' not undertaking the work with due diligence expected from them.
 - Abandons the work without proper notice or valid reason
 - 'Contractor' fails to comply with the provisions of this agreement and conditions mentioned in the Tendar Notice No.1/44140/2025/B1/Admn-Estt/KUHS dated 15-01-2026
- 4.In case of termination of contract due to the above reasons then the Security deposit shall be forfeited by KUHS and work shall be awarded to any other agency at the risk and cost of 'Contractor'.
- 5.'Contractor' undertakes to pay minimum wages, bonus, taxes, duties, fees, levies etc. as applicable under the relevant rules.
- 6.The parties to this agreement agree that any action or legal proceeding arising out or pertaining to agreement shall be adopted or instituted only the Courts of Kerala.
- 7.This agreement, Work Order No. / B1 /Admn/ KUHS dated, Your Tender for contract of engaged in facilitating the daily transportation service of KUHS staff between Mundur Junction and the KUHS campus, ensuring a morning pick-up and an evening drop-off of for an amount of ₹./- per annum dated and such other documents issued for the work shall form part of this contract.
- 8.The Contractor shall comply with all the terms and conditions of TENDER documents contained which are part and parcel of this agreement and forms integral part of this agreement and also the following.
- 9.Contractor will provide vehicles to the University not older than year **March 2014** model, and registered for the commercial purpose/Taxi only and taxes, insurance etc. due on such vehicles shall be the liability of the contractor.

IN WITNESS WHERE OF the parties here to have set their hands on the day and year first above written.

For and on behalf of

M/s.

For and on behalf of

Kerala University of Health Sciences

By

(Authorized Representative)

By

(Authorized Representative)

In the presence of witness

In the presence of witness





1. Signature

Name

2. Signature

Name

1. Signature

Name

2. Signature

Name

REGISTRAR

(Digitally approved document; signature not required)

