



Energy Management Centre

State Designated Agency to Enforce Energy Conservation Act 2001
Department of Power, Government of Kerala

EMC/153/2026-OA1

04-07-2026

NOTICE FOR EMPANELMENT OF TAXI SERVICES (A/C, NON-A/C & EV) TO ENERGY MANAGEMENT CENTRE (EMC) ON DAILY BASIS FOR THE PERIOD UP TO 30.06.2027

Energy Management Centre (EMC), an autonomous organization under the Department of Power, Government of Kerala, invites applications from eligible Taxi Service Providers for empanelment for providing Taxi Services (A/C, Non-A/C & Electric Vehicles) on a daily hire basis as and when required by EMC.

The notice for empanelment is published in leading newspapers and on EMC's website. Interested agencies located in Kerala may submit their applications along with all required documents within 15 days from the date of publication of this notice.

The empanelment shall be valid up to 31.08.2027 unless extended by EMC. Applications received from eligible agencies shall be evaluated based on the rates quoted and compliance with the eligibility criteria specified in this notice.

A maximum of three (3) Taxi Service Providers shall be empanelled at any point of time. The bidder quoting the lowest rates (L1) and satisfying all eligibility requirements shall be empanelled first.

The bidders ranked as L2, L3 and above may also be considered for empanelment, subject to their written willingness to provide services at the rates quoted by the L1 bidder. Empanelment of such bidders shall be in the order of their ranking and limited to ensure that the total number of

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empanelled vendors does not exceed three (3).

In the event that fewer than three eligible bidders agree to match the L1 rates, EMC reserves the right to proceed with a lesser number of empanelled vendors.

During the period of empanelment, vehicle hiring requirements of EMC shall ordinarily be met from among the empanelled vendors. EMC reserves the right to allocate work among the empanelled vendors based on operational requirements, availability of vehicles, performance and administrative convenience.

Even though the empanelment process is open to service providers across Kerala, only empanelled vendors capable of providing services in Thiruvananthapuram and nearby districts may be invited for specific requirements, if so decided by EMC. The decision of the Director, EMC in this regard shall be final.

Sl.No	Name of Work	Hiring of Taxi to Energy management Centre on Daily Basis
1.	TENDER No	EMC/153/2026-OA1
3.	EMD	Rs. 5,000/-
4.	Cost of tender form	Rs. 1,770/- (Inclusive of 18 % GST)
5.	Date of publishing bid documents	13/07/2026
9.	Bid submission starting date	14/07/2026
10.	Deadline for submission of Hardcopy (Bid agreement) to the Office of the tendering authority.	24/07/2026 3.pm
11.	Bid opening date	27/07/2026
13.	Bid validity	365 days


Director

Selection and Empanelment Procedure

1. Only those applicants satisfying all qualification criteria and submitting all required documents shall be considered for financial evaluation.
2. Financial ranking shall be determined based on the rates quoted in the prescribed format.
3. The bidder obtaining the lowest evaluated rate (L1) shall be empanelled subject to fulfilment of all eligibility requirements.
4. Other eligible bidders (L2, L3, etc.) may be invited to provide written consent to match the rates quoted by the L1 bidder.
5. Eligible bidders who agree to match the L1 rates shall be considered for empanelment in the order of their ranking, subject to a maximum of three empanelled vendors.
6. If any empanelled vendor withdraws, fails to perform satisfactorily, is removed from the empanelled list or becomes ineligible for any reason, EMC may empanel the next eligible bidder willing to provide services at the L1 rates or may invite fresh applications, as deemed appropriate.
7. The decision of the Director, EMC regarding empanelment, acceptance of rate matching, ranking of bidders and allocation of work shall be final and binding on all applicants.

Qualification Criteria

1. This invitation for empanelment process is open to all eligible service providers as per the eligibility criteria mentioned and that possess necessary licence/permit issued by competent authorities.
2. The Service Provider must have an average annual turnover of not less than Rs.20 Lakhs in providing taxi services (A/C, Non-A/C & EV) during the last three financial years, i.e., 2022-23, 2023-24 and 2024-25 and should also be profit making.
3. The Service Provider must have experience of minimum three years in

the relevant field within Kerala State.

4. The agency/firm/company should have been registered under the relevant Act and copies of registration certificates shall be attached with the application.
5. The Service Provider should not have been blacklisted by any Government/Semi-Government/PSU during the last three years. A self-declaration to this effect shall be submitted on the letterhead of the company.

Terms and Conditions

1. The empanelment shall remain valid up to 31.08.2027 and may be extended by EMC on the same terms and conditions subject to satisfactory performance and mutual consent.
2. The vehicle should be in excellent condition and the year of manufacture shall be 2021 or later.
3. The vehicle should be registered with the State Transport Authority and possess valid Permit, Insurance and other statutory documents.
4. Actual parking charges, toll charges and entry taxes incurred during official duty shall be reimbursed on production of original receipts. All vehicles shall have active FASTag facilities.
5. Charges of drivers, repair and maintenance, insurance, fuel/electricity, lubricants and all incidental expenses shall be borne by the Service Provider.
6. Rates shall be quoted separately for kilometer basis and hourly basis for the following categories of vehicles:
 - i. Honda Amaze / Toyota Etios / Tata Indigo / Swift Dzire / Manza / Zest / Bolt
 - ii. Honda City / Verna / Hyundai Elantra
 - iii. Scania & Air Bus – 35 Seater & 49 Seater
 - iv. Traveller – 17 Seater & 26 Seater

v. Innova Crysta (2021 and above) / Marazzo / Ertiga / Evalia

vi. Electric Vehicles – Hyundai Kona / Tata Tigor / Mahindra Verito / Tata Nexon

Additional vehicle categories may also be indicated, if required.

7. Vehicles shall be replaced immediately in the event of breakdown or accident.
8. Drivers shall possess valid driving license and carry all statutory documents required by authorities.
9. The Service Provider shall maintain a 24-hour communication facility for attending urgent requirements.
10. The Service Provider shall maintain valid All India and Kerala Tourist Permits wherever applicable.
11. EMC shall not be responsible for any accident, injury or loss suffered by the driver during the course of duty.
12. Vehicles deployed for EMC shall carry only authorised personnel and shall not leave the duty point without permission.
13. Distance shall be calculated from the point of commencement of duty to the point of completion of duty. Garage-to-duty and return distances shall not be considered.
14. Payment shall be based on the minimum amount derived either through kilometre charges or hourly charges.
15. The lesser of the kilometre-based charge and hourly-based charge shall be considered for payment.
16. Outstation Bata of Rs.250/- per day shall be payable if the trip exceeds eight hours or 100 kilometers. No Bata shall be payable within city limits.
17. Trip sheets duly signed by the concerned officer along with Taxi Feedback Form shall be attached with bills.
18. Payment shall be released within 15 days after submission and verification of bills.
19. Repeated late reporting, behavioral issues of drivers or unhygienic condition of vehicles may result in removal from the empanelled list.
20. The Service Provider may withdraw from empanelment by giving three

months' notice. EMC may remove a vendor from empanelment by giving fifteen days' notice.

21. No advance payment shall be made.
22. If a requisitioned vehicle fails to report at the designated time and place, EMC may arrange an alternative vehicle and recover the additional expenditure from pending bills. A penalty of Rs.200/- shall also be imposed for each such instance.
23. Vehicles may be hired for journeys within Kerala and outside the State.
24. The Service Provider shall ensure availability of sufficient vehicles of required quality standards at all times.
25. The Service Provider shall ensure that drivers do not smoke or consume alcohol during duty and do not have adverse police records or pending criminal cases. Necessary verification of antecedents shall be carried out before deployment.
26. Performance Security: A performance security in the form of Bank Guarantee/Demand Draft for an amount of **Rs 25,000/-** issued by nationalized bank in favour of the Director, EMC with a Validity for a period of one year from the date of Work Order. In the event of breach of contract, performance security shall be forfeited.

EMC reserves the right to accept or reject any application, empanel fewer than three vendors, call for additional information, or cancel the empanelment process without assigning any reason. The decision of the Director, EMC shall be final in all matters relating to this empanelment.

Director

Energy Management Centre