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Goa University
Estate Administration & Allied Services
Taleigao Plateau, Goa-403206

EXPRESSION OF INTEREST

GU/868/EA&AS/Transport/2026-27/334 Dated: 04/11/2026

Goa University desires to hire AC and Non AC buses from reputed transporters/tourist bus operators; having a minimum operational fleet of 04 (four) buses under their registered transport agency. The bus shall mainly be utilized for transporting the staff and students of University commuting within the Goa University Campus. The bus must have a seating capacity of minimum 35 seats and maximum up to 40 seats and shall be paid on the basis of minimum running of 100kms per day.

The term of the contract will be 24 months, extendable for further period of 12 months or part thereof on the similar terms and conditions and at the sole discretion of the University.

The contract shall be inclusive of hiring of bus with a dedicated driver, helper, diesel cost, Road Tax, yearly insurance, maintenance cost etc. The bus will be hired for 5 days in a week from Monday to Friday exclusive of Saturdays, Sundays, public holidays and discretionary holidays as declared by the Goa University.

The detailed scope of work and contract terms and conditions for Hiring of the Bus may be obtained from the Office of Assistant Engineer, Estate Administration and Allied Services during office hours on all working days.

Letters of intent are invited from reputed transporters/tourist bus operators having buses not more than 10 years old with RTO registration not before 31/12/2016. The letters of intent should be submitted in two separate bids, Testimonials & Technical bid and Financial bid.

The documents, schedule, for letters of intent can be downloaded from the official website of Goa University (www.unigoa.ac.in) or can be collected from the Office of Estate Administration and Allied Services on or before 18/11/2026 latest by 16.00hrs. The rates for hiring the bus are required to be duly filled in the Schedule and submitted along with the proposal. The letter of intent along with detailed proposal addressed to Registrar, Goa University should reach this office latest by 16.00hrs on 20/11/2026.

02/11/2026

Prof. S N Dhuri
REGISTRAR

ANNEXURE - I

The Scope of work shall include the following:

1. The bus shall make the trips as instructed by the concerned Division within the campus from 09.00am to 06.00pm for five days a week on all working days from Monday to Friday except Saturdays, Sundays, public holidays, students vacations and discretionary holidays as declared by the University.

2. The University may also require additional buses, as and when required for field trips, educational trips, conferences, seminars, workshops, sports games or any other activity as instructed by the Officer In charge.

3. The rates quoted by the agency shall be inclusive of the Bus hiring charges, dedicated driver, helper, diesel cost, Road Tax, yearly insurance, maintenance cost etc.

4. The payment of the bus shall be made on the basis of minimum running of 100kms per day for a duty period of 8 hours from 09.00am to 06.00pm including 1 hour lunch break from 1.30pm to 2.30pm.

5. The duty hours and the opening km shall be reckoned from the commencement of the trip from the starting point designated by the University until completion of the trip at the designated end point.

4. In the event of the bus running over and above specified limit of 100kms per day the additional kms shall be paid on the actual kms covered beyond the 100kms run.

5. The agency shall quote the rates for additional kms beyond 100kms of travel in the financial bid in addition to the minimum per day cost up to 100kms.

6. The rates quoted should be exclusive of GST. The applicable GST shall be paid over and above the quoted rates.

7. The bus provided shall have a seating capacity of minimum 35 seats and should not be more than 10 years old with RTO registration not before 31/12/2016

8. The Expression of Interest must be accompanied by the valid photocopy of RC book of all the buses, valid insurance, pollution certificate, GST registration certificate and PAN card as listed in Annexure-II. All the above listed documents must be enclosed with the technical bid, failing which the tender shall be summarily rejected. Please note that no supporting documents/clarification submitted after opening of the tenders shall be accepted.

9. The driver and the helper deployed on the bus should be polite, courteous and must be provided with clean uniforms and identity cards issued by the agency.

10. The University shall use the bus for field trips/conferences/seminars/workshops/sports games within the State of Goa, as and when required depending upon the requirement and demand. Under such circumstances the agency shall provide the additional buses at the approved rates.

11. The rates quoted shall be valid for acceptance for a period of minimum 150 days from the date of opening the financial bid.

12. The agency driver and helper have to ensure that only the students and staff of Goa University are permitted to board the bus after verifying and checking of the Goa University identity card or bus pass. No other persons other than University staff and students shall be allowed to board the bus.

13. In the event of the breakdown of the bus, it shall be the responsibility of the agency to arrange for new bus within 1 hour of the breakdown.

14. Upon completion of each scheduled trip, the agency shall submit the bill/invoice in triplicate along with bank details favouring Registrar, Goa University, within seven days from the date of completion of the trip.

15. Each bill/invoice submitted by the agency must be accompanied by the vehicle duty slips duly signed by the concerned in charge hiring the bus. The vehicle duty slips shall contain details of opening km with time, closing km with time, distance travelled, operational hours, vehicle registration number and name of the driver.

16. Bills/Invoices submitted without the duty slips shall not be considered for payment.

02/11/2015

REGISTRAR
Goa University
Taleigao Plateau - Goa

OBC

ANNEXURE-II

Subject: Hiring of Buses for Goa University

Type: AC or Non-Ac	Vehicle Registration No. & Seating Capacity	Documents required *(enclosed (✔) not enclose(✗))*					
		R.C. Copy (Date of Registration)	Valid Insurance (Expiry Date)	Permit Copy	Pollution Under Control (PUC)	GST Registration No.	PAN Card No.
	Reg. No.	✔or✗	✔or✗	✔or✗	✔or✗		
	Seating Capacity	Date of Reg.	Expiry Date	Expiry Date	Expiry Date		
	Reg. No.	✔or✗	✔or✗	✔or✗	✔or✗		
	Seating Capacity	Date of Reg.	Expiry Date	Expiry Date	Expiry Date		
	Reg. No.	✔or✗	✔or✗	✔or✗	✔or✗		
	Seating Capacity	Date of Reg.	Expiry Date	Expiry Date	Expiry Date		
	Reg. No.	✔or✗	✔or✗	✔or✗	✔or✗		
	Seating Capacity	Date of Reg.	Expiry Date	Expiry Date	Expiry Date		

Transporter

15/10/20

Executive Engineer

EXECUTIVE ENGINEER
Estate Administration & Allied Services
Goa University
Taleigao Plateau Goa

SCHEDULE

Sub: Hiring of Buses for Goa University

Sr No	Description	Unit	Rate	Rate in Words
1	**Hiring of Non AC Bus** having a seating capacity of minimum 35 seats and maximum up to 40 seats for a minimum running of 100kms per day for five days a week excluding Saturday, Sundays and public holidays from 9.00am to 6.00pm including 1 hour lunch break from 01.30pm to 02.30pm for 8 hours duty	Per day		
2	Charges for Extra Kms beyond 100kms travel **(for Non AC Bus)**	Per Km		
3	Charges for Extra hour beyond 8 hours of duty **(for Non AC Bus)**	Per hour		
4	**Hiring of AC Bus** having a seating capacity of minimum 35 seats and maximum up to 40 seats for a minimum running of 100kms per day for five days a week excluding Saturday, Sundays and public holidays from 9.00am to 6.00pm including 1 hour lunch break from 01.30pm to 02.30pm for 8 hours duty	Per Km		
5	Charges for Extra Kms beyond 100kms travel **(for AC Bus)**	Per Km		
6	Charges for Extra hour beyond 8 hours of duty **(for AC Bus)**	Per hour		
7	Night Charges of driver beyond 8 hours of duty	Per hour		

 # If the bus is hired for half day or four hours duty up to 50kms, half day charges shall be considered

Transporter

15/10/26

Executive Engineer

EXECUTIVE ENGINEER
Estate Administration & Allied Services
Goa University
Taleigao Plateau Goa