



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

EXPRESSION OF INTEREST

GU/820/EA&AS/Transport/2025-26/348

Dated: 06/01/2026

Goa University desires to hire AC Four wheelers (Hatchback, Sedan and SUV) for official purpose. The vehicles with Tourist Taxi registration shall be hired as and when required with prior intimation and shall be paid on the basis of minimum running of 80kms per day.

The term of the contract will be 24 months, extendable for further period of 12 months on the same terms and conditions and at the discretion of the University.

The contract will be inclusive of hiring of AC Four wheelers (Hatchback, Sedan and SUV) with a dedicated driver, fuel cost, Road Tax, yearly insurance, maintenance cost etc.

The detailed scope of work and contract terms and conditions for Hiring of the Vehicles 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/agencies having vehicles with RTO registration not before 31/12/2020. The letters of interest 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 21/01/2026 latest by 16.00hrs. The rates for hiring the four wheelers 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 23/01/2026.


Prof. S N Dhuri
REGISTRAR

The Scope of work shall include the following:

1. The vehicles shall be hired as and when required on the basis of the requirements.
2. The rates quoted by the agency are inclusive of the vehicle hiring charges, dedicated driver, fuel cost, Road Tax, yearly insurance, maintenance cost etc.
3. The payment of the vehicles shall be made on the basis of minimum running of 80kms per day for a duty period of 8 hours from 09.30am to 06.30pm including 1 hour lunch break for full day use.
4. In the event of the vehicles running over and above specified limit of 80kms per day the additional kms shall be paid on the actual kms covered beyond the 80kms run.
5. The agency shall quote the rates for additional kms beyond 80kms of travel in the financial bid in addition to the minimum per day cost up to 80kms.
6. The rates quoted should be exclusive of GST. The applicable GST shall be paid over and above the quoted rates.
7. The vehicles provided shall be in good conditions with clean upholstery and should be with RTO registration not before 31/12/2020
8. The Expression of Interest must be accompanied by the valid photocopy of RC book of the vehicles, permit copy, valid insurance, pollution certificate, GST registration certificate and PAN card. 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 deployed on the vehicles should be polite, courteous and must be provided with clean uniforms and identity cards issued by the agency.
10. The University shall use the vehicles for official visits/field trips/conferences/seminars/ workshops etc within Goa, as and when required depending upon the requirement and demand. Under such circumstances the agency shall provide the additional vehicles at the approved rates.
11. The rates quoted shall be valid for a period of minimum 150 days from the date of opening the financial bid.
12. In the event of the breakdown of the vehicle, it shall be the responsibility of the agency to arrange for new vehicle within 1 hour of the breakdown.


REGISTRAR
Goa University
Taleigao Plateau-Goa


SCHEDULE

Sub: Hiring of Vehicles for Goa University

Sr No	Description	Unit	Type of Vehicle	Rate	Rate in Words
1	Hiring of AC Four wheelers Hatchback (Wagon R / Swift / Baleno/ Punch) or similar for a minimum running of 80kms per day from 9.30am to 6.30pm including 1 hour lunch break for 8 hours duty	Per day	Hatchback		
2	Charges for Extra Kms beyond 80kms travel	Per Km	Hatchback		
3	Hiring of AC Four wheelers Sedan (Dezire/Etios/ Accent) or similar for a minimum running of 80kms per day from 9.30am to 6.30pm including 1 hour lunch break for 8 hours duty	Per day	Sedan		
4	Charges for Extra Kms beyond 80kms travel	Per Km	Sedan		
5	Hiring of AC Four wheelers SUV (Innova Crysta/Ertiga/Rumion/Carens) or similar for a minimum running of 80kms per day from 9.30am to 6.30pm including 1 hour lunch break for 8 hours duty	Per day	SUV		
6	Charges for Extra Kms beyond 80kms travel	Per Km	SUV		
7	Charges for Extra hour for Vehicle beyond 8 hours of duty	Per hour	All Vehicles		
8	Night Charges of driver beyond 8 hours of duty (from 07.00pm to 07.00am)	Per hour	All vehicles		

If the vehicle is hired for half day or four hours duty up to 40kms, half day charges shall be considered

Transporter

S. 02/02/2024
Executive Engineer