

**REFERENCE NO.: OPJU/ADMIN/TRANSP/2025-26/01****DATE: 24.12.2025****Tender Notice for Bus Transportation Services****Tender Notice for Bus Transportation Services Reference No.:  
OPJU/ADMIN/TRANSP/2025-26/01 Date: 24.12.2025**

OP Jindal University invites sealed quotations from eligible and experienced contractors/service providers for providing bus transportation services (AC & Non-AC buses). Separate quotations should be submitted for AC and Non-AC buses for the period from 01st March 2026 to 28th February 2027 (maximum 12 months / minimum 11 months).

**1. General Information**

- **Last date for submission of quotation: 05 January 2026**
- Quotations must be submitted in sealed envelope addressed to: **Head – Administration, OPJU University, Punjipathra, Raigarh (Chhattisgarh)**
- Quotations received after the due date will not be considered.
- The University reserves the right to accept or reject any or all quotations without assigning any reason.

**2. Scope of Work**

- Hiring of **AC or Non-AC buses** for daily transportation of students and staff.
- Vehicles must be well-maintained and comply with all statutory requirements, suitable for use in an educational institution.
- Drivers should be licensed, experienced, medically fit, and dressed in proper uniform.
- Service provider must ensure punctuality, safety, and reliability during operation.

**3. Technical & Operational Requirements**

| S.No. | Requirement  |
|-------|--|
| 3.1   | Vehicles must be <b>0–5 years old (model January 2021 or later)</b> , well-maintained, and comply with all statutory requirements, suitable for use in an educational institution. |
| 3.2   | Vehicle must be diesel-driven, neat interiors, noiseless drive   |
| 3.3   | Must have GPS, CCTV with backup, speed control meter, first-aid box, grills on windows   |
| 3.4   | Valid RC, insurance, PUC, RTO permit, fitness certificate, road tax  |

|      |  |
|------|--|
| 3.5  | Decent upholstery, clean seat covers, curtains, hand rests in good condition             |
| 3.6  | Medically fit driver with valid license and mobile phone; helper in uniform              |
| 3.7  | Buses to be parked at University-designated location                                     |
| 3.8  | Monthly maintenance allowed at Raigarh on Sunday with prior intimation (no extra charge) |
| 3.9  | All repairs (major/minor) to be borne by contractor                                      |
| 3.10 | Failure to provide bus on any day will lead to proportionate deduction                   |
| 3.11 | Strict adherence to Supreme Court guidelines on student safety                           |

## 4. Routes & Kilometer Details

Contractors are requested to quote **per vehicle per month charges** for the specified routes and provide estimated kilometers for round trips.

| Sr.No | Bus Route  | Round Trip KM (To be filled by Contractor) |
|-------|--|--|
| 1     | Model TownParsada / University & Return                      |  |
| 2     | Kirodimal Nagar / Gate No 02 JSP / University & Return       |  |
| 3     | Vijaypur / Boierdadar / University & Return                  |  |
| 4     | Kotra Road / Ghadi Chowk / Dimrapur / University & Return    |  |
| 5     | Jutemill / Ganesh Talab / Johal Palace / University & Return |  |
| 6     | TV Tower / University & Return                               |  |

*Note: University may assign additional routes; payment for extra kilometers will be made as per approved rate.*

## 5. Commercial Terms

- Rates must remain firm for the entire contract period (no escalation).
- Diesel provided: 1 liter per 4 km (or as per approved kilometers).
- Mobil oil provided: 1 liter per 300 km.
- Payment will be made against invoice submitted by 10th of the month for previous month's service.
- Statutory documents must accompany each invoice.

## 6. Submission Checklist

- Detailed quotation with pricing
- Copy of company registration / GST certificate
- List of vehicles with registration details, age, and condition
- Copies of statutory vehicle papers (sample set)
- Undertaking to comply with all terms and safety guidelines



**O.P Jindal University**  
O .P Jindal Knowledge Park, Punjipathra,  
Gharghoda Road, Raigarh – 496109(C.G



- Contact details of authorized signatory

## 7. Contact for Clarification

For any queries, contact: Director – Administration OPJU University, Punjipathra, Raigarh, Chhattisgarh Dr Sunil Kumar Tiwari, **8962724387**, Email: **sunil.tiwari@opju.ac.in**

lease submit your competitive quotation in sealed envelope clearly marked **“Quotation for Bus Services – OPJU”** by the due date.

Yours faithfully,

For OPJU University

  
24/11/2023  
**Authorized Signatory**  
