

### ਪੰਜਾਬ ਰਾਜ ਪਾਵਰ ਕਾਰਪੋਰੇਸ਼ਨ ਲਿਮਿਟਡ

(ਰਜਿ. ਦਫਤਰ- ਪੀ ਐਸ ਈ ਬੀ ਹੈਡ ਆਫਿਸ, ਦੀ ਮਾਲ, ਪਟਿਆਲਾ-147001)  
Corporate identity Number U40109PB2010SGC033813 Website: www.pspcl.in  
ਦਫਤਰ : ਉਪ-ਮੁੱਖ ਇੰਜੀਨੀਅਰ/ਮੋਨਿਟਰਿੰਗ, ਗੁ.ਗੋ.ਸਿ.ਸੁ.ਬ.ਪਲਾਂਟ, ਰੂਪਨਗਰ  
Phone no. 01881-275666 E-mail : se-monitoring-ggsstp@pspcl.in

ਟੈਂਡਰ ਇੰਨਕੁਆਰੀ ਨੰਬਰ : 245/ਪੀ-3/ਐਸ ਅਤੇ ਟੀ/ਈਐਮਪੀ-ਡਬਲਯੂ-11624 ਮਿਤੀ  
06-11-2019 (Short term)

ਕੰਮ ਦਾ ਸਕੋਪ ਅਤੇ ਵੇਰਵਾ : Hiring of 1 No Honda City/Maruti Ciaz or  
equivalent vehicle with driver for official use of Chief Engineer/  
GGSSTP, Rupnagar.

ਸਮਾਂ: ਇਕ ਸਾਲ

ਬਿਆਨ ਰਕਮ (ਰੁ.) : ਕੁੱਲ ਰਕਮ ਦਾ 2%.

ਟੈਂਡਰ ਡਾਕੂਮੈਂਟ ਪ੍ਰਾਪਤ ਕਰਨ ਦੀ ਆਖਰੀ ਮਿਤੀ ਤੇ ਸਮਾਂ : 18-11-2019 ਅਤੇ 05 :00 PM

ਰਜਿਸਟ੍ਰੇਸ਼ਨ ਅਪਲਾਈ ਕਰਨ ਦੀ ਆਖਰੀ ਮਿਤੀ ਤੇ ਸਮਾਂ : 18-11-2019 ਅਤੇ 05 :00 PM


ਟੈਂਡਰ ਜਮ੍ਹਾਂ ਕਰਵਾਉਣ ਦੀ ਆਖਰੀ ਮਿਤੀ ਅਤੇ ਸਮਾਂ : 21-11-2019 ਅਤੇ 11:00 AM

ਟੈਂਡਰ ਬੋਲਣ ਦੀ ਮਿਤੀ ਅਤੇ ਸਮਾਂ : 21-11-2019 ਅਤੇ 11:30 AM

ਨੋਟ :-1) ਟੈਂਡਰ ਡਾਕੂਮੈਂਟ ਉਪ-ਮੁੱਖ ਇੰਜੀਨੀਅਰ/ਮੋਨਿਟਰਿੰਗ, ਗੁ.ਗੋ.ਸਿ.ਸੁ.ਬ.ਪ, ਰੂਪਨਗਰ ਜੀ ਦੇ  
ਦਫਤਰ ਤੋਂ ਰੁਪੈ 1000/- + 18% ਜੀ ਐਸ ਟੀ. ਨਕਦ ਜਾਂ ਲੇਖਾ ਅਫਸਰ/ ਓਤੇਐਮ, ਗੁ.ਗੋ.ਸਿ.ਸੁ.ਬ.ਪ,  
ਰੂਪਨਗਰ ਦੇ ਨਾਮ ਦਾ ਡੀਮਾਂਡ ਡਰਾਫਟ ਬਣਾ ਕੇ ਖਰੀਦੇ ਜਾ ਸਕਦੇ ਹਨ।

2) ਕੋਈ ਵੀ ਕੋਰੀਜੰਡਮ ਅਖਬਾਰ ਰਾਹੀਂ ਸੂਚਿਤ ਨਹੀਂ ਕੀਤਾ ਜਾਵੇਗਾ, ਇਸ ਲਈ ਸਮੇਂ-ਸਮੇਂ ਸਿਰ  
PSPCL's website : www.pspcl.in ਤੇ ਚੈਕ ਕਰ ਲਿਆ ਜਾਵੇ ਜੀ।

ਬਿਜਲੀ ਬਚਾਓ, ਪੈਸਾ ਕਮਾਓ

  
ਉਪ-ਮੁੱਖ ਇੰਜੀਨੀਅਰ/ਮੋਨਿਟਰਿੰਗ,  
ਗੁ.ਗੋ.ਸਿ.ਸੁ.ਬ.ਪ, ਰੂਪਨਗਰ।

  
6.11.19



**PUNJAB STATE POWER CORPORATION LIMITED**

(Regd. Office : PSEB Head Office, The Mall, Patiala – 147001

Corporate identity Number U40109PB2010SGC033813 Website: www.pspcl.in

**Open (Press)Tender Short term Enq. No. 245 /P-3/S&T/EMP-W-11624 dated 06.11.19**

**Scope of Work:** Hiring of 1 No Honda City/Maruti Ciaz or equivalent vehicle with driver for official use of Chief Engineer/ GGSSTP, Rupnagar:.

**Completion Period :** One year

**EMD :** @2%

Last date & time for sale of tender document: 18.11.2019 upto 5.00 PM

Date and time for applying for registration: 18.11. 2019 upto 5.00 PM

Date & time up to which tender shall be received: 21.11.2019 upto 11:00 AM

Date & time of opening of tender : 21.11.2019 upto 11:30 AM

A set of tender documents containing detailed technical specifications, General instructions and terms & conditions can be obtained from Dy.CE/ Monitoring, V & P.O. Ghanauli, GGSSTP, Rupnagar on payment of **Rs.1000 +GST @18%** by cash or demand draft drawn in favour of Accounts officer / O&M, GGSSTP, Rupnagar payable at Rupnagar (Ropar) Punjab.

**Note:** The prospective bidders are requested to visit the PSPCL's website: **www.pspcl.in** periodically even after purchasing the tender documents to check for corrigendum issued, if any. No corrigendum shall be published in newspaper

*Save Electricity for Prosperity of Nation.*

*[Signature]*  
Dy. CE/Monitoring,  
GGSSTP, Roopnagar

*[Signature]*  
6-11-19

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# TENDER DOCUMENTS


FOR

Hiring of 1 No. Honda City/Maruti Ciaz or equivalent vehicle with driver for official use of Chief Engineer/ GGSSTP, Rupnagar:

AT

G.G.S.S.T.P, P.S.P.C.L.

RUPNAGAR

  
OFFICE OF THE  
DY. CE/MONITORING  
GGSSTP, RUPNAGAR  
  
6.11.19

**MAIN INDEX**

**NAME OF WORK-** Hiring of 1 No. Honda City/Maruti Ciaz or equivalent vehicle with driver for official use of Chief Engineer/ GGSSTP, Rupnagar.

**Name of Circle-** Mechanical Mtc Circle-I, GGSSTP, Roopnagar.

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**PUNJAB STATE POWER CORPORATION LTD**  
(GURU GOBIND SINGH SUPER THERMAL PLANT, RUPNAGAR)  
**NOTICE INVITING TENDER**

Tenders are invited on behalf of PSPCL, for execution of following job:-

Sr. No.	Description of Work	No. of Vehicles
1.	Hiring of 1 No Honda City/Maruti Ciaz or equivalent vehicle with driver for official use of Chief Engineer/ GGSSTP, Rupnagar.	1

1.	Tender Enquiry No.	<i>245 /P-3/S&amp;T/Emp. W-11624 dated 6-11-19</i>
2.	Last date for receiving request for registration	3 day advance from the last date of opening.
3.	Last date for issue of tender documents	<i>18-11-19</i> up to 16:00 Hrs
4.	Last date for Receipt of tender document	<i>21-11-19</i> up to 11:00 Hrs
5.	Date and Time of Opening of tender	<i>21-11-19</i> up to 11:30 Hrs
6.	Cost of Tender Documents	Rs. 1000/-(One Thousand Only)+ GST @ 18%

*21/11/19*  
DY. CE MONITORING  
GGSSTP, RUPNAGAR.

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*Sain*  
*6.11.19*

**PUNJAB STATE POWER CORPORATION LTD**  
(GURU GOBIND SINGH SUPER THERMAL PLANT, RUPNAGAR)  
**TENDER NOTICE**

1.	Address of issuing authority	DY. CE/MONITORING GGSSSTP, P.O. Ghanauli, Rupnagar-140113
2.	Tender Enquiry No.	245 /P-3/S&T/Emp. W-11624 dt. 6-11-19
3.	Scope/short description of work	Hiring of 1 No. Honda City/Maruti Ciaz or equivalent vehicle with driver for official use of Chief Engineer/ GGSSTP, Rupnagar
4.	Last date for receiving request for registration	3 day advance from the last date of opening.
5.	Last date for issue of tender documents	18-11-19 up to 16:00 Hrs
6.	Last date for Receipt of tender document	21-11-19 up to 11:00 Hrs
7.	Date and Time of Opening of tender	21-11-19 up to 11:30 Hrs
8.	Cost of Tender Documents	Rs. 1000/- (One Thousand Only) + GST @ 18%
9.	Mode of tendering	Press Tender
10.	Completion period	One year from the date of issue of Work Order with option to extend further for another one year.
11.	Tender specification can be obtained from the office of the undersigned by depositing the tender documents fee of Rs.1000/- (non Refundable) in cash or in the form of DD drawn in favour of AO/O&M, GGSSTP, Ropar payable at Ropar.	


**Terms and conditions:-**

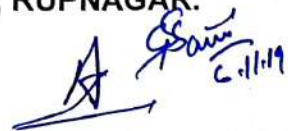
1. Vehicle should not be more than 4 years old at the time of hiring the vehicle.
2. In addition Honda City/Maruti Ciaz, equivalent vehicles are also acceptable.
3. In case date of issue / receipt / opening of tender documents happen to be holiday the tender shall be issued/ receipt/ opened on next working day.
4. **ELIGIBILITY CONDITIONS:**
  - i. Tender specifications will be issued to only those firms/individuals who have valid registration with GGSSTP for providing any type of out-sourced vehicle for the purpose of transportation.
  - ii. The tenderer should have sufficient No. of Honda City/Maruti Ciaz or equivalent vehicle. **Minimum 1 No Honda City/Maruti Ciaz or equivalent vehicle** and shall produce valid documents with their request.
  - iii. Tenderer should have the vehicle registered on his/her/firm's name.
  - iv. Photocopies of valid Driving License of Driver must be supplied.
  - v. Photocopy of the Insurance copy of vehicle must be supplied.
  - vi. Copy of valid PAN issued by Income tax department must be supplied.
  - vii. Copy of GST registration must be supplied.
  - viii. Copies of registration certificate must be supplied.

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6. <u>PQR's for registration</u>	
Sr. No.	Description
1.	Tender specifications will be issued to only those firms/individuals who have valid registration with GGSSTP for providing any type of out-sourced vehicle for the purpose of transportation.
2.	The firms/individuals who want to register themselves should submit the following documents on or before the last date of submitting the request for registration:
a.	They should have sufficient No. of Honda City/Maruti Ciaz or equivalent vehicle. - Minimum 1 No. Honda City/Maruti Ciaz or equivalent vehicle and shall produce valid documents with their request.
b.	They should submit orders for execution of work related to providing any type of out-sourced vehicle for the purpose of transportation in PSPCL/PWD/Railways/MES /Mandi board or any other govt/ semi Govt. depts./Pvt industry to show their capability.
c.	Copy of valid PAN issued by Income tax department.
d.	Copy of GST registration.
e.	They should have the vehicles registered on his/her/firm's name.
f.	The vehicle should be light commercial vehicle with yellow name plate and entry of the same must be in the RC.
g.	They should have independent EPF and ESI account no. issued from the concerned departments.
h.	They should not be blacklisted by any Govt./Public Sector Utility during last three years. A self-attested undertaking will be furnished by them in this regard.
i	The firm will deposit registration fee of Rs.1000/- (Rs One thousand only) in cash or through Demand Draft in favour of AO/GGSSTP, PSPCL, Ropar payable at Ropar.

7. Firms/persons first have to purchase tender documents containing all the terms and conditions from the office of DY. CE/MONITORING, GGSSTP, P.O. Ghanauli, Rupnagar-140113
8. All tenders must be accompanied by the earnest money at the rates prescribed in the tender specifications except in the case of those tenderers who are specifically exempted therefrom.
9. Tenders received through telegraph, telex, fax, hand written and late, incomplete & conditional tenders shall not be considered at all.
10. Tenders of such bidders who do not purchase the set of specifications in advance shall not be opened.
11. PSPCL reserves the right to reject any or all the tenders without assigning any reason.
12. PSPCL Works Regulations 1997 clauses amended up to date shall also be applicable.

  
 DY. CE/MONITORING  
 GGSSTP, RUPNAGAR.

  
 A. G. Saini  
 6.11.19

**TERMS & CONDITIONS/ SPECIFICATIONS TO HIRE 1 NO Honda City/Maruti Ciaz or equivalent vehicle**

(1) **ELIGIBILITY CONDITIONS:**

- i. Tender specifications will be issued to only those firms/individuals who have valid registration with GGSSTP for providing any type of out-sourced vehicle for the purpose of transportation.
- ii. The tenderer should have sufficient No. of Honda City/Maruti Ciaz or equivalent vehicle. - Minimum 1 No. Honda City/Maruti Ciaz or equivalent vehicle and shall produce valid documents with their request.
- iii. Tenderers should have the vehicles registered on his/her/firm's name.
- iv. Photocopies of valid Driving License of Drivers must be supplied.
- v. Photocopy of the Insurance copy of vehicles must be supplied.
- vi. Copy of valid PAN issued by Income tax department must be supplied.
- vii. Copy of GST registration must be supplied.
- viii. Copies of registration certificate must be supplied.

(2) **PQR's for registration:-**

Sr. No.	Description
1.	Tender specifications will be issued to only those firms/individuals who have valid registration with GGSSTP for providing any type of out-sourced vehicle for the purpose of transportation.
2.	The firms/individuals who want to register themselves should submit the following documents on or before the last date of submitting the request for registration:
a.	They should have sufficient No. of Honda City/Maruti Ciaz or equivalent vehicle. - Minimum 1 No. Honda City/Maruti Ciaz or equivalent vehicle and shall produce valid documents with their request.
b.	They should submit orders for execution of work related to providing any type of out-sourced vehicle for the purpose of transportation in PSPCL/PWD/Railways/MES /Mandi board or any other govt/ semi Govt. depts./Pvt industry to show their capability.
c.	Copy of valid PAN issued by Income tax department.
d.	Copy of GST registration.
e.	They should have the vehicles registered on his/her/firm's name.
f.	The vehicle should be light commercial vehicle with yellow name plate and entry of the same must be in the RC.
g.	They should have independent EPF and ESI account no. issued from the concerned departments.
h.	They should not be blacklisted by any Govt./Public Sector Utility during last three years. A self-attested undertaking will be furnished by them in this regard.
i.	The firm will deposit registration fee of Rs.1000/- (Rs One thousand only) in cash or through Demand Draft in favour of AO/GGSSTP, PSPCL, Ropar payable at Ropar.

- (3) **RATES:** Rates should be quoted on firm basis as below:-  
Lump sum monthly rates including first 1000 KM per month shall be quoted. This monthly lump-sum rental and mileage charges on lump sum basis shall

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be payable per month irrespective of the mileage during the month.

Rate should be quoted on firm basis inclusive of all taxes, duties, levies etc. and no extra payment shall be paid by PSPCL in this regard. The rates shall remain firm during the contract period and any increase during the period of contract in the taxes, levies shall be borne by the owner at his risk and cost. No reimbursement on this account shall be given by PSPCL. *GST as applicable will be paid by PSPCL directly after claiming abatement of 60% (or as applicable at that time) provided that the service provider gives a certificate that input, input services, capital goods used for taxable services will not be claimed under the provisions of Cenvat Credit Rules, 2004. Otherwise GST will be paid by PSPCL and by the service provider in the ratio of 40:60 (or as applicable at that time).*

Beyond the KMs to be covered in the lump-sum rates, fuel cost shall be reimbursed as per following:-

The estimated tentative KMs to be covered per month will be around 3000 KM. However the actual running of the vehicle may be drastically less or more from the estimated running of the vehicle.

Fuel cost for extra KMs beyond 1000 KM shall be Rs. 4.80 per KM at Diesel cost of Rs. 68.13 per litre. Variation of 8 paise per Re. 1/- variation in diesel cost shall be applicable on 1000 KM included in base rate and extra KMs beyond 1000 KMs from 1<sup>st</sup> day of the subsequent month.

(4) **PAYMENT:**

Payment of Monthly rental on lump sum basis and mileage charges on KM basis, shall be made by FA& CAO, Office on monthly basis on the presentations of the bill approved by the concerned officer/ ASE-S&T in the succeeding month. No advance payment on any account will be made. The payment of permit/any other fees & levies at the interstate barrier etc. shall be paid by the firm. Bank Charges if any shall be borne by contractor/ owner of vehicle. Income tax at the prevailing rates shall be deducted while clearing the bills for payment.

Additional 5% deduction shall be made from monthly/running bill payments. This 5% deduction shall be made to safeguard workers payments of terminal benefits after expiry of the work order. This retained payment will be released after the terminal benefits like bonus, gratuity leave encashment etc. are paid to all the workers by the contractor. This deduction will be in addition to 5% security deduction.

Payment of service benefits:- The contractor/firm must have to pay all the service benefits including bonus, gratuity, retrenchment benefits etc. to all the workers. In case of non-payment of all service benefits to workers in time, it will be treated as non compliance of terms and conditions of contract by the contractor/firm and firm's registration for the work of that contract will be cancelled.

- (5) **PERIOD:** Contract period will be for one year. PSPCL will have the option to extend the contract period for another one year at the same rates, terms and conditions. However, the contract can be terminated by PSPCL by giving 15 days' notice at any time during the contract period. Decision of PSPCL will be final and binding on the contractor in this regard and no compensation shall be payable by GGSSTP, PSPCL. Trial period shall be 30 days of operation. The order shall be confirmed thereafter



subject to satisfactory performance, failing which order shall stand automatically cancelled.

(6) **CONDITIONS REGARDING VEHICLE:**

- i. The vehicle should be light commercial vehicle with yellow number plate and entry of the same must be in the RC.
- ii. The vehicle should be in very good running condition and it should not be more than four years old at the time of hiring. The Vehicle shall be provided with reliable spare tyres, tools, spares and consumables in order to attend the minor repairs while traveling.
- iii. Log book shall be maintained by firm for recording the mileage undertaken by the vehicle during the contract period.
- iv. Kilometer reading will start and terminate at PSPCL's Office where the contract vehicle is attached. No mileage will be permitted for lunch/tea break etc. Meter indicating the kilometers run (Milo-meter) should be in good working conditions and accurate and in accordance with the Regulations of Motor Vehicles Deptt.
- v. All expenses towards service charges, Mobil-oil, fuel charges (Diesel/Petrol) and other repairs and maintenance of vehicles will be borne by the owner and the vehicles shall be kept in perfect running condition and in case of breakdown of vehicle alternative vehicle shall be made available.
- vi. Road tax for the vehicle shall be paid regularly and kept up-dated by the owner. The owner at his own cost will get done Passing/obtaining fitness certificate and updating of Registration of vehicle from the concerned registering authority.
- vii. The vehicle shall be duly insured comprehensively including third party insurance during the period of engagement with the Deptt. Insurance premium shall be paid by the owner. Lodging insurance claims with the insurance company will be owner's responsibility in case of any such eventuality.
- viii. Owner should also have valid permit from RTO and valid pollution certificate for the vehicle and the same should be available with driver and produced on demand.
- ix. The Vehicle will be released for servicing and maintenance for the day, as and when necessary without any deduction of payment provided the vehicle has been regularly in use prior to the service. This would be permitted on prior intimation to the concerned officer. The service should be managed preferably on a Gazetted holiday or Sunday. Alternate vehicle should be made available during such repair/servicing/maintenance.
- x. The vehicle should be available at duty point round the clock particularly. No extra payment will be made by PSPCL in late night use of vehicle except night halt. Rs. 200/- per night halt will be paid by PSPCL.
- xi. In case of accident, any type of challan, halt charges, penalty, damage, court case, police case etc., the sole responsibility will be of the owner of the vehicle and PSPCL will not be party in such case.
- xii. The seats shall be well cushioned and should have fine, neat and clean seat covers. Vehicle shall also have rubber floor mats.
- xiii. Parking charges/Toll Tax if any during execution of the journey will be paid by PSPCL as applicable on production of actual receipts.
- xiv) Vehicle may be deputed anywhere in or outside Punjab and all expenses regarding any type of taxes, duties, permit fee etc. shall be borne by the contractor.

7) **CONDITIONS FOR DRIVER:**

- i. An efficient & healthy driver possessing a valid license for running the vehicle shall be provided by the tenderer at his own cost. Driver should be provided with

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mobile phone for communication. The driver should be very polite and punctual and under no circumstances driver of the vehicle be under the influence of any intoxicating drink or drug. The supplier shall be responsible for the conduct of the driver. Gate pass will be issued to driver by GGSSTP authorities. Driver should not be changed without prior notice to GGSSTP authorities.

- ii. The PSPCL shall have the right to discontinue hiring of vehicle if the opinion of the officers of the PSPCL by whatever designation such officer is called (the expression "Office of the PSPCL" hereinafter shall convey by same meaning) the behavior of the driver is found objectionable, and his opinion in this regard shall be final and binding on the supplier.
- iii. Alternative replacement of driver shall be the responsibility of contractor/ owner of the vehicle in case driver has to proceed on leave or not available on medical grounds etc.
- iv. The charges on account of drivers' salary, EPF if applicable, overtime and all other incidental charges shall be borne by contractor/owner of the vehicle. The proof of having deposited the EPF amount shall be produced along with the bill.

(8) **Penalty:**

In case of non-deputing of vehicle/driver on any account or delay in sending the vehicle/driver a penalty of Rs. 500/- per day of the delay shall be levied for each such incidence. In addition no payment of that day will be paid on pro rata basis. Contractor is liable to make available a substitute vehicle, if the vehicle on contract during transit falls under break down; in case of any inconvenience is experienced in the performance of trips, due to other reasons, failing which alternate arrangement will be made by PSPCL at the risk and cost of the contractor and the amount will be deducted from any amount due to the contractor from the PSPCL.

(9) **SECURITY DEPOSIT:**

Security @ 5% will be deducted from the running bills & EMD will be adjusted towards security deposited and will be refunded after faithful execution of the contract.

(10) **STANDARD TERMS AND CONDITIONS:**

- i. Income Tax and other taxes, charges shall be deducted as per prevailing rates while clearing the bills for payment.
- ii. The PSPCL will not be responsible for any expenses or losses that may be incurred by the bidder of tender in preparation of the tender.
- iii. If the date of opening of tenders happens to be a holiday, the tenders shall be opened on the next working day.
- iv. EPF, if applicable in respect of drivers engaged by the tenderer will be borne by the owner of the vehicle and submit to concerned EPF authority.  
In case of accident, any type of challan, halt charges, penalty, damage, court case, police case etc., the sole responsibility will be of the owner of the vehicle and PSPCL will not be party in such case.
- v. Non-compliance of agreement shall invite forfeiture of the earnest money of the tenderer so deposited with PSPCL.
- vi. Due to negligence of driver/firm any loss to PSPCL material/equipment, the firm will be responsible for that and the same will be recovered from the firm.
- vii. PSPCL employees and their near relatives are not allowed to bid for tenders.
- viii. Earnest money deposit of unsuccessful tenders will be refunded as per rules after finalizing the tenders.
- ix. No interest will be paid on the earnest money or security deposit.
- x. The Contractors will have to execute an agreement with PSPCL on non-judicial stamp paper of Rs. 100/- for faithful execution of the work as per terms &



- conditions of the work order.
- xi. All legal proceedings against this contract shall be in the Jurisdiction of Court at Ropar.
- xii All other general terms & conditions shall be as per PSPCL Works Regulations 1997 amended up to date shall also be applicable.

*6.11.19*  
DY. SUPERINTENDING  
ENGINEER  
GGSTP, RUPNAGAR.

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