



**Punjab State Power Corporation Limited**

Office of: Addl.SE, DS Division, PSPCL City Barnala  
E-mail: [divcitybnl6@gmail.com](mailto:divcitybnl6@gmail.com)

To

Deputy Chief Engineer  
IT Section, PSPCL Patiala

email: [tender@pspcl.in](mailto:tender@pspcl.in)

Memo No: 1850

Dated: 14/3/24

**Subject: To upload Tender notice on PSPCL website.**

In reference to the subject cited above, it is written that tender notice regarding Hiring of One Mahindra Genius/Bolero/Tata-207/408 (Double Door Vehicle) for one year for the office of AE, DS Sub Division PSPCL Dhanaula-1 falling under this division, is hereby enclosed to upload the same on PSPCL website. The last date of submission of this tender is 26.03.2024. It is requested to upload the same as early as possible.

DA: As per above.

**Addl.SE/DS,  
City Div PSPCL Barnala.**

**PUNJAB STATE POWER CORPOTATION LTD**

**Office of Addl. SE, DS Division, City Barnala**

**Email: [divcitybnl6@gmail.com](mailto:divcitybnl6@gmail.com) Ph: 96461-10024**

<b>TENDER NOTICE</b>		
1.	Tender Enquiry No.	No.08/Dhanaula-1 Dated 11.03.2024
2.	Short Description	To hire the vehicle for official use of Sub division PSPCL, Dhanaula-1 ,
3.	Tender Document Cost  (Non-Refundable)	Rs.1180/-  (Rs one thousand one Hundred eighty only)
4.	EMD	Rs. 11280/- (Eleven Thousand Two Hundred Eighty only)
5.	Start date with time for getting tender documents from Office DS Division, PSPCL, City Barnala	11.03.2024 10.00 AM
6.	Last Date with time for getting tender documents from Office DS Division, PSPCL, Dhanaula-1	26.03.2024 12.00 PM
7.	Last Date & time of Submitting of tenders	26.03.2024 03.00 PM
8.	Date & time of Opening of Tender/EMD & Technical bid	26.03.2024 03.30 PM
9.	Date & time of Opening of price bid	26.03.2024 03.30 PM

**Note:-**

The tenders are being invited through advertisement in newspaper in brief only. No corrigendum will be published in newspapers. Details regarding tender and corrigendum (if any) may be seen on PSPCL official website: [www.pspcl.in](http://www.pspcl.in)

**-sd-  
Addl. SE  
DS Division, City Barnala**

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## **SECTION-I: GENERAL INSTRUCTIONS AND ELIGIBILITY CRITERIA**

### **SUBMISSION OF TENDERS:**

- a) The tenders are being invited through advertisement in newspaper in brief only. No corrigendum will be published in newspapers. Details regarding Tender and corrigendum (if any) may be seen on PSPCL official website: [www.pspcl.in](http://www.pspcl.in)
- b) In case of any clarification the prospective bidder may contact office of Addl.SE/DS Division, PSPCL City Barnala, well in time before the due date for submission of tender.
- c) Tender document may be taken from PSPCL Division City Barnala.
- d) Tenders of the firm which do not pay cost of tender document before the last date and time of bid submission shall not be opened and out rightly rejected.
- e) All tenders must be accompanied by the earnest money as prescribed except in the case of those tenders who are specifically exempted.
- f) The tendered should have a valid PAN Number and GST Number (if applicable).
- g) Tenders received after due date shall not be entertained.
- h) The tender must be complete in all respects. Conditional tenders, telegraphic tenders, tenders received through telex or fax, tenders not on prescribed formats or tenders without earnest money shall not be accepted.
- i) Price bid of tender documents of only those tenders shall be opened who meet aforesaid qualifying requirements.
- j) All terms and conditions of PSPCL (erstwhile PSEB) Purchase Regulations and Works Regulations available at PSPCL website ([www.pspcl.in](http://www.pspcl.in)) amended up to date will be applicable.
- k) The prospective bidders are requested to visit the PSPCL website ([www.pspcl.in](http://www.pspcl.in)) periodically to check for corrigendum issued, if any.
- l) In case of Tender process is not completed due to any reason, no Corrigendum will be issued in Newspaper. Detail regarding Corrigendum may be available on official PSPCL website [www.pspcl.in](http://www.pspcl.in).
- m) In case the date of opening of tender is declared/happens to be a holiday the tender will be opened on the next working day at the same time
- n) The Bids shall be submitted in two parts:-

**Part-I:** Consisting of cost of tender document, EMD and compliance to Technical/Commercial Bid as per Annexure-I of this tender document.

**Part-II:** Consisting of price bid only.(As per Section-vi schedule of prices)

### **1. EARNEST MONEY:**

- a) The contractor shall be required to pay EMD through DD amounting to **Rs. 11280/-** in favour of Punjab state Power Corporation Limited Payable at City Barnala.
- b) Public Sector Undertakings fully owned by Punjab/Central Govt. / Other State Governments shall be exempted from depositing earnest money.
- c) Earnest Money shall be forfeited in case of withdrawal/modification of an offer within the validity period as required in the NIT/Tender Document after opening of tenders.
- d) Earnest Money shall be forfeited in case of withdrawal/modification of an offer within the validity period as required in the NIT/Tender Document after opening of tenders.

- e) In case of successful tender, earnest money shall be converted as security deposit. The shortfall shall be deducted from running bills.
- f) In case of tenders not accepted, the Earnest Money shall be refunded within 30 days of the award of order/contract/LOI to the successful tendered (s) or cancellation of tender.

**2. RIGHT TO REJECT ALL OR ANY TENDER:**

The officer inviting Tenders/contracting agency/PSPCL reserves the right to reject any or all the tenders/without assigning reasons. He will not be responsible for and will not pay for expenses or losses that may be incurred by tender in preparation of the tender.

**3. VALIDITY OF TENDERS:**

The tenders as submitted should be valid for acceptance for at least **120 days** from the date of opening of tenders, unless specified otherwise.

**4. OPENING OF TENDER & SIGNING OF CONTRACT:**

The designated committee of three officers/officials will open tenders on due date, time & place in the presence of any or all the tenders or their authorized representative on the production of letter of authority, who may like to be present at the time of opening of tender and they will append their signatures in the tender register in token of their presence.

In the event of tender being accepted an intimation shall be given to the contractor, who shall thereupon attend office of Addl.SE/DS Division, PSPCL, City Barnala to sign copies of the specification and other documents and to execute the contract agreement within 10 days of the issue of such intimation failing which acceptance of his tender shall be cancelled and his earnest money will be forfeited. No payment will be released unless the agreement has been signed.

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**Addl. SE**  
**DS Division, City Barnala**

## **SECTION II: SCOPE OF WORK**

The contractor shall provide vehicle (Mohindra Genius/Balero/Tata-207/408 (Double Door) or equivalent in price) along with driver for official use of Sub-division PSPCL Dhanaula-1 under DS Division PSPCL City Barnala. The vehicle can also be utilized for official visits to our offices in Punjab, Chandigarh, Delhi and also for deputing to the neighboring States of Haryana, Himachal Pradesh, Rajasthan and J&K.

## **SECTION III: TECHNICAL/COMMERCIAL SPECIFICATIONS:**

1. The type of vehicle should be (Mohindra Genius/Balero/Tata-207/408 (Double Door) or equivalent in price).
2. As on 12.03.2024 the vehicle should not be more than 5 years old.
3. Only Commercial Vehicle with yellow number plate, entry in Registration Certificate should be hired. If the contractor does not supply yellow number plate for the vehicle, then his security will be forfeited and he will black listed.
4. The vehicle shall be insured comprehensively, including insurance for driver and passengers, during the period of engagement with PSPCL Insurance premium shall be paid by the service provider. In case of any eventuality, lodging insurance claims with the insurance company shall be responsibility of the service provider.
5. Service Provider shall have valid pollution certificate for the vehicles and the same should be available with the driver to be produced on demand.
6. The service Provider shall obtain the passing/fitness certificate and update Registration of vehicle from the concerned authority at his own cost.
7. The service provider shall provide a reliable spare tyre, tools, spares and consumables, with every vehicle, in order to attend to minor repairs while travelling.
8. Service Provider shall also ensure that the driver possess valid driver's license. Validity of Driver's license and fitness of driver should be ensured from time to time.

## **SECTION IV: ADDITIONAL TERMS AND CONDITIONS**

1. Vehicles shall be available for use round the clock for utilization for official duty of PSPCL.
2. Road tax for the vehicle shall be paid regularly and kept updated by the service provider.
3. Expenses towards fuel, Mobil oil, service charges and other repairs and maintenance of shall be borne by the Service Provider and the vehicles shall be always kept in good running condition. In case of breakdown of vehicle, alternate vehicle shall be made promptly available by the service provider.
4. Cost of vehicles registration insurance, service/repair, road tax, salary/emoluments/allowances of the driver or any other charges will be borne by the service provider. Only Fixed amount and variable charges for extra running kilometers, if any, shall be paid by PSPCL.
5. Any Halt charges, penalty including challan, damages, court case, police case, etc. shall be the sole responsibility of the service provider and PSPCL shall not be party in such cases.
6. Vehicles shall possess Valid Permit. No liability for the Inter State permit charges would be borne by PSPCL.
7. Toll Tax/Parking charges, etc. wherever paid, shall be reimbursed as per actual, subject to the production of its receipts.

8. Total liability including third party, if any, in case of the accident of the vehicle or due to any kind of act of omission shall be of the service provider. PSPCL, directly or indirectly shall not be responsible.
9. Variation of 08 paise for vehicles, for every Rs. 1/- variation in diesel cost, taking the base rate of diesel (₹ 90.25 as on 01.04.2022) shall be applicable on actual kilometers run, effective from the 1<sup>st</sup> day of the subsequent month.
10. Outstation Night halting charges from 10.00 pm to 06.00 am shall be Rs. 300/-.
11. The driver shall be punctual and polite and shall not be under the influence of any Intoxicating drink or drug. The service provider shall be responsible for the conduct of the driver in case of any complaint regarding the conduct of the driver, he shall be replaced immediately.
12. In case any driver proceeds on leave or is not available on medical grounds or any other ground, alternate replacement shall be the responsibility of the service provider.
13. Maximum up to 4 days off in a month shall be allowed including for service and upkeep of vehicle, 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/office. Service shall be planned on Saturday/Sunday or public holidays. In case of non- availability of vehicle due to breakdown/servicing on any working day, alternate vehicle shall be provided.
14. Service provider shall ensure mobile facility to the driver at its own cost.
15. Log book should be maintained by the service provider
16. All the entries of each journey like date, Place ('from' as well 'to'), Time of departure & arrival initial/final Kilometers readings along with KMs run, Purpose (along with additional details required in case of transportation of store material Signatures of official/officer performing journey (along with his designation) etc. should invariably be made in the vehicle's log book.
17. GST shall be payable by the service provider and service receiver as per the instructions issued by the Central Govt. from time to time. Further any amendment from Govt. in GST Act in future shall be applicable. PSPCL is registered centrally in the state under **GSTIN 03AAFCP5120Q1ZC**.
18. In case services of service provider are not satisfactory on any account, the contract can be terminated by giving 15 days' notice.
19. In case of lockdown or any other such type of situation, the rate of extra kilometers will be charged (recovered) for less kilometers run from the monthly minimum kilometers.
20. In the future, if the Indian Govt. imposes ban on Diesel Vehicles, in such situation, if the contractor provides the equivalent petrol vehicles at the same Diesel rate and same Terms & Conditions as mentioned in the Policy, then it shall be acceptable.
21. No Corporation employee or his family member/relative can participate in the tendering process. In case of any violation, the contract shall be cancelled and such employee shall be liable for disciplinary action.
22. Work order shall be initially for a period of one year and the same shall be extendable on year-to-year basis for a further period of two years, subject to the performance of the Vehicle/ Service Provider. Hence the maximum period for which a vehicle can be hired is 3 years. After a period of 3 years, a new tender can be floated.

## **SECTION-V: PERFORMANCE OF THE CONTRACT & PAYMENTS**

### **1. SECURITY DEPOSIT:**

- a) The successful tenderers shall be required to submit security deposit for faithful execution of the Work Order/Contract at the rate of five percent (5%) of value of works completed, rounded off to a multiple of Rs. 10/- on the higher side.
- b) Ordinarily, in the case of successful tenderers, the Earnest Money received with the tender shall be converted into security deposit. After adjusting the EMD amount, 5% deduction shall be made from the running bills as security deposit from time to time.
- c) No interest shall be paid on the Security Deposit.
- d) On faithful execution of Work order/contract agreement in all respects, the security deposit of the supplier shall be released by PSPCL.
- e) In the event of a default on the part of the contractor in the faithful execution of work order, his security deposit shall be forfeited. The forfeiture of security deposit shall however, be without prejudice to any other right arising of accruing to the PSPCL under relevant provisions of the work order like penalty /damages for delay in delivery including suspension of business dealing with PSPCL for a specific period.

### **2. PAYMENT CLAUSE:**

Payment shall be made by NEFT/RTGS on monthly basis on the basis of Log Book. No advance payment on any account shall be made.

### **3. PENALTY:**

In case of non-deputing of vehicle on receipt of requisition from the requisitioning officer or delay in sending the vehicle, a penalty of Rs 1000/- per default shall be livable.

### **4. FORCE MAJEURE:**

If at any, time during the continuance of the work the performance in whole or in part by either party of any obligation under this contract, shall be prevented or delayed by reasons, of any war, hostility, acts of public enemy, Civil Commotion, sabotage floods, explosion, epidemics, fires or other acts of God, strikes and lockout (hereinafter referred to as eventualities) then, provided notice of the happening of any such eventuality is given by either party to the other within 15 days from the date of occurrence thereof, neither party shall by reasons of such eventuality be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such nonperformance or delay in performance and construction of work under this contract shall be resumed as soon as practicable after such eventuality has ceased. Appropriate extension in time of completion shall be granted.

### **5. JURISDICTION**

The filing of any suit in case of any dispute shall be within the jurisdiction of the Courts at the Headquarters of PSPCL's contract signing authority. The Addl. SE / Sr. Executive Engineer In charge of work shall defend, initiate as required, the cases including arbitration case on behalf of the Owner.



## **6. NEGOTIATION**

No negotiation affecting prizes or basic features of NIT/Tender document/Specification shall be conducted with contractors after opening of offers except under specific orders of accepting authority after the reasons to be recorded. Negotiations, if required, shall only be held with the L-1 Bidder.

## **7. ASSIGNMENT OR TRANSFER OF CONTRACT:**

The contractor shall not without the prior written approval of the Accepting Authority assign or transfer the contract or any part thereof, of any share, or interest therein to any other person.

## **8. SUB CONTRACT**

The contractor shall not sublet any portion of the contract without the prior written approval of the ASE, DS Division PSPCL, City Barnala.

## **9. CANCELLATION**

In case services of service provider are not satisfactory on any account, the contract can be terminated by giving 15 days' notice.

- 10.** All other General terms & conditions of PSPCL (erstwhile PSEB) Works Regulations 1997, amended up to date, shall also be applicable. However specific terms & conditions provided in this tender document shall override the General terms & conditions in case of any dispute.

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**Addl. SE**

**DS Division, City Barnala**

## Annexure-I

### SCHEDULE OF PRICES (PRICE BID)

S. No.	Description of Work	Units	Tentative Quantity (per month)	Rate per unit (Rs.)	Total Amount (Rs.)
A	B	C	D	E	F = D x E
1	Fixed Charges for 1 month  (2000kms included)	Nos.	1	_____	_____
2	Rate per km  (For additional journey beyond 2000kms)	Kms	500	_____	_____
3	<b>Total in Rs. (1+2):</b>				_____

**Note:**

1. L-1 bidder shall be evaluated on the basis of total monthly charges as per 3 of above table GST shall be payable as per the instruction issue by the central Govt. from time to time.
2. The above prices must be inclusive of driver hiring, maintenance of vehicle and other charges as mentioned under NIT.

Signature of the Tenderer

**ANNEXURE-II:**

**UNDERTAKING REGARDING COMPLIANCE TO TENDER DOUCMENT**

I ..... have furnished the attested copy of GST registration certificate and PAN card.

I hereby agree with all the term and conditions of the tender document and to provide the vehicle as per the specification mentioned in the Tender document.

Signature of the Tenderer

**Annexure-III**  
**Details of vehicle offered by contractor for hiring by PSPCL**

Sr. No.	Description	Detail
1	1 No diesel vehicle Qualis/ Tavera/Scorpio/or equivalent Vehicle along with Driver	
2	Model and year of Mfg ( <b>Should not be more than 5 years old on the last date of submission of the tender documents</b> )	
4	Registration number ( <b>vehicle should be LCV with yellow name plate</b> )	
5	Name and address of owner	
7	Colour of vehicle	
9	Name of Org./individual providing the vehicle	
10	Year of Establishment	
11	Regd. office/address	
12	Hiring service provider license if any details.	
13	PAN No. ( <b>attach documentary proof</b> )	
14	GST No. ( <b>attach documentary proof</b> )	
15	Mobile No. of the contractor	

Note: Please ensure to enclose the attested photocopies of the above stated documents.

Signature and Seal of contractor  
(Name of contractor)

**Declaration:**

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and in case any of the above information is found to be false, I am aware that I may be held liable for it.

Place

Date

(Signature of Contractor)

## Annexure-IV

### CONTRACT AGREEMENT

This Contract Agreement has been executed today on \_\_\_\_\_ between Punjab State Power Corporation Limited here in after called PSPCL and \_\_\_\_\_ here in after called " Contractor" for supply of one no. \_\_\_\_\_ (along with driver) on monthly basis to O/o *Concerned Office*, "ADDL. SE/ DS CITY DIVISION, PSPCL, BARNALA " *Place* on the rates mentioned in the enclosed Annexure-B for one year with immediate effect, in accordance with Tender Enquiry No. \_\_\_\_\_ and contractor quotation dated \_\_\_\_\_ and subsequent correspondence made between the parties.

The PSPCL has appointed the contractor as authorized contractor for supply of \_\_\_\_\_ on monthly basis to O/o *Concerned Office* "ADDL. SE/ DS CITY DIVISION, PSPCL, BARNALA ", vide Work Order No. \_\_\_\_\_ dated \_\_\_\_\_ mentioning therein detailed terms & conditions. The contractor while acknowledging Contract dated \_\_\_\_\_ has agreed to comply with the same.

This agreement contains \_\_\_\_ no. pages including Annexure A, B& C.

In witness where of the parties here to have affixed their signatures on the day, month and year written as above.

**CONTRACTOR**

-sd-  
**Addl. SE/ DS  
City Division,  
PSPCL, Barnala**

**WITNESSES**

## **CHECK LIST OF DOCUMENTS CONSISTING OF TENDER/OFFER**

Bidder to ensure that following documents are mandatorily uploaded with the tender for it to be complete:-

<b>Sr. No.</b>	<b>Details</b>	<b>To be sealed in</b>	<b>Checklist</b>
1)	Cost of tender document	Part-I	
2)	Earnest money	Part-I	
3)	Copy of PAN Card	Part-I	
4)	GST if applicable	Part-I	
5)	Income Tax Returns for the last 3 years	Part-I	
6)	Annexure-I: Compliance of tender	Part-I	
7)	Annexure-II: Price Bid	Part-II	

**Note:** Part-I Technical Bid and Part-II Price bid shall be supplied in separate sealed envelopes.