

(OFFICE OF ADDL.SE/NON-APDRP CELL, KOTHI NO. 11, POWER COLONY, AMRITSAR)  
Registered Office: PSEB Head Office Building, The Mall, Patiala-147001  
Corporate Identity No: U40109PB2010SGC033813, Website: www.pspcl.in  
Email ID: xen-nonapdrp-asr@pspcl.in Ph: 96461-22279

ਵੱਲ,

ਸੀਨੀਅਰ ਕਾਰਜਕਾਰੀ ਇੰਜੀਨੀਅਰ/ ਆਈ.ਟੀ. ਸੈਲ,  
ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ, ਪਟਿਆਲਾ।


ਮੀਮੋ ਨੰ: 549

ਮਿਤੀ: 10/7/2023

ਵਿਸ਼ਾ:- ਆਉਟ ਸੋਰਸ ਗੱਡੀ ਵਾਸਤੇ ਪ੍ਰੈਸ ਟੈਂਡਰ ਵਿੱਚ ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ ਵੈਬਸਾਈਟ ਤੇ ਅਪਲੋਡ ਕਰਨ ਸਬੰਧੀ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਸੰਬੰਧ ਵਿੱਚ ਇਸ ਦਫਤਰ ਵੱਲੋਂ ਟੈਂਡਰ ਇੰਨਕੁਆਰੀ ਨੰ. 02/Addl.SE/Non-APDRP/ASR/2023-24 ਮਿਤੀ 11.7.2023 ਆਉਟਸੋਰਸ ਗੱਡੀ ਲਈ ਟੈਂਡਰ ਲਗਾਇਆ ਗਿਆ ਹੈ। ਉਸ ਦੇ ਨਾਲ ਸੰਬੰਧਤ ਦਸਤਾਵੇਜ਼ ਪੱਤਰ ਨਾਲ ਨੱਥੀ ਕਰਕੇ ਆਪ ਜੀ ਨੂੰ ਵੈਬਸਾਈਟ ਤੇ ਅਪਲੋਡ ਕਰਨ ਹਿੱਤ ਭੇਜੇ ਜਾਂਦੇ ਹਨ ਜੀ। ਸੋ, ਇਹ ਦਸਤਾਵੇਜ਼ ਵੈਬਸਾਈਟ ਤੇ ਅਪਲੋਡ ਕੀਤੇ ਜਾਣ ਜੀ।

ਨੱਥੀ: ਉਪਰੋਕਤ ਅਨੁਸਾਰ।


  
ਵਧੀਕ ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ  
ਨਾਨ-ਏ.ਪੀ.ਡੀ.ਆਰ.ਪੀ. ਸੈਲ,  
ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ, ਅੰਮ੍ਰਿਤਸਰ

ਪਿਠ ਅੰਕਣ ਨੰ. 550/51

ਮਿਤੀ: 10/7/2023

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਨਿਮਨਲਿਖਿਤ ਦਫਤਰਾਂ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਅਗੇਤਰੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ ਜੀ:-

1. ਉਪ ਮੁੱਖ ਇੰਜੀ: /ਨਾਨ-ਏ.ਪੀ.ਡੀ.ਆਰ.ਪੀ. (ਉਸਾਰੀ), ਪਟਿਆਲਾ।
2. ਵਧੀਕ ਨਿਗਰਾਨ ਇੰਜੀ: /ਸੰਚਾਲਣ ਮੰਡਲ, ਸਬਅਰਬਨ-ਅੰਮ੍ਰਿਤਸਰ।

  
ਵਧੀਕ ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ  
ਨਾਨ-ਏ.ਪੀ.ਡੀ.ਆਰ.ਪੀ. ਸੈਲ,  
ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ, ਅੰਮ੍ਰਿਤਸਰ

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Email: [xen-nonapdrp-asr@pspcl.in](mailto:xen-nonapdrp-asr@pspcl.in) Ph: 96461-22279

**NOTICE INVITING TENDER**

Sealed Tenders/Offer are invited by undersigned from eligible contractors on behalf of PSPCL for the hiring of one no. outsourced vehicle Mahindra Bolero/TUV-300/Xylo or equivalent for the office of Addl.SE/Non-APDRP Cell, PSPCL, Amritsar as per description of work mentioned below. The last date of sale of tender document/specification is 26-07-2023 at 17:00 hrs. The completed tender documents should reach this office on or before dt. 27-07-2023 at 10:30 hrs and the tender will be opened on the same day i.e. dt. 27-07-2023 at 12:00 hrs in the presence of the contractor's representatives who would like to be present. The Tender shall be opened on next working day if the scheduled date of opening of tender happens to be a holiday.

Department Name	RE&APDRP Organization PSPCL
Tender Enquiry No.	02/Addl.SE/Non-APDRP/ASR/2023-24
Short Description	Hiring of one no. Mahindra Bolero/TUV-300/Xylo vehicle or equivalent in price vehicle for one year for the office of Addl.SE/Non-APDRP Cell, PSPCL, Amritsar (Punjab). The contractor will quote the rates strictly as per Performa Annexure-B
Tender Publication	Tender specifications can be downloaded from PSPCL website <a href="https://www.pspcl.in">https://www.pspcl.in</a> and hard copy of the same can be taken from this office.
Scope of Offer	Scope of this 'Tender' is to select the Contractor, allotment of work and to get the work executed strictly according to the PSPCL specifications.
Cost of Offer documents	Rs. 1000 + GST@18% = Rs. 1180/- (non-refundable)
Earnest Money deposit amount	Rs. 11200/-
Security deposit	2% of the contract value/actual value of work done
Eligibility Criteria	As mentioned in the specifications
Contact persons	Addl.SE/Non-APDRP Cell, PSPCL, Amritsar AEE/Non-APDRP Cell, PSPCL, Amritsar
Contact Phone No.	96461-22279; 96461-01728
Contact Email ID	<a href="mailto:xen-nonapdrp-asr@pspcl.in">xen-nonapdrp-asr@pspcl.in</a>
Tender information in details	As mentioned in the specifications and attached Annexure-A
Information regarding corrigendum	It is informed that from now onwards if the tender process is not completed due to any reason, no corrigendum will be published in newspapers. Details regarding corrigendum may be seen on official PSPCL website <a href="https://www.pspcl.in">https://www.pspcl.in</a>



## **General Conditions:**


1. Detail of the vehicle/vehicles provided for hiring i.e., in case of old vehicle: Vehicle No. copy of registration book, copy of insurance, copy of permit (Taxi) and in case of new vehicle appropriate details as available at the time of tendering are to be provided along with tender/quotation.
2. The bidder shall be required to submit Demand Draft amounting to Rs. 1180/- (non-refundable) in favor of PSPCL on account of cost of tender documents with their bid.
3. The bidder shall be required to submit a Demand Draft amounting to Rs. 11200/- in favor of PSPCL on account of Earnest Money Deposit (EMD). For successful bidders earnest money will be converted in to security.
4. Bids without submission of cost of tender documents and earnest money shall not be considered.
5. The tender must be complete in all respects. Conditional, incomplete or not properly sealed tenders and tenders received late due to any reason whatsoever will be rejected.
6. In case of withdrawal of vehicle from service of PSPCL, the contractor shall have to inform PSPCL 30 days in advance otherwise 30 days payment shall be deducted from their bill as penalty.
7. All matters relating to transportation, traffic police and local administration will be dealt with by the contractor himself at his own cost.
8. The undersigned reserves the right to reject any or all the tenders so received without assigning any reason.
9. Tender received telegraphically/fax/conditional tender shall not be accepted.
10. The PSPCL will not be responsible for any expenses or losses that may be incurred by the bidder of the tender in preparation of the tender.
11. The contractor will depute Mahindra Bolero/TUV300/Xylo or equivalent vehicle with model not more than 4 years old. Upper model of vehicle shall be preferred.
12. Details of terms & conditions for hiring the vehicle are attached Annexure-A.
13. The bidder must quote the rates on the "Schedule of Prices" enclosed as Annexure-B in separate envelope. If technical bid is found ok, only then the Price bid will be opened.
14. Successful bidder will submit Contract Agreement as per Annexure III on non Judicial Stamp Paper for Rs 50/-. (Annexure-C)

15. The tenders shall be opened on next working day if the scheduled date of opening of tender happens to be a holiday.

The tenders shall be accepted up to 10:30 hrs. on **27-07-2023** and shall be opened on the same day in the presence of contractors/bidders, who may choose to be present in the office of Addl. SE/ Non APDRP Cell, PSPCL, Amritsar at 12:00 hrs.

Please do not forget to super scribe the envelope with the name of tender and due date of opening of tender.

This is issued with the approval of EIC/RE&APDRP, PSPCL, Patiala.



**Add SE/Non APDRP Cell  
PSPCL , Amritsar**

**CC/**

1. EIC/RE&APDRP, PSPCL, Patiala.
2. Dy.CE/Non-APDRP(Const.), PSPCL, Patiala.
3. Addl.SE/Suburban Division, PSPCL, Amritsar.

**Terms and Conditions for hiring Vehicles.****A. Terms and Conditions for Vehicles**

1. The work order for out-sourcing of vehicles, for the vehicles not more than 4 years old, 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, new tender needs to be floated.
2. Only a Commercial Vehicle with a yellow number plate, entry in Registration Certificate should be hired. 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. If the contractor does not supply yellow number plate vehicle, then his security will be forfeited, and he will be blacklisted.
3. Vehicles shall be available for use round the clock, for utilization at our offices in Punjab, Chandigarh, Delhi and also for deputing to the neighboring states of Haryana, Himachal Pradesh, Rajasthan and J&K.
4. The vehicle shall be insured comprehensively, including insurance for driver and Passengers, during the period of engagement with PSPCL. Insurance premiums shall be paid by the service provider. In case of any eventuality, lodging insurance claims with the insurance company shall be the responsibility of the service provider.
5. Road Tax for the vehicle shall be paid regularly and kept updated by the service provider.
6. Service provider shall have the valid pollution certificate for the vehicle and the same should be available with the driver to be produced on demand.
7. The service provider shall obtain the passing/fitness certificate and update Registration of the vehicle from the concerned authority at his own cost.
8. Expenses towards fuel, Mobil oil, service charges and other repair and maintenance of vehicle shall be borne by the service provider and the vehicle 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.
9. Cost of Vehicle's 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.
10. 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.
11. Vehicle shall possess valid permit. No liability for the inter-state permit charges would be borne by PSPCL.
12. Toll tax/Parking charges, etc. wherever paid shall be reimbursed as per actual



- subject to the production of its receipts.
13. Total liability including third party, if any, in case of accident of vehicle or due to any kind of act of omission shall be of the service provider. PSPCL directly or indirectly, shall not be responsible.
  14. 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.
  15. Service provider shall also ensure that Driver possess valid driver's license. Validity of driver's license and fitness of driver should be ensured from time to time by service provider.
  16. 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.
  17. In case any driver proceeds on leave or is not available on medical ground or any other ground, alternate replacement shall be the responsibility of the service provider.
  18. A maximum of 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 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 vehicles due to breakdown/servicing on any working day, an alternate vehicle shall be provided.
  19. 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 leviable.
  20. Service provider shall ensure mobile facility to the driver at its own cost.
  21. Logbook should be maintained by the service provider.
  22. All the entries of each journey like Date, place ('from' as well as '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), Signature of official/officer performing journey (along with his designation) etc. should invariably be made in the vehicle's logbook.
  23. Payment shall be made by cheque monthly based on logbook, duly certified by the concerned officer. No advance payment on any account shall be made.
  24. Variation of 05 Paisa for cars and 08 paisa for other vehicles, for every Rs. 1/- variation in diesel cost, taking the base rate of diesel (Rs 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.
  25. GST shall be payable by the service provider (if he has a GST No.) or service receiver as per the instruction issued by the Central Govt. from time to time as per GST Act 2017 or its amendments onward and as per instructions of PSPCL.

26. In case the service of service provider is not satisfactory on any account, the contract can be terminated by giving 1 month notice.
27. If at any time any question, dispute, or difference, whatsoever, shall arise between the vendor and PSPCL, upon or in relation to, or in connection with the order/contract, he may go for arbitration as per arbitration clause contained in works regulations 1997, as amended from time to time.
28. 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.
29. Outstation Night Halting charges from 10:00 pm to 06:00am shall be Rs 300/-.
30. In the future if the Indian Government imposes ban on Diesel vehicles, in such situation, if the contractor provides the equivalent petrol vehicles at the same diesel rate and same terms and conditions as mentioned in the policy, then it shall be acceptable.
31. The vehicle shall report to the Add SE/Non-APDRP Cell, PSPCL, Amritsar and shall move as per the instructions of that office.
32. The seats shall be well cushioned and should have fine, neat, and clean seat covers and vehicle shall also have rubber floor mats.
33. The vehicle shall be parked at a suitable place provided by the PSPCL. In case the contractor/drivers park the vehicle at any other suitable place of their choice, then the mileage from that place to the place of duty will not be paid to the contractor.

**Terms and Conditions for the Driver of vehicles:**

1. The Contractor shall provide an efficient & healthy driver along with the vehicle, who shall be properly dressed and well behaved, PSPCL reserve the right to direct the Contractor to replace the driver of the vehicle, if he is not well behaved. If Contractor will be unable to provide another driver, the PSPCL has the right to terminate the contract awarded to the Contractor. The driver should be very polite / punctual and under no circumstances, driver of the vehicle should be under the influence of any intoxicating drink or drug. The salary and other expenses of the driver shall be borne by the Contractor.
2. The driver shall maintain a logbook and the logbook will be signed by the Officer/authorized official using the vehicle on the completion of journey. However, the logbook will be verified from time to time by any other Authorized Officer of the PSPCL.



3. The Contractor shall also make available the Registration Certificate of the vehicle with the driver of the vehicle along with all other relevant documents for insurance, Pollution certificate, Road tax etc. necessary to keep the vehicle running on the road at all times during the contract period.
4. The driver of the vehicle shall hold valid driving license to drive in plain as well as on the hills and will keep the same at all times during duty hours.
5. No lodging and boarding facilities will be provided to the driver of the vehicle by PSPCL
6. In the event of emergency, the driver would inform the officer concerned before proceeding on leave and alternative arrangement will be made by the contractor in consultation with the officer attached
7. The charges on account of driver's salary and EPF, if applicable, and other charges shall be borne by contractor. The copy of challan vide which the amount of EPF deposited shall be produced as proof at the time of submission of bill.
8. The local contact Number i.e. Phone / Mobile No. and Address should be intimated to this office immediately.
9. The driver shall be provided with Mobile Phone facility by the contractor.

**Terms and Conditions for the monthly payment of bill of the vehicle:**

1. The concerned officer of the PSPCL shall make payment within 30 days from the date of submission of bill of previous month on verification of the entries in the logbook.
2. Fuel cost for extra kms (above minimum fixed 1000 km) shall be Rs. 9/- per KM.
3. Variation shall be allowed for increase / decrease the rate by 8 paisa per KM for total KMs run (including minimum KM) for every increase/decrease, as the case may be, in the rate of Diesel by Rs.1.00 (Rupee One) taking Rs.90.25 (as base price on 01-04-2022) per liter as the base price.
4. The Kilometer run for the journeys, which are not verified/ signed by the concerned officer, shall not be payable.
5. Income tax at sources shall be deducted as per prevailing rates while clearing the bills for payment.
6. GST shall be Payable by service provider (if he has GST No) or service receiver as per the instructions issued by the Central Govt. from time to time and as per GST Act 2017 and its amendments onward and as per instructions of PSPCL.
7. PSPCL, reserves the right to terminate the contract of the vehicle without assigning any reasons, if the services or the condition of the vehicle is not found satisfactory at any point of time during the contracted period.
8. If at any time any question, dispute of difference, what so-ever, shall arise between the vendor and PSPCL, upon or in relation to, or in connection with the order/contract, he may go for arbitration as per Arbitration clause contained in Works Regulation 1997 of PSPCL, as amended from time to time.



9. Security deposit equal to 5% of the monthly running bill will be deducted from the monthly bills (excluding fuel charges) which will be refunded after closure/faithful execution of contract agreement and the amount deposited by the contractor as EMD shall be converted into security deposit which shall be released after the faithful execution of the contract period. Noncompliance of agreement shall invite forfeiture of this amount of the contractor/service provider. No interest will be paid on this amount or security deposit.
10. The kilometer run for the journeys which are not verified/signed by the concerned officer, shall not be payable.

**Paying Authority:**

The paying authority of Bills will be the Addl.SE/DS Suburban Division, PSPCL, Amritsar.

**Security Deposit:**

1. Amount of earnest money i.e. Rs.11,200/- already deposited shall be retained as security deposit for successful execution of this Contract.
2. In the event of default on the part of the contractor in the faithful execution of contract, security deposit shall be forfeited. The forfeiture of security deposit shall however be without prejudice to any other rights arising or accruing to the PSPCL under relevant provisions of the contract like penalty/ damages for delay in delivery including suspension of business dealings with PSPCL for a specific period. It will, however, be refunded after the contract has been executed faithfully/successfully.
3. No interest shall be payable to the contractor on the amount of the security deposit.

**JURISDICTION:**

All legal proceedings against this contract shall be in the jurisdiction of the Local Civil Court at Amritsar.

Please acknowledge the receipt.

  
**Add SE/Non APDRP Cell,  
PSPCL, Amritsar.**

**PRICE PERFORMA**

Hiring of One No. Vehicle (**Mahindra Bolero/TUV300/Xylo (Double Door) or equivalent in price**) for one year for the Office of Addl.SE/Non-APDRP, PSPCL, Amritsar.

Sr. No.	Particulars of Firm	
1.	<b>Make &amp; Model of Vehicle (month &amp; year of Registration of vehicle)</b>	
2.	<b>Monthly Fixed Charges (Lump Sum) up to 1000 Kms.</b>	
3.	<b>Per Kilometer Variable Charges above 1000 Kms.</b>	
4.	<b>GST Rate</b>	

I/We have read all the terms and conditions of the Tender Enquiry and quoted out Rates/Charges as above in accordance with the stipulated terms and conditions

Date \_\_\_\_\_

Signature of the Contractor

\_\_\_\_\_

Phone \_\_\_\_\_

Company Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**CONTRACT AGREEMENT**

(To be entered on a Non-Judicial Stamped Paper of Rs. 50/-)

This contract agreement has been executed today on \_\_\_\_\_ between Punjab State Power Corporation Ltd. Herein after called Board and M/\_\_\_\_\_ hereinafter called "Contractor" for supply of \_\_\_\_\_ vehicle on monthly basis along with driver to Punjab State Power Corporation Ltd. on the rates mentioned in the enclosed Annexure-B w.e.f. \_\_\_\_\_ to \_\_\_\_\_ with immediate effect in accordance with Tender Inquiry and subsequent correspondence made between the party.

The PSPCL has appointed the contractor as authorized contractor for supply of \_\_\_\_\_ on monthly basis along with driver to Punjab State Power Corp. vide Contract No \_\_\_\_\_ Dt. \_\_\_\_\_ mentioning therein detailed terms and conditions. The contractor while acknowledging Contract dated \_\_\_\_\_ has agreed to comply with the same.

This agreement contains \_\_\_\_\_ pages.

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

**CONTRACTOR**

**P.S.P.C.L.**

**WITNESS**