



**Punjab State Power Corporation Limited**

Office of: Sr. XEN, DS Division, PSPCL Suburban Barnala  
E-mail: [divsubbn14@gmail.com](mailto:divsubbn14@gmail.com)

To

Deputy Chief Engineer,  
IT Section, PSPCL Patiala.

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

Memo No: 5796

Dated: 10/08/2023

**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 AEE, DS Sub Division Suburban Barnala falling under this division, is hereby enclosed to upload the same on PSPCL website. The last date of submission of this tender is 08.09.2023. it is requested to upload the same as early as possible.

DA: As per above.

  
Sr XEN/OP,  
Suburban Div Barnala.

**Annexure-A**

**Terms and conditions for hiring of Vehicle in AEE. Suburban Subdivision Barnala**

**Tender enquiry no. 04/2023-24 Date 10.08.2023 (Sr.Xen.Op.Suburban Div. Barnala)**

**(C). General Guidelines for Hiring of Outsourced vehicles:**

- I. The contractor is required to deposit an Earnest Money Deposit (EMD) Rs. 10080/- (Rupees Ten Thousand Eighty Only) in shape of demand draft in favor of PSPCL, Barnala along with his/her/their quotation. The Quotations without EMD will not be accepted. The EMD to non-successful bidders will be released within one month from the date of award of contract to successful bidder
- II. In case of withdrawal of vehicle from the service of PSPCL, contractor shall have to inform to PSPCL 30 days in advance in written, otherwise 30 days payment shall be deducted from their bill as penalty.
- III. The monthly rate are proposed on base price of Diesel rate @ 90.25 as on 01.04.2022.
- IV. The Work Order for out-sourcing of vehicles, for the vehicles not more than 5 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 three years, on the satisfactory performance of the Vehicle/Service provider subject to condition that the vehicle can continue in the department upto 7 years of its life. Hence the maximum period for which a vehicle can be hired is 4 years. After a period of 4 years, a new tender needs to be floated.
- V. Only Commercial Vehicle with 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 black listed.
- VI. Vehicles shall be available for use round the clock, for utilization at our offices in Punjab, Chandigarh, Delhi and also for deputation to the neighboring States of Haryana, Himachal Pradesh, Rajasthan and J&K.
- VII. 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 the responsibility of the service provider.
- VIII. Road tax for the vehicle shall be paid regularly and kept updated by the service provider.
- IX. Service Provider shall have valid pollution certificate for the vehicles and the same should be available with the driver to be produced on demand.
- X. The service Provider shall obtain the passing/ fitness certificate and update Registration of vehicle from the concerned authority at his own cost.



- XI. Expenses towards fuel, Mobil oil, service charges and other repairs and maintenance of vehicles 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.
- XII. 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.
- XIII. 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.
- XIV. Vehicles shall possess Valid Permit. No liability for the Inter -State permit charges would be borne by PSPCL.
- XV. Toll Tax/Parking charges, etc. wherever paid, shall be reimbursed as per actual subject to the production of its receipts.
- XVI. Total liability including third party, if any, in case of the accident of the vehicle due to any kind of act of omission shall be of the service provider. PSPCL, directly or indirectly, shall not be responsible.
- XVII. 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.
- XVIII. Service Provider shall also ensure that the Drivers possess valid driver's license. Validity of Driver's license and fitness of driver should be ensured from time to time.
- XIX. 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.
- XX. 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.
- XXI. Maximum up to 4 days off in a month shall be allowed including for service and upkeep of the 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.
- XXII. 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.



- XXIII. In case of non-availability of vehicle on daily basis, the same can be hired from the market by the concerned officer(s)/ office(s) subject to the maximum of rates as per 2(B)above.
- XXIV. Service provider shall ensure mobile facility to the driver at its own cost.
- XXV. Log book should be maintained by the service provider.
- XXVI. 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), Signatures of official/officer performing journey (along with his designation) etc. should invariably be made in the vehicle's log book.
- XXVII. Monthly return of all the vehicles shall be submitted to the HOD concerned and Quarterly return of vehicles on the prescribed Performa shall be sent to General Section, PSPCL by concerned HOD.
- XXVIII. It shall be the responsibility of the officer-in-charge of the vehicle to ensure timely payment to the service provider, not later than 30 days after submission of bill by the service provider.
- XXIX. Payment shall be made by cheque on monthly basis on the basis of Log Book, duly certified by the concerned officer. No advance payment on any account shall be made.
- XXX. Variation of 05 Paise for cars and 08 paise for other vehicles, for every Rs. 1/- variation in diesel cost, taking the base rate of diesel Mention on Page No.1 shall be applicable on actual kilometers run, effective from the 1<sup>st</sup> day of the subsequent month.
- XXXI. GST shall be payable by the service provider and service receiver as per the instructions issued by the Central Govt. from time to time.
- XXXII. In case services of service provider are not satisfactory on any account, the contract can be terminated by giving 15 days' notice.
- XXXIII. If at any time any question, dispute or 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 Regulations 1997, as amended from time to time.
- XXXIV. 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.
- "This condition will be Part of NIT at the time of Tender."**
- XXXV. The Head of the office, for which the outsourced vehicle has been hired and the officer/official in-charge of the vehicle shall be held directly responsible for non-compliance/ non-implementation of these instructions.
- XXXVI. Outstation Night halting charges from 10.00 pm to 06.00 am shall be RS. 300/-

XXXVII. 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.

XXXVIII. General Section-I Patiala's Memo No. 3304/4203, Dated 31.01.2023(Corporate Policy, PSPCL) and future amendment will be applicable on contract.

### 3.USE OF VEHICLES FOR PRIVATE JOURNEYS

A)The rates for the private journey by officers of the rank of CMD/Whole Time Directors/HODs who are entitled for the staff car (Departmental/ Outsourced) shall be at the rates specified by the Punjab Govt. issued from time to time. Existing rates are reproduced below:-

- i. The officer shall be allowed to choose either of the following two options, opted only once in a financial year which cannot be changed during that financial year:-

Up to 200 KMs @ Rs.300/- per month

or

Up to 400 KMs @ Rs.600/-per month

Adjustment/calculation of private journey shall be done on yearly basis. The unutilized accumulated private journey of the officer, if any, at the end of 31st March would be carried forwarded to the next financial year to the extent of journey admissible in the last quarter only i.e. front Jan. to March of the year.


- ii. Any KMs exceeding above limits shall be charged @ Rs.5/- per KM

B). Private journey to officers not covered as per (A) above, to whom the out-sourced vehicles have been provided, shall be allowed at the per KM rate of variable Kms.

C) During Pvt. Journey all other financial charges Shall be borne by the officer/user.

#### **NOTE:- ADJUSTMENT/CALCULATION & UTILIZATION OF PRIVAT JOURNEYS.**

- 1) Adjustment/calculation of private journey will be done on yearly basis.
- 2) The utilized accumulated private journey of the officer, if any at the end of 31st March would be carry forwarded to the financial year to the extent of admissible journey to the officer in the last quarter only i.e. from Jan to March of the year on the basis of amount deducted from the salary of the officer in lieu of private journey.
- 3) The year should be construed as financial year i.e. from 1st April to 31st March.

  
ਸੀਨੀਅਰ ਕਾਰਜਕਾਰੀ ਇੰਜੀਨੀਅਰ  
ਵੱਡ ਸ਼ਬ-ਅਰਬਨ ਮੰਡਲ,  
ਬਰਨਾਲਾ



**ANNEXURE-II: SCHEDULE OF PRICES (PRICE BID)**

<b>S. No.</b>	<b>Type of Vehicle</b>	<b>Date of Purchase of Vehicle</b>	<b>Cost of Vehicle including Taxes and accessories</b>	<b>Monthly fixed charges upto first 2000 KM per month</b>	<b>Per KM Charges beyond first 2000 KMs per month</b>

Signature of bidder

Name

Address

Contact no

**Note:**

1. L-1 bidder shall be evaluated on the basis of total monthly charges as per 5 of above table.
2. The above prices must be inclusive of driver hiring and maintenance of vehicle.

## 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: -

Sr. No.	Details	To be sealed in	Remarks
1	Annexure-I: Compliance of tender		
2	Annexure-II: Price Bid		
3	Cost of tender document		
4	Earnest money		
5	Copy of PAN Card		
6	Copy of Adhaar Card		

**PSPCL****Punjab State Power Corporation Limited**Office of: SR XEN , DS Division, PSPCL, Suburban Barnala.  
E-mail: divsubbn14@gmail.com**Notice Inviting Tender**

Tenders are invited from eligible contractors on behalf of PSPCL for outsourcing of the following Works:-


Sr. No.	Tender Enquiry No.	Description of work	Earnest Money	Cost of tender Specification
1	04/SR XEN /DS /Bnl/2023-24 Dated : 10.08.23	Hiring of One No. Vehicle (Mahindra Genius/Bolero/Tata-207/408 or equivalent (Double Door) vehicle for one year for the office of AEE, Sub Division, Suburban Barnala, falling under the office of SR XEN , DS Division, PSPCL, Suburban Barnala. (Punjab). The contractor will quote the rates as per Performa Annexure – B	10,080/-	Rs. 1180 (1000+GST@18% =1180/-)

- 1) Last date and time for issue of Tender Documents 06.09.2023 upto 11:00
- 2) Last date and time for receipt of Tender Documents 08.09.2023 upto 12:00
- 3) Date & time for opening of Tender 08.09.2023 at 12.30

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

\* Terms & Conditions for hiring of the above said vehicle will be as per Annexure – A

\* The bidder has to quote the rates on the enclosed Performa as per Annexure – B.

  
SR XEN /OP,  
DS Division, PSPCL, Suburban  
Barnala