



ਪੰਜਾਬ ਰਾਜ ਪਾਵਰ ਕਾਰਪੋਰੇਸ਼ਨ ਲਿਮਟਿਡ  
ਰਜਿ: ਦਫਤਰ ਪੀ.ਐਸ.ਈ.ਬੀ. ਹੋਡ ਆਫਿਸ, ਦੀ ਮਾਲ ਪਟਿਆਲਾ-147001  
ਫੋਨ ਨੰ: 0175-2212591 ਫੈਕਸ ਨੰ: 0175-2212069  
ਕਾਰਪੋਰੇਟ ਆਈ.ਡੀ.ਨੰ: U40109PB2010SGCO33813 ਵੈਬਸਾਈਟ [www.pspcl.in](http://www.pspcl.in)  
ਦਫਤਰ- ਵਧੀਕ ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ/ਵੰਡ ਮੰਡਲ ਮਾਨਸਾ  
ਤਿੰਨਕੋਨੀ, ਨੇੜੇ ਓਵਰ ਬਰਿੱਜ ਮਾਨਸਾ-151505  
ਫੋਨ ਨੰ: 01652-232035, ਫੈਕਸ ਨੰ: 01652-232035, ਈਮੇਲ [xen\\_mansa@yahoo.com](mailto:xen_mansa@yahoo.com)

ਵੱਲ:

(ਸਿਰਫ ਈ-ਮੇਲ ਰਾਹੀਂ)

ਡੀ.ਜੀ.ਐਮ./ਆਈ.ਟੀ,  
ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ., ਪਟਿਆਲਾ

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

ਪੱਤਰ ਨੰ. 8881 /CV-2

ਮਿਤੀ: 09/11/2023

ਵਿਸ਼ਾ:

ਓਪਨ ਟੈਂਡਰ ਨੋਟਿਸ ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ. ਦੀ ਸਾਈਟ ਉੱਤੇ ਅੱਪਲੋਡ ਕਰਨ ਸਬੰਧੀ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਸਬੰਧੀ ਇਸ ਦਫਤਰ ਦਾ 1 ਨੰਬਰ ਓਪਨ ਟੈਂਡਰ ਨੋਟਿਸ ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ. ਦੀ ਵੈਬਸਾਈਟ ਤੇ ਅੱਪਲੋਡ ਕਰਨ ਲਈ ਅਗੇਤਰੀ ਕਾਰਵਾਈ ਲਈ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ ਜੀ:-

ਕੰਮ ਦਾ ਨਾਮ

- ਸੀਨੀਅਰ ਕਾਰਜਕਾਰੀ ਇੰਜੀਨੀਅਰ, ਵੰਡ ਮੰਡਲ, ਮਾਨਸਾ ਦੇ ਦਫਤਰ ਲਈ ਗੱਡੀ ਹਾਇਰ ਕਰਨ ਸਬੰਧੀ।

ਨੱਥੀ/- ਓਪਨ ਟੈਂਡਰ ਨੋਟਿਸ ਨੰਬਰ 5 ਮਿਤੀ 14/11/2023

  
ਸੀਨੀਅਰ ਕਾਰਜਕਾਰੀ ਇੰਜੀਨੀਅਰ,  
ਵੰਡ ਮੰਡਲ ਮਾਨਸਾ।

ਸੀ.ਸੀ.

✓ ਉੱਪ ਮੁੱਖ ਇੰਜੀਨੀਅਰ, ਵੰਡ ਹਲਕਾ ਬਠਿੰਡਾ।



# Punjab State Power Corporation Limited

Office: Senior Executive Engineer, DS Division Mansa, Near Tinkoni-151505  
Reg. Office: PSEB Head Office, The Mall, Patiala-147001, Corporate ID U40109PB2010SGCO33813,  
Contact no. 9646114514, email: xenpspclmansa@gmail.com

## Notice Inviting Tender

Tender Enquiry no. 05/2023-24

Date: 14/11/2023

Sealed tenders are invited from eligible contractors/firms for hiring of one no. vehicle as per description of work given below:

Description of work	Hiring of one no. vehicle Mohindra Bolero/ TUV 300/Xylo or equivalent in price for the office of Senior Executive Engineer/ Addl.SE, DS Division Mansa for one year.
Start date of collecting tender documents/specification from o/o Sr.Xen, DS Division Mansa	14-11-2023 (09:00 AM)
Start Date for submitting of Bids/Quotations	14-11-2023 (09:00 AM)
Last date/time of collecting tender documents/specification from o/o Sr.Xen, DS Division Mansa	15-12-2023 (01:00 PM)
Last date/time of submission of bids to o/o Sr.Xen, DS Division Mansa	15-12-2023 (01:00 PM)
Bid Opening Date/time	15-12-2023 (03:30 PM)
Address/Place of Tender opening	O/O Sr.Xen, DS Division, Near Tin Koni Flyover, PSPCL, Mansa
Tender cost/Fee (Non-refundable)	Rs 1000 + GST @18% =1180/-
Earnest Money deposit	Demand Draft of Rs. 9000/- in favour of Punjab State Power Corporation Limited or Receipt of this amount in any PSPCL Subdivision Office under Mansa.

### Note:-

1. Terms and Conditions for hiring of vehicle will be as per Annexure-A
2. Bids/quotations to be submitted strictly as per format attached at Annexure-B.
3. Tender fee is mandatory for all prospective bidders in the form of Demand Draft of Rs. 1180/- in favour of Punjab State Power Corporation Limited or copy of the Receipt of this amount submitted in any PSPCL Subdivision Office under Division Mansa is to be attached.
4. Bids/quotations complete in all respect to be submitted in the office of Senior Executive Engineer, DS Division Mansa.
5. Sr. Executive Engineer, DS Division Mansa has right to extend the last date of receiving the quotations or opening of tender or cancel the tender.
6. In the absence of any contractor/firm on the date/time of opening of quotations, tender will be opened as per quotations received in this office.
7. All the regulations mentioned in PSPCL Works Regulations are applicable on this tender enquiry, which is available on PSPCL website [www.pspcl.in](http://www.pspcl.in).
8. Successful bidder has to sign a contract agreement as per annexure-C attached

  
Sr. Executive Engineer  
DS Division Mansa

-  
**Annexure-A**  
**Terms and Conditions**

**A. Scope of Work**

The Scope of work is to hire the vehicle along with driver for the officer/employee of PSPCL to carry out all official and distribution works of the division like, operation and maintenance of HT/LT networks, checking of connections, release of prospective connections, recovery of defaulting/theft amount, deposit the cash in the banks, transport of official records, attending court cases and other works as per instructions of officer-incharge.

**B. General Terms and Conditions for Hiring of Outsourced Vehicles for Service Provider:**

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, a new tender need to be floated.
2. 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 black listed.
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 neighbouring 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 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' Road tax for the vehicle shall be paid regularly and kept updated by 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. 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.
8. 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 kilometres, if any, shall be paid by PSPCL.
9. 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.
10. Vehicles shall possess valid permit. No liability for the Inter -state permit charges would be borne by PSPCL.
11. Toll Tax/Parking charges, etc. wherever paid, shall be reimbursed as per actual, subject to the production of its receipts.
12. 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 or officer-incharge of vehicle directly or indirectly, shall not be responsible.
13. 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.
14. 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.
15. The driver shall be punctual and polite and shall not be under the influence of any intoxicating during 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.
16. Drivers should be made available round the clock at headquarter so that he can be called on duty at any time. No extra payment shall be paid by PSPCL for this.
  17. 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.
  18. 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. Journey made by vehicle for this purpose will not be paid by PSPCL.
  19. Service provider shall ensure mobile facility to the driver at its own cost.
  20. Log book should be maintained by the service provider. 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.
  21. 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.
  22. GST shall be payable by the service provider and service receiver as per the instructions issued by the Central Govt. from time to time.
  23. In case services of service provider are not satisfactory on any account, the contract can be terminated by giving 15 days, notice.
  24. Service provider shall made own arrangement to park the vehicle at headquarter during and after office hours and shall be responsible for the custody of vehicle during the period of contract.
  25. 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 of PSPCL, as amended from time to time.
  26. 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.
  27. 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 noncompliance /non-implementation of these instructions.
  28. Outstation Night halting charges from 10.00 pm to 06.00 am shall be RS. 300/-
  29. In the future if the Indian Govt. imposes if ban on Diesel Vehicles, In such situation, 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.
  30. Private Journey to officers to whom the out-sourced vehicle has been provided, shall be allowed at the per KM rate of variable Kms. During Private Journey all other financial charges Shall be borne by the officer/user.
  31. All terms and conditions mentioned in "(2) Policy of Hiring Outsourced Vehicle" of Corporate Transport Policy of PSPCL issued vide memo no. 3304/4203/GB/V-612 dated 31.01.2023 are also part of this tender enquiry, which is available on [www.pspcl.in](http://www.pspcl.in).

**C. Earnest Money Deposit:**

1. Earnest money Deposited shall be forfeited in case of withdrawal/modification of an offer within validity period, as required in the NIT/Offer Specification after opening of offer.
2. In case the offers not accepted by PSPCL, the earnest money shall be refunded within 30 days of the award of order/contract to the successful contractor or after the expiry of additional/period whichever is later.
3. Public Sector undertaking of Punjab Government/ Center Govt./ other State Govt. are exempted to deposit EMD.

**D. (i) Security Deposit:**

The person whose offer shall be accepted (hereinafter called the contractor) shall permit owner/Engineer at the time of making any payment to him for works done under the contract to

deduct such sum as will (with the earnest money deposited by him) amount to 5% (five percent) of gross value of work done. Such deductions are to be held by owner/engineer-in charge by way of Security Deposit. All compensation or other sums of money payable by contractor to the owner/Engineer under the terms of this contract may be deducted from or paid by the sale of sufficient part of security deposit or from any sums which may due or may become due to the contractor by owner/Engineer on any account what-so-ever and in the event of his security deposit being reduced by reasons of any such deduction or sale as a foresaid, the contractor shall within 10 days thereafter make good in cash any sum or sums which may have been deducted from or raised by sale of his security deposit or any part thereof.

## (ii) Refund of Security Deposit

Security deposit shall be refunded to the contractor after the 6 months of the issue of final completion certificate of the contract. No interest shall be payable to the contractor on the amount of security deposit. The security deposit is to be deducted on the gross amount of running bill.

## E. OFFERS TO BE INVALIDATED

The offers must be complete in all respects..Conditional, incomplete or not properly sealed offers and offers received late due to any reason whatsoever will be rejected.

## F. RATES

1. Maximum monthly rates for hiring of vehicle as per transport policy is as under:

# The Monthly rate are Proposed rate on base price of Diesel rate @ 90.25 as on 01.04.2022

Sr. No.	Designation	Type of Vehicle	Total Limit	Kms. included in Fixed Charges	Variable Kms	Monthly Fixed Charges (Rs.)	Rate Per KM (Rs.)#
1.	Sr.XEN/ Addl SEs.	Mohindra Bolero/ TUV 300/Xylo or equivalent in price	2000 kms Per month	1000	As per journey	36000/-	9/-

- Contractor will quote monthly fixed charges for 1000 Km. and per Km charges beyond 1000 Km assuming base price of Diesel rate @ Rs. 90.25/-.
- Lowest quotation rate/bid (L-1) will be decided by comparing the total amount of fixed charges and variable charges of applicable variable limit of each bidder.
- Rates must be quoted strictly as per Performa attached at Annexure-B.
- Signed Quotations/bid in sealed envelope to be sent by post or in person to the office of Senior Executive Engineer, DS Division, Near Tin Koni Flyover, PSPCL Mansa on or before the last date and time mentioned. Contractor/firm/service provider shall be himself responsible in case of any delay and late received quotations will not be accepted or considered for this tender. Bid/quotation through any other form will not be accepted or entertained.
- 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 above (marked #) shall be applicable on actual kilometers run, effective from the 1st day of the subsequent month. For this, contractor/service provider shall submit invoice/bill of diesel bill showing rate of diesel as a token of buying diesel for hired vehicle to claim the variation of diesel rate.

## G. SIGNING OF THE OFFERS/CONTRACT AGREEMENT

Successful bidder have to sign contract agreement on Non Judicial Stamp Paper. Offers and contract agreement shall be signed by the owner or person holding power of attorney by him to do so. Necessary documents in support thereof should be enclosed with offer at the time of submission, failing which offer may not be considered.

## H. PERIOD OF CONTRACT:

Contract shall be one year from the date of issue of work order. However, in case the services of contractor/firm/service provider are not satisfactory on any account, the contract can be terminated by giving 15 days, notice. The period of contract may be extended depending upon the performance of work of contractor/firm as per above conditions.

## I. MODE OF PAYMENT

- 1 Service provider/firm/contractor shall submit the monthly bill of the vehicle to the officer incharge along with copy of log book or any other supporting document, if required.
- 2 Usual procedure as per PSPCL for payment to the contractor as per PSPCL instruction shall be followed. However, before payment, the measurement of the works executed by the contractor shall be recorded by the JE in charge and checking and verified the same by concerned AEE/AE concerned to comply with terms and conditions of work order/tender enquiry. All payments pertaining to this work shall be made by o/o Senior Executive Engineer, DS Division Mansa.
- 3 Contractor/firm shall be bound to deposit all applicable Punjab Govt./Center Govt./Local Govt. Taxes as per guidelines of PSPCL/Punjab Govt as per norms.
- 4 Security Deposit shall be deducted as mentioned above.
- 5 Payment shall be made by cheque or any digital mode on monthly basis on the basis of Log Book, duly certified by the concerned officer. No advance payment on any account shall be made.
- 6 The Kilometers run from the time of departure of vehicle for maintenance/repair to its time of arrival back for the services of officer incharge will not be considered for billing.

## J. PENALTY AND DAMAGE

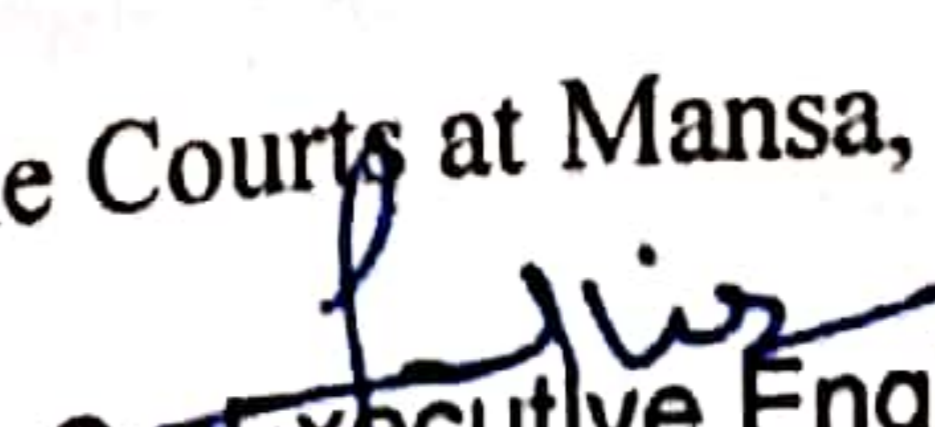
1. In case of non-deputing of vehicle on receipt of requisition from the requisitioning officer or delay in sending the vehicle, a penalty of Rs. 1000/- per default shall be leviable.
2. In case of non-availability of vehicle due to any reason or non-availability of driver, then amount of the period during which vehicle was not available would be deducted as penalty as per clause no. 01 and contract can be terminated on the basis of unsatisfactory performance of contractor/firm/service provider.

## 3. NEGOTIATION

No negotiation affecting prizes or basic features of NIT/Specification shall be conducted with contractors after opening of offers except under specific orders of accepting authority after the reasons to be recorded.

## 4. JURISDICTION

Jurisdiction for filing any suit in case of any dispute shall be the Courts at Mansa, Punjab.

  
Sr. Executive Engineer  
DS Division Mansa

**Annexure-B**  
**Quotation of Rate**

**Name of Work:** Hiring of one no. vehicle Mahindra Bolero/TUV 300/Xylo or equivalent price for the office of AE, DS City Subdivision, PSPCL, Mansa under DS Division Mansa for One Year.

Sir,  
For above work my/our quotation submitted is as under:

**Name and Address of Contractor/Firm/Service Provider:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PAN No. of Firm/Contractor:** \_\_\_\_\_

**GST No. of Firm/Contractor:** \_\_\_\_\_

**EMD Submitted Detail:** Amount Rs. \_\_\_\_\_ DD No. \_\_\_\_\_ Date: \_\_\_\_\_  
Name of Bank \_\_\_\_\_

**Detail of Vehicle and Price quotation :**

Make and Model of Vehicle	
Year of Manufacturing	
Month and Year of manufacturing of vehicle	
Quoted Monthly Fixed Charges for 1000 Km limit (in Rs)	
Rate Per Km for addition journey beyond 1000 Km (in Rs.)	
GST % (if included in quoted rated then "yes" otherwise "No")	

**Documents to be attached:**

1. Copy of receipt of Tender fee
2. Demand draft of EMD Amount

**Remarks (if any):** \_\_\_\_\_

Signature of Contractor/firm/Service Provider

Name : \_\_\_\_\_

Date: \_\_\_\_\_

## Annexure-C

### 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 number vehicle along with the driver on monthly basis to the office of Assistant Engineer, DS Subdivision City Mansa under DS Division Mansa with immediate effect in accordance with the tender enquiry no. \_\_\_\_\_ dated \_\_\_\_\_ and contractor quotation received and subsequent correspondence made between the parties.

The PSPCL has appointed the contractor as authorized contractor for supply of one no. vehicle on monthly basis to office of Assistant Engineer, DS Subdivision City Mansa under DS Division Mansa vide work order no. \_\_\_\_\_ dated \_\_\_\_\_ mentioning therein detailed terms and conditions. The contractor while acknowledging contract has agreed to comply with the same.

This agreement contains one number page, in witness where the parties have to be affixed their signatures on the day \_\_\_\_\_ month \_\_\_\_\_ and year \_\_\_\_\_ written as below

Signature of Contractor  
Name of Contractor

Authorized Signatory of PSPCL  
Name & Designation

Witnesses

1. Sign: \_\_\_\_\_

Name: \_\_\_\_\_

2. Sign: \_\_\_\_\_

Name : \_\_\_\_\_