



PUNJAB STATE POWER CORPORATION LTD

(Regd. Office: PSEB Head Office, The Mall, Patiala)

Corporate Identification Number (CIN) :U40109PB2010SGC033813;

website:www.pspcl.in Contact No.: 96461-38540, 96461-55586

Tender Enquiry No.CE/PPR-19/2023

Short Term Tender Notice

Chief Engineer/PP&R, Shed D-3, Shakti Vihar, PSPCL, Patiala, invites offline tenders for Hiring of One No. Honda City, Maruti Ciaz or equivalent along with driver for official use of CE/PP&R, PSPCL, Patiala for one year (The vehicle should not be more than 5 years old).

Tender specification can be collected from the O/o Chief Engineer/PP&R, Shed D-3, Shakti Vihar, PSPCL, Patiala from 05.09.2023 09:00 AM upto 18.09.2023 05:00 PM. The cost of tender documents is Rs 1180/-.Last date of bid submission is 19.09.2023 upto 10 AM. The tenders will be opened on 19.09.2023 at 11:00AM in the O/o Chief Engineer/PP&R, PSPCL, Patiala.



PUNJAB STATE POWER CORPORATION LTD
RegdOffice:PSEB Head Office,The Mall, Patiala-147001
Corporate Identification Number (CIN) : U40109PB2010SGC033813
Phone No. 0175-2970894
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GSTIN 03AAFCP5120Q1ZC

OPEN TENDER NOTICE

Department Name	CE / PP&R
Tender Specification No.	CE/PPR-19/2023
Tender Issuing Authority	Chief Engineer / Power Purchase and Regulation
Address details of issuing authority	Room 2, Shed D-3, Shakti Vihar, PSPCL, Patiala
Place	Room 2, Shed D-3, Shakti Vihar, PSPCL, Patiala
Short Description	Hiring of One No. Honda City, Maruti Ciaz or equivalent along with driver for official use of CE/PP&R, PSPCL, Patiala
Start date for collection of Specification/tender documents from the O/o CE/PP&R, PSPCL Patiala	05.09.2023
Last date for collection of Specification/tender documents from the O/o CE/PP&R, PSPCL Patiala	18.09.2023
Last date for Bid Submission	19.09.2023
Bid Opening date.	19.09.2023
Tender Cost	1000 + GST @ 18%= 1180/-
EMD	As specified in the specification.
Payment mode.	AO/Cash, PSPCL, Patiala payable at Patiala

NOTES: -

1. In case the due date for opening of tender happens to be a holiday, then tenders would be received & opened on the next working day at the same time.
2. Tender specification can only be collected from the O/o CE/PP&R, PSPCL Patiala.
3. The prospective bidders are requested to get clarification from this office number: +91-96461-38540, +91-96461-55586 in case of any difficulty regarding the tender well in time and no last minute request for extension in the date and time of opening of tender on this account will be entertained.
4. The prospective bidders are requested to be extra cautious in filling the tender and to get in touch with this office in case of any difficulty. Once the tender is opened, no request regarding giving relaxation or for overlooking any mistake committed by the bidder will be entertained.
5. PSPCL Works Regulations can be downloaded from the official website of the corporation i.e. <http://pspcl.in>

CE/PP&R,
PSPCL, Patiala.

Save Electricity to Avoid Power Cuts

GENERAL INSTRUCTIONS TO BE OBSERVED BY TENDERERS:

1. The following instructions must be carefully observed by all tenderers. Quotations/tenders not strictly in accordance with these instructions are liable to be rejected:-
 - (i) The tender must be complete in all respects. The following points should carefully be studied in order to ensure submission of a complete and comprehensive tender. Failure to comply with any of these instructions may lead to rejection of another-wise competitively lowest offer.
 - (ii) Tender shall be submitted in duplicate and all copies shall be separately tagged and clearly marked as 'Original' or 'Duplicate' as the case may be.
 - (iii) Telegraphic quotations will not be accepted.
 - (iv) The tender shall be sent in two separate envelopes. One envelope containing deposit of Earnest Money and the other containing the main tender in duplicate. While opening the tenders the envelope containing Earnest Money shall be opened first and only in case the deposit of Earnest Money is in accordance with the terms of Notice Inviting Tender, the second envelope containing the tender shall be opened.
2. The officer inviting tenders reserves the right to modify the schedule of requirements, technical particulars and the specifications at any time and to place the order as a whole or in part and to reject any or all the tenders received without assigning reasons. He will not be responsible for and will not pay for expenses or losses that may be incurred by Tenderer in the preparation of the tenders.
3. Quotations/Tenders shall be enclosed in double covers both addressed to *O/o CE/PP&R, Shed D-3, Shakti Vihar, PSPCL, Patiala- 147001*. Both (inner& outer) covers shall be sealed and superscripted with Tender No. as given at the right hand top corner of the inquiry or in the Tender Notice together with the date on which the tender is due.
4. Quotations/Tenders shall be received in the office of *O/o CE/PP&R, Shed D-3, Shakti Vihar, PSPCL, Patiala- 147001* up to 10:00 Hrs on the due date given in the tender notice and shall be opened in the same office thereafter at 11:00 Hrs in the presence of Tenderers or their Agents if they like to be present. In case the due date of receiving/opening tenders happens to be a holiday, tenders shall be received and opened at same place and same time on the next working day.
5. **Tender fee:**
Tender fee of Rs. 1000 + GST @ 18% =Rs. 1180/- should be attached with quotation in the shape of demand draft in favour of **AO/Cash, PSPCL, Patiala** payable at Patiala which will be non-refundable.



6. **Earnest Money:**
Earnest money should be submitted in a separate envelope on which the word 'Earnest Money' should be super scribed without which tender/quotation envelope will not be opened. The tenderer shall be required to submit Earnest Money @ 2% of Tender value rounded off to a multiple of Rs 10/- on the higher side subject to a minimum of Rs 11,600/-
7. Public sector undertakings owned by Punjab Govt./CentralGovt./Other state Govt are exempted from earnest money.
8. Tender received without earnest money/Tender fee as specified above shall be rejected.
9. The tenderers shall bring all the original documents at the time of submission of application for purchasing of tender documents and also attach attested copies of the same with application as under:
- Proof of PAN Number.
 - Affidavit attested by the appropriate authority stating that contractor/firm is not blacklisted by any Govt. / Semi Govt. Dept.
 - Bank solvency certificate or affidavit to the effect that transporter/Tenderer is not bankrupt.
 - Permanent EPF Account number issued by the EPFO authorities, if applicable.
 - Valid GST No. if applicable.
10. The onus of responsibility in case of death or injury to the labour/ worker during the pendency of work or at the time of execution of work will fully lie with the contractor. PSPCL will bear no claim/ responsibility in this regard whatsoever.
11. Tenderers must keep their offers valid for 120 days for acceptance and may be asked to extend the same thereafter.
12. Negotiations, if required, shall not be held except with the lowest tenderer.
13. All legal proceedings in connection with this tender enquiry shall be subjected to the territorial Jurisdiction of the local Civil Courts at Patiala only.
14. Tenderer must have permanent EPF account number issued by the EPFO authorities, if applicable.

ASW
Sr.XEN/Works
O/o CE/PP&R
PSPCL, Patiala.

OTHER TERMS & CONDITIONS/SPECIFICATIONS

1. **EARNEST MONEY:** The tenders shall be required to deposit Earnest Money @ 2% of Tender value rounded off to a multiple of Rs' 10/- on the higher side subject to a minimum of Rs 11,600/- in the shape of Demand Draft in favour of *AO/Cash, PSPCL, Patiala* payable at State Bank of India, Patiala in a separate sealed cover except in the following cases:-
 - I. Public Sector Undertakings fully owned by Punjab Government/Central Government/Other State Govt.
 - II. Firms/Contractors having permanent Earnest Money Deposit for the requisite amount with Punjab State Power Corporation Limited.

Earnest money shall be forfeited in case of with-draw/modification of an offer within the validity period, as required in the NIT/Tender specification. In case of successful tenderer, Earnest Money shall be converted as Security Deposit. Earnest money deposit of unsuccessful tenders will be refunded as per rules after finalizing the tenders. No interest will be paid on the earnest money.

2. **TENDER TO BE INVALIDATED:** 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.
3. **OPENING OF TENDER:** The Tender shall be submitted in Three Parts i.e Part - I, Part -II, Part – III.
 - (a) Part – I: Earnest Money: The first part will, consist of Earnest Money Deposit shall submitted.
 - (b) Part – II: Technical Bid: The second part consist of **Annexure-A** along with all the required documents.
 - (c) Part – III: Price Bid: The third part consist of Price Bid.

Following procedure shall be adopted for opening of Tenders:

- i) Firstly the envelopes containing the proof of EMD will be opened. If the EMD is found to be as per requirement of the specifications, only then Part-II of the Tender shall be opened. The bids without earnest money shall be immediately rejected.
- ii) After opening Part-II of bids, the bids will be technically evaluated by PSPCL. The Part-III of the bids (Price Bid) shall be opened in case of

only those firms whose Part-II of the bids after evaluation is found to be conforming to the specifications.

4. **SECURITY DEPOSIT:-**

- (i) Amount of earnest money already deposited shall be retained as security deposit for faithful execution of this contract. The security deposit will be deducted from the running bills at the rate of 5% of the gross value of the work done from time to time after taking into account the EMD converted as security. No interest shall be payable to the contractor on the amount of security deposit.
- (ii) 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 of acquiring to the PSPCL under relevant provisions of the contract like penalty/damages for delay in delivery including suspension of business dealing with board for a specific period. It will however be refunded after the contract has been executed faithfully.
- (iii) In the event of default on the part of the contractor in the faithful execution of contract, bill of the contractor shall not be paid.

5. **SIGNING OF TENDERS:** Tenders shall be signed by the service provider or person holding Power of Attorney to do so. Necessary documents in support thereof should be enclosed with tender at the time of submission, failing which the tender may not be considered.

6. At the time of hiring, vehicle must not be more than Five years old.

7. The vehicle shall solely be used for P.S.P.C.L's works during the entire contract period.

8. **RATES:**

- a) Contactor will quote Monthly fixed charges for 1000 km and per KM Charges beyond 1000 KM assuming the base rate of diesel as Rs. 90.25/-.
- b) Rates quoted should be firm and inclusive of all taxes (including GST), duties, levies etc. and no extra payment shall be made by the PSPCL in this regard. Any increase during the period of contract in taxes, levies shall be borne by the service provider at his risk and cost. No reimbursement on this account shall be given by PSPCL. Rates should be quoted as per Price Quoting Performa attached here with (Annexure-B). The rates should be quoted in both words and figures.
- c) L-1 shall be decided by considering the total journey for each month as approximately 2000 km.

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9. **GOODS AND SERVICE TAX:-**

PSPCL is registered centrally in the state under GSTIN 03AAFCP5120Q1ZC. Deduction of GST Shall be done according to GST Circular No.01/2020 Memo No. 3157/3331/GST-16 Dt. 10/06/2020 of PSPCL Patiala according to which GST @5% shall be deducted from every monthly bill submitted and shall be deposited to Government by PSPCL under Reverse charge mechanism. Further any amendment from Govt. in GST Act in future shall be applicable. GST shall be payable by the service provider and service receiver as per the instructions issued by the Central Govt. from time to time.

10. **PERIOD OF CONTRACT:** 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 future period of three years, subject to the performance of the Vehicle/Service Provider, Hence the maximum period for which a vehicle can be hired is 04 years.
11. Only light commercial vehicle (L.C.V.) with yellow name plate shall be hired and entry of the same must be in the R.C. If the contractor does not supply yellow number plate vehicle then his security will be forfeited and he will black listed.
12. 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.
13. 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.
14. The vehicles 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.
15. Road tax for the vehicle shall be paid regularly and kept updated by the service provider.
16. Service Provider shall have valid pollution certificate for the vehicles and the same should be available with the driver to be produced on demand.
17. The service Provider shall obtain the passing/fitness certificate and update Registration of vehicle from the concerned authority at his own cost.

18. Expenses towards fuel, Mobile 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.
19. Cost of vehicle's registration, insurance, Service/repair, road tax. Salary/emoluments/allowances/overtime of the driver or any other charges will be borne by the service provider. Only fixed amount and variable charges for extra running kilo meters, if any, shall be paid by PSPCL.
20. Any halt charges, Penalty including any kind of challan, accident, damages, court case, police case etc. shall be the sole responsibility of the service provider and PSPCL shall not be party such in cases.
21. Vehicle should possess valid permit. No liability for interstate permit charges would be borne by PSPCL.
22. Toll Tax/Parking charges etc. wherever paid, shall be reimbursed as per actually subject to the production of its receipts.
23. 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.
24. 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.
25. The seats will be well cushioned and should have fine, neat and clean seat covers and vehicle should have rubber floor mats.
26. **DRIVERS:**
 - i. Efficient & healthy drivers possessing a valid license for running the vehicle should be provided by the tenderer at his own cost.
 - ii. Validity of Driver's license and fitness of driver should be ensured from time to time.
 - iii. Service provider shall ensure mobile facility to the driver at its own cost.
 - iv. The drivers should be well behaved, punctual & polite and under no circumstances, driver of the vehicle be under the influence of any intoxicating drink or drug. The service provider shall be responsible for the conduct of the drivers. In case of any complaint regarding the conduct of the driver, he shall be replaced immediately.
 - v. PSPCL shall have all the rights to discontinue the hiring of vehicle if in the opinion of the officers of the PSPCL the behaviour of the driver is found



objectionable, and opinion in this regard shall be final and binding on the contractor.

- vi. The driver of the vehicles should be made available for 24 hours at the destination of vehicle and can be called at any time.
 - vii. 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.
27. 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.
28. The log book of vehicle shall be maintained as the logbooks of PSPCL vehicle are maintained.
29. All the entries of each journey like date, Place ('from' as well as 'to') time of departure & arrival, initial/final kilometres 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 log book.
30. In case services of service provider are not satisfactory on any account, the contract can be terminated by giving 15 days notice. Decision of PSPCL will be final and binding on the contractor in this regard.
31. In case of lockdown or any other such type of situation the rate of extra kilometres will be charged (recovered) for less kilometres run from the monthly minimum kilometres.
32. 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 & Condition as mentioned in the Policy, then it shall be acceptable.
33. The bidder shall produce diesel bills in token of buying diesel for the hired vehicle to check the variation in the rate of diesel each month. If he fail to produce the bills for diesel, then engineer -in -charge will deduct the amount as applicable from the bill presented by the contractor in case the diesel price gets decreased by one rupee or more.
34. **PAYMENT:**
- a. The payment shall be made on monthly basis on the presentation of the bills along with Log Book duly verified and approved by the concerned officer in the succeeding

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month by AO/Cash, PSPCL, Patiala through Cheque/RTGS. No advance payment on any account shall be made.

- b. 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 as Rs 90.25 as on 01.04.2022 shall be applicable on actual kilometres run, effective from the 1st day of the subsequent month.
 - c. The Kilometres run, from the point of departure of vehicle for maintenance/repairs, the time it runs and re-joins the duties, shall not be considered for billing.
 - d. Income tax and other taxes, charges shall be deducted as per prevailing rates while clearing the bills for payment.
 - e. Rate of diesel during the month will be decided on average basis of rates of Punjab.
 - f. Outstation Night halting Charges from 10.00pm to 06.00am shall be Rs.300/-.
35. **PENALITY:** In case of non-deputing of vehicle on receipt of requisition from the requisitioning officer or delay in sending the vehicle. Penalty of Rs.1000/- per default shall be liveable. In addition, no payment of that day will be paid.
36. The vehicle should be available at head-quarter around the clock along with driver. No extra payment will be made by PSPCL for late night use of vehicle.
37. EPF, if applicable in respect of drivers engaged by the tenderer will be borne by the service provider of the vehicle. The contractors will deposit the proof of deposit of EPF in respect of previous month while submitting claim for next month.
38. Non-compliance of agreement shall invite forfeiture of the earnest money of the tenderer so deposited with the PSPCL.
39. Trial period shall be 30 days of operation. The order shall be confirmed thereafter subject to satisfactory performance.
40. The successful contractor will have to execute an Agreement with PSPCL on non-judicial stamp paper worth Rs. 50/- for faithful execution of the work as per Terms & Conditions of the Work Allotment Order.
41. **NEGLIGENCE & DEFAULT**

In case of any negligence on the part of a Contractor to execute the Work-order/Contract with due diligence and expedition and to comply with any reasonable orders, pertaining to any contravention to the provisions of the Work-order/Contract, given in writing by the PSPCL, the PSPCL may give a 15 days-notice in writing to the Supplier/Contractor to make good the failure/neglect/contravention. In the event the Supplier/Contractor fails to comply with the notice within a timeframe considered to be reasonable by the PSPCL, the business dealings shall be suspended/terminated with the contractor by the PSPCL for a minimum period of three years or in extreme cases, the firm shall be blacklisted forever.

Apart from the suspension/termination of business dealings/blacklisting of the supplier/contractor, the PSPCL shall also forfeit the security & other pending payments of the Work-Order/ Contract against which the contractor has defaulted, in addition to PEMD/ EMD lying with the concerned organization.

42. CANCELLATION:

The PSPCL has reserves the right the cancel the work order as a whole or in part, at any time or in the event of default on the part of contractor by giving 15 days notice. Decision of PSPCL will be final and binding on the contractor in this regard.

43. ARBITRATION:

- a) 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 regulation 1997 as amended from time to time.
- b) The work under the contract shall be continued during the arbitration proceedings and no payment due or payable by the Corporation shall be withheld on account of such proceedings.



44. JURISDICTION:

All legal proceedings in connection with the Purchase Order/Contract shall be subject to the territorial Jurisdiction of the local Civil Courts at Patiala (Punjab) only.

45. All relevant clauses of Works Regulations-1997 & Corporate Transport Policy of PSPCL as amended from time to time shall also be applicable.

46. ACKNOWLEDGEMENT:

The receipt of Work-Order may be acknowledged, intimating the date of receipt of Work-Order within 7 days positively, otherwise normal period will be taken.


Sr.XEN/Works
O/o CE/PP&R
PSPCL, Patiala.


Details of vehicle offered by contractor for hiring by PSPCL

Sr. No.	Description	Detail
1	1 No. Honda City, Maruti Ciaz or equivalent Vehicle along with Driver	
2	Model	
3	Year of Mfg. (Should not be more than 5 years old on the last date of submission of the tender documents)	
4	Registration number (vehicle should be LCV with yellow name plate)	
5	Name of owner	
6	Address of owner	
7	Kilometre run up to date	
8	Cost at the time of purchase (attach documentary proof)	
9	Colour of vehicle	
10	Number of accidents if any with details	
11	Challans issued if any with reasons	
12	Any other information details may be attached	
13	Name of Org./individual providing the vehicle	
14	Year of Establishment	
15	Regd. office/address	
16	Hiring service provider license if any details.	
17	Nos. of fleet of vehicles available make/model.	
18	No. of fleet of vehicles he can arrange from local market at his own level.	
19	Past experience of handling hiring services Name of Govt/Autonomous Organization served along with performance certificate. (attach documentary proof)	
20	PAN No. (attach documentary proof)	

21	GST No. (attach documentary proof)	
22	Financial turnover of the firm for the past 3 years.	
23	Income Tax clearance certificate	
24	Mobile No. of the contractor	
25	Telegraphic address if any	
26	Any additional information	
27	Central Excise Registration No. (attach documentary proof)	
28	EPF NO. (attach documentary proof)	
29	Affidavit attested by the appropriate authority stating that contractor/firm is not blacklisted by any Govt. / Semi Govt. Deptt. (attach documentary proof)	
30	Bank solvency certificate or affidavit to the effect that transporter/Tenderer is not bankrupt. (attach documentary proof)	

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-B

PRICE BID FOR PROVIDING OF HIRING SERVICES OF VEHICLES ON MONTHLY BASIS FOR THE OFFICE OF CE/PP&R, PSPCL, PATIALA.

TYPE OF VEHICLES: - Hiring of 1 No. Maruti Ciaz , Honda City or equivalent vehicle along with Driver as per PSPCL Terms & Conditions & Tender enquiry.

Name of Contractor.-

PAN No.

GST No.

EPF A/C No.

EMD deposited vide Cash receipt Demand Draft serial no.

Dated:

Sr. No.	Description of works	Qty	Fix monthly charges including 1000 km	Rate per KM for additional Journey beyond 1000 km	Total Charges per month Assuming the journey to be 2000 km at diesel base rate as Rs. 90.25/-.	GST %	GST Amount	Total annual charges including GST
1.	Hiring of 1 No. Maruti Ciaz, Honda City or equivalent vehicle along with Driver as per PSPCL Terms & Conditions & Tender enquiry.	01 No.						

It is certified that the above rates are firm and inclusive of all taxes and liabilities.

Signature and Seal
of Contractor

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 CE/PP&R PSPCL, Patiala 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 CE/PP&R, PSPCL Patiala 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

Sr.XEN/Works
O/o CE/PP&R
PSPCL, Patiala.

WITNESSES