



(Office Of Addl.SE/DS Divn. PSPCL, Qadian)  
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## Notice inviting Tender

Sealed Tender are invited from eligible contractors on behalf of PSPCL for outsourcing of Vehicle at PSPCL sub division Ghoman.

Tender Enquiry No.	Description of Work	Earnest Money	Cost of Tender Specification (Non-Refundable)
02/2023-24/ Addl. SE DS Division PSPCL Qadian Dated 19/07/2023	Hiring of One No. Vehicle (Mahindra Genius/Bolero/TATA 207/408 or equivalent (Single Door/Double Door) Vehicle for One Year for the office of AEE, DS Sub Division PSPCL Ghoman, falling under the office of Addl. SE DS Division PSPCL Qadian (Punjab). Note: The Vehicle should not be more than 4 years old. The contractor will quote the rates as per Performa Annexure-B	10080/-	Rs. 1180/- (1000+GST @ 18%= 1180/-)

Start Date with time for getting Tender Documents from Office DS Division PSPCL Qadian. : 21.07.2023 10.00 AM  
Last Date and time for receipt of Tender Documents : 07.08.2023 11.00 AM  
Date and time for opening Tender : 07.08.2023 12.00 AM

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

Detailed information regarding Tenders can be taken from PSPCL Division Qadian.

In case Tender process is not completed due to any reason, no corrigendum will be published in newspapers. Details regarding corrigendum may be seen on PSPCL official website: [www.pspcl.in](http://www.pspcl.in)

The annual estimated cost (5.04 Lakhs) has been calculated taking into consideration maximum monthly fixed charges of Rs. 42000/- (for 2000KMS). Rs. 10/per KM (for Additional 500KMS/Month), estimated diesel price variation charges and tax.

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

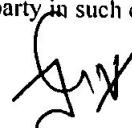
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## Annexure-A

### TERMS AND CONDITIONS FOR HIRING OF OUTSOURCED VEHICLES

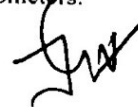
Terms and Conditions for hiring of outsourced Vehicle in DS Sub Division Ghoman against Tender Enquiry no. 02/2023-24/Addl. SE/DS Division Qadian.

- 1) The Contractor is required to deposit an Earnest Money Deposit (EMD) of Rs. 10,080/- (Rupees Ten thousand Eighty only) in shape of Demand Draft in favour of Additional SE PSPCL Qadian, payable at Qadian, along with his/her/their quotation. The quotations without EMD will not be accepted. Tender received through telegram/Fax/conditional shall 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.
- 2) 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 will be floated.
- 3) Only Commercial Vehicle with yellow number plate, entry in Registration Certificate will 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.
- 4) 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.
- 5) 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.
- 6) Road tax for the vehicle shall be paid regularly and kept updated by the service provider.
- 7) Service Provider shall have valid pollution certificate for the vehicles and the same should be available with the driver to be produced on demand.
- 8) The service Provider shall obtain the passing/ fitness certificate and update Registration of vehicle from the concerned authority at his own cost.
- 9) 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.
- 10) 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.
- 11) 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.



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- 12) Vehicles shall possess valid permit. No liability for the Inter -state permit charges would be borne by PSPCL.
- 13) Toll Tax/Parking charges, etc. wherever paid, shall be reimbursed as per actual, subject to the production of its receipts.
- 14) 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.
- 15) The service provider shall provide a reliable spare tyre, tools, spares and consumables, with every vehicle, in order to attend to minor repairs while traveling.
- 16) 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.
- 17) 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.
- 18) 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.
- 19) 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.
- 20) In case of non-deputing of vehicle on receipt of requisition from the requisitioning officer or delay in sending the vehicle, a penalty of 1000/- per default shall be leviable.
- 21) Service provider shall ensure mobile facility to the driver at its own cost.
- 22) Log book should be maintained by the service provider.
- 23) 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.
- 24) 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.
- 25) 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/- (Price as on 01.04.2023) shall be the applicable on actual kilometers run, effective from the 1<sup>st</sup> day of the subsequent month.
- 26) GST shall be paid by the service provider and service receiver as per the instructions issued by the Central Govt. from time to time.
- 27) In case services of service provider are not satisfactory on any account, the contract can be terminated by giving 15 days, notice.
- 28) 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.
- 29) 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.



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- 30) Outstation Night halting charges from 10.00 pm to 06.00 am shall be Rs. 300/-.
- 31) In the future if the Indian Govt. imposes ban on diesel Vehicles, In such situation, if the contractor provides the equivalent petrol Vehicle at the same Diesel rate and same Terms & Conditions as mentioned in the policy, then it shall be acceptable.
- 32) The Earnest Money deposit at the time of tender shall be converted into security deposit. 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 contractors on the amount of security deposit.
- 33) The seats shall be well cushioned and should have fine, neat and clean seat covers and Vehicle shall also have rubber floor mats.
- 34) The contractor shall be liable to keep the Vehicle in good condition at all times during the contract period.
- 35) The kilometers run, from the point of departure of Vehicle for maintenance/repairs, the times it run and rejoin the duties shall not be considered for billing.
- 36) The Vehicle shall be parked at suitable place provided by the PSPCL. In case the contractor/driver parks 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.
- 37) Income Tax at source will be deducted as per prevailing rates from each running monthly bill as per Income T Rules/Act as applicable from time to time.
- 38) The kilometers run for the journeys which are not verified/signed by the concerned officer, shall not be payable, The paying authority will be Addl. SE, PSPCL Division Qadian.

### Goods And Service Tax :

PSPCL is registered centrally in the State under GSTIN 03AAFCP5120Q1ZC

- 1) GST, as applicable, will be paid as per prevailing provisions of GST Act & Laws against submission of documentary proof at rate (s) prevailing during the contracted delivery period on the basis of actual. The following certificates shall have to be furnished along with invoice-cum-gate pass duly signed by the authority agent/signatory. The first invoice should accompany the specimen signatures of the authorized signatory duly attested by the owner of the Vehicle/proprietor of the firm with a copy of orders regarding his appointment as authorized signatory.

Certified that the transaction on which the GST is claimed has been/shall be included in the return submitted/to be submitted to the GST authorities and the amount claimed from the Punjab State Power Corporation Ltd. Has been/shall be paid to the GST authorities.

Certified that the goods on which GST has been charged have not been exempted under GST Act or Rule made there under and that the GST charge on these goods is not more than what is payable under the provisions of relevant act.

Certified that we shall indemnify the Punjab State Power Corporation Ltd. in case, it is found, at a later stage that wrong or incorrect payment had been received on account of GST, the same will be refunded.

Certified that we are registered dealer under the GST Act and our Register No. is .....



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- 2) In case the GST is applicable and is required to be paid extra as referred to para (i) above, the tenderor should clearly indicate HSN code of item along with present rate(in percentage) applicable to their company.
- 3) The maximum rate (in percentage) up-to which the GST may become livable/payable under the prevailing Rules & Regulations applicable to their company, should also be clearly indicated in their tender.
- 4) In case the GST is applicable/payable, necessary certificate of GST claimed/GST Gate pass duly authenticated by the authorized representative of GST Authorities, shall however, be furnished by the supplier along with each consignment, The supplier should, therefore, clearly indicated in their tender that whither such GST Gate pass/certificates shall be furnished by them or not. Note: The firms indicating nil or concessional rate of GST in their tenders (If any) will have to absorb GST up to the full rate applicable at the time of tendering.
- 5) Further any loss due to non-availability of ITC or levy of penalty/interest payable by PSPCL on account of non-filling of return or non-compliance or any miss-statement given under the provisions of GST ACT by the firms shall be recoverable from them.
- 6) GST at applicable rates shall be payable as per prevailing rules/laws. Jurisdiction.

All legal proceedings in connection with the work allotment order-cum-contract agreement shall be subject to the territorial of Local Civil/Distt. Courts at Gurdaspur/Batala.



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**SCHEDULE OF RATES (ANNEXURE-B)**

Tender enquiry No. 2/ Addl. SE/DS Division PSPCL Qadian/2023-24

Dated 19.07.2023

Sr No.	Type of Vehicle	Date of Purchase of Vehicle	Cost of the Vehicle including taxes and accessories	Monthly fixed charges up to first 2000Kms per month	Per Km Charges beyond first 2000Kms per month

Signature of Bidder

Name.....

Ful Address.....

Cont. No.....



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