



Punjab State Power Corporation Limited

Office of Addl. SE, Non APDRP Cell, T-9 Shed, Thermal Design, Patiala.
Registered Office: PSEB Head Office Building, The Mall, Patiala-147001
Corporate Identity No. U40109PB2010SGC033813, Website: www.pspcl.in
Mob. 9646111116 Email ID: ase-nonapdrp-cell-pta@pspcl.in

ਵੱਲ,

ਸੀਨੀਅਰ ਕਾ:ਕਾ: ਇੰਜੀਨੀਅਰ,
ਆਈ.ਟੀ. ਸੈਲ,
ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ, ਪਟਿਆਲਾ।


ਮੀਮੋ ਨੰ: 166

ਮਿਤੀ: 31-05-23

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

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਅਧੀਨ ਇਸ ਦਫਤਰ ਵਲੋਂ ਟੈਂਡਰ ਇੰਨਕੁਆਰੀ ਨੰ: 01/2023-24 ਮਿਤੀ: 31.05.2023 ਆਉਟ ਸੋਰਸ ਗੱਡੀ ਲਈ ਟੈਂਡਰ ਲਾਇਆ ਗਿਆ ਹੈ। ਉਸ ਦੇ ਨਾਲ ਸਬੰਧਤ ਡਾਕੂਮੈਂਟ ਇਸ ਪੱਤਰ ਨਾਲ ਨੱਥੀ ਕਰਕੇ ਆਪ ਜੀ ਨੂੰ ਵੈਬਸਾਈਟ ਤੇ ਅਪਲੋਡ ਕਰਨ ਲਈ ਭੇਜੇ ਜਾਂਦੇ ਹਨ। ਸੋ ਕਿਰਪਾ ਕਰਕੇ ਇਹ ਡਾਕੂਮੈਂਟ ਵੈਬਸਾਈਟ ਤੇ ਅਪਲੋਡ ਕੀਤੇ ਜਾਣ।

ਨੱਥੀ/ ਉਪਰੋਕਤ ਅਨੁਸਾਰ


ਵਧੀਕ ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ
ਨਾਨ-ਏ.ਪੀ.ਡੀ.ਆਰ.ਪੀ., ਸੈਲ
ਪਟਿਆਲਾ।



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TENDER ENQUIRY NO:- 01 /2023-24 Dated: 31/05/2023

Notice Inviting Tender

Memo No. 166

Date. 31.05.2023

Sealed tenders are invited from eligible contractors on behalf of PSPCL for the hiring of one no. vehicle as per description of work mentioned below. The last date of sale of tender document/specification is 19.06.2023 up to 13.00 hrs. The completed tender documents should reach this office on or before 22-06-2023 upto 13.00 hrs and the tender will be opened on 23-06-2023 at 10.00 hrs in the presence of the representatives of the firm who happen to be present at that time.

Sr. No.	Description of work	Earnest Money	Cost of tender Specification
1	Hiring of One Mahindra Bolero/TUV300/Xylo vehicle or equivalent in price vehicle for one year for the office of Addl.SE/Non-APDRP Cell, PSPCL, Patiala (Punjab). The contractor will quote the rates strictly as per Performa Annexure -B	12,500/-	1000+GST@18% = 1180/-

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

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


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PSPCL Patiala

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Annexure – A

Terms & Conditions for Hiring of Vehicle

A) General Conditions for Tender/Outsourced Vehicle: -

- 1) The contractor is required to deposit an Earnest Money Deposit (EMD) Rs 12,500/- (Rupees Twelve Thousand Five Hundred only) in shape of demand draft in favor of **AO/Cash, PSPCL, Patiala 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.
- 2) The EMD/Security submitted is liable to be forfeited on revocation/withdrawal of offer or change in the same without consent of PSPCL or non-completion of work.
- 3) **At the time of hiring, the vehicle should not be more than 4 years old.**
- 4) In case of withdrawal of vehicle from service of PSPCL, contractor shall have to inform to PSPCL 30 day's in advance otherwise 30 days payment shall be deducted from their bill as penalty.
- 5) The bidder has to quote the rates on the enclosed Performa as per **Annexure – B.**
- 6) In case any holiday declared by Govt./ other natural hazards on the day of opening of the tender, the same will be opened on the next working day.
- 7) The envelop (s) should be super scribed the with the name of firm & detail of tender and due date of opening of tender.
- 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 shall not be accepted. Also tender without earnest money shall not be accepted.
- 10) Other terms and conditions of PSPCL transport policy issued vide memo no. 3304/4203/GB/V-612 dated 31-01-2023 or its amendment issued (if any) will remain applicable. The salient features of this policy are as mentioned below under part B.
- 11) Successful bidder bill submit Contract Agreement as per (Annexure-C) on non Judicial Stamp Paper for Rs 50/-.
- 12) Bids without submission of cost of tender documents and earnest money shall not be considered

B) Terms and conditions for Outsourced Vehicle/Service Provider:

- 1) **The work order for the out-sourced vehicle, 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.**
- 2) Only commercial vehicle with yellow number plate, entry in Registration Certificate will be hired. No Corporate (PSPCL) employee or his family member/relative can participate in the tendering process. In case of any violation, the contract shall be cancelled and

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- 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.
- 3) The Vehicle shall be available for use round the clock, for utilization at our offices in Punjab, UT of Chandigarh, Delhi and also for deputing to the neighboring States of Himachal Pradesh, J&K, Rajasthan and Haryana.
 - 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.
 - 5) Road Tax for the vehicle shall be paid regularly and kept updated by the service provider.
 - 6) Service provider shall have valid pollution certificate for the vehicles 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 vehicle from the concerned authority at his own cost.
 - 8) 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 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, and 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 kilo meters, 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) Vehicles 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 the vehicle 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 minor repairs while travelling.
 - 15) Service provider shall also ensure that the drivers possess valid Driver's license. Validity of Driver's license and fitness of driver shall be ensured from time to time.
 - 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 grounds or any other ground, alternate replacement shall be the responsibility of the service provider.

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- 18) Maximum upto 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.
- 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/- (Rupees one thousand only) per default shall be leviable.
- 20) Service provider shall ensure mobile facility to the driver at its own cost.
- 21) Log book should be maintained by the service provider.
- 22) All the entries of each journey like Date, Place ('from' as well as 'to'), time of travel, 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.
- 23) The payment to the service provider shall generally be made within 30 days after the submission of bill by the service provider.
- 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 paise for cars and 08 paise for other vehicles for every Rs 1/- variation in diesel cost taking the base rate of diesel @ Rs 90.25 (price as on 01.04.2022) shall be applicable on actual kilometers run, effective from the 1st day of the subsequent month.**
- 26) GST shall be payable by the service provider and the 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 Regulation 1997 of PSPCL, 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.
- 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 vehicles at the same diesel rate and the same Terms & conditions as mentioned in this tender/PSPCL transportation policy, then it shall be acceptable.
- 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 contractor shall be liable to keep the vehicle in good condition at all times during the contract period.

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- 34) The kilometer 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.
- 35) 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.
- 36) Income Tax at source will be deducted as per prevailing rates from each running monthly bill as per Income tax Rules/Act as applicable from time to time.
- 37) The kilometer run for the journeys which are not verified/signed by the concerned officer, shall not be payable.
- i) The payment will be approved and verified by O/o: ASE/NON-APDRP Cell, PSPCL, Patiala.
 - ii) The payment shall be issued by O/o: ASE /NON-APDRP Cell, PSPCL, Patiala.

38) GOODS AND SERVICE TAX:

PSPCL is registered centrally in the state under **GSTIN 03AAFCP5120Q1ZC**.

- i) 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 authorized 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 charged 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 Registration No. is
- ii) In case the GST is applicable and is required to be paid extra as referred to Para-(i) above, the tenderer should clearly indicate HSN code of item along with present rate (in percentage) applicable to their company.
- iii) 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.
- iv) In case the GST is applicable /payable, necessary certificate of GST claimed / GST Gate Pass duly authenticated by the authorized representative of GST Authorities,


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shall however, be furnished by the supplier along with each consignment. The supplier should, therefore, clearly indicate in their tender that whether such GST Gate Passes/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.

- v) FURTHER any loss due to non-availability of ITC or levy of penalty/ interest payable by PSPCL on account of non-filing of return or non-compliance or any misstatement given under the provisions of GST ACT by the firms shall be recoverable from them.
- vi) GST at applicable rates shall be payable as per prevailing rules/laws.

39) Jurisdiction

All legal proceedings in connection with the work allotment order-cum-contract agreement shall be subject to the territorial of Local Civil courts at Patiala.

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 log book and the log book will be signed by the Officer/authorized official using the vehicle on the completion of journey. However, the log book 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 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.

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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.


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(ANNEXURE – B)

Price Performa

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

Sr.No.	Particulars of firm	
1	Make & Model of Vehicle (month & year of Registration of vehicle)	
2	Monthly Fixed Charges (Lump Sum) up to 1000 Kms.	
3	Per Kilometer Variable Charges above 1000 Kms.	

I/we have read all the terms and conditions of the quotation and quoted the rates/ charges as above in accordance with stipulated terms and conditions.

SIGNATURE OF THE CONTRACTOR _____

NAME _____

COMPANY _____

ADDRESS _____

PHONE NO. _____

DATE _____

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[Signature]
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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 A 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

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PUNJAB STATE POWER CORPORATION LTD

NOTICE INVITING TENDER

Department Name	Addl. SE Non-APDRP Cell PSPCL Patiala
Tender Specification No.	Addl. SE Non-APDRP Cell Patiala No. 01/ NON-APDRP Cell/2023-24
Tender Issuing Authority	Addl. SE Non-APDRP Cell PSPCL Patiala
Address details of issuing authority	Addl. SE Non-APDRP Cell, Shed T-9, Thermal Design near Shakti Vihar PSPCL Patiala
Place	Patiala
Short Description	Hiring of Outsource Vehicles Mahindra Bolero/TUV 300/Xylo or equivalent in price for ADDL.SE/ NON- APDRP CELL PSPCL Patiala
Tender Publication	Tender will be published in all leading newspapers of Punjab and at PSPCL's website. https://pspcl.in and hard copy of specifications can be obtained from the office of Addl. SE Non-APDRP Cell Shed T-9, Thermal Design near Shakti Vihar Patiala
Eligibility Criteria	As specified in NIT
Last date for sale of Specification/ tender documents	19.06.2023 upto 13.00 Hrs
Last date for receipt of Specification/tender documents	22.06.2023 upto 13.00 Hrs
Bid Opening date	23.06.2023 at 10.00 Hrs
EMD	As mentioned in the specification
Payment mode	Demand Draft
Payment in favour of	AO/Cash PSPCL Patiala
Contact person name	1. Er. Sukhjit Singh Chahal, ASE/Non-APDRP cell, PSPCL Patiala 2. Er. Navrup Kaushal, AEE/Non-APDRP Cell, PSPCL, Patiala
Contact nos.	9646111116 9646120684
Contact Email ID	ase-nonapdrp-cell-pta@pspcl.in
Tender Documents Attachment	As mentioned in the specification
Tender information in details	As mentioned in the specification
Information regarding corrigendum	No corrigendum will be published in any of the newspapers. Details regarding corrigendum, if any, may be seen https://pspcl.in/Tenders.aspx

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NOTE:-

1. Please note that the tenders against this tender specification can be obtained from Addl. SE Non-APDRP Cell Shed T-9 Thermal design near Shakti Vihar, Patiala by paying amount of Rs. 1180/- in the form of DD in favour of AO/Cash PSPCL Patiala.
2. In case the due date for receiving/ opening of tender happens to be a holiday, then the tenders would be received/ opened on the next working day upto/ at the same time.
3. The prospective bidders are requested to get clarification from this office 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 Work Regulations 1997 may be referred to on the official website of the corporation i.e. www.pspcl.in

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