



# ਪੰਜਾਬ ਰਾਜ ਪਾਵਰ ਕਾਰਪੋਰੇਸ਼ਨ ਲਿਮਟਿਡ

ਦਫਤਰ: ਵਪੀਕ ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ/ਵੰਡ ਮੰਡਲ, ਸਰਹਿੰਦ  
(ਰਜਿ: ਆਫਿਸ: ਪੀ.ਐਸ.ਈ.ਬੀ. ਹੈਡ ਆਫਿਸ, ਦੀ ਮਾਲ, ਪਟਿਆਲਾ-147001)  
ਫੋਨ ਨੰ: 01763-229288, Email : xen.sirhind@gmail.com

To

Deputy Chief Engineer,  
IT Section, PSPCL Patiala

Memo. No. 5987

date 17-08-23

Sub: To Upload Tender notice on PSPCL Website.

In reference to the subject cited above, it is written that tender notice regarding Hiring of vehicle (Mahindra Genius/Bolero/Tata 207/408 single door/double door or equivalent in price) for official use during the year 2023-24 at City Bassi under DS Division Sirhind, is hereby enclosed to upload the same on PSPCL website. The last date of submission of this tender is 05-09-2023. It is requested to upload the same as early as possible.

DA/ As Above

Addl. S.E.  
DS Division PSPCL Sirhind

**Punjab State Power Corporation Limited**  
**NOTICE INVITING TENDER**

**Tender Enquiry No.: 05/2023-24**

**Date :17.08.2023**

As per approval given by Superintending Engineer/ DS Circle PSPCL, Khanna & their vide Memo No. 5604/09 Dated 03.04.2023 Sealed tenders in duplicate are invited on behalf of Punjab State Power Corporation Limited from registered contractors/firms for execution of following works (consisting of schedule & non-schedule items) on through rate basis. Rates of schedule items to be governed w.r.t. Sanctioned premium as applicable for zone on the date of opening of tender and those of non-schedule items to be governed w.r.t. the rates approved by P.S.P.C.L. on the basis of Analysis of Rates.

Tender Enquiry No.	Office Name	Description	Completion Period	Cost of tender specification
<b>05/2023-24</b> <b>Dt. 17.08.23</b>	AE Sub Division City Sirhind	AEE/AE and equivalent rank officers shall be allowed to outsource Mahindra Genius /Bolero/TATA 207/408 or equivalent in price <b>(Double Door/Single Door)</b> (Excluding accessories & taxes).	12 months	1180/- (Including Taxes)

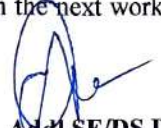
- 1) Tender documents shall be issued to only those who have adequate experience of carrying out similar type of works.
- 2) The interested contractors / Firms must submit their request for issue of Tender Specifications by **05.09.2023 till 12.00 noon** along with the cost of tender specification by cash or demand draft in favor of Addl. Executive Engineer DS Division, PSPCL, Sirhind on any scheduled bank payable at Sirhind.
- 3) This payment is not refundable in case of firms/contractors who qualified for the issue of tender documents. In case of firms/contractors, who don't prequalify for issue of tender documents, half the amount deposited against cost of tender specifications will be refunded.
- 4) The tender specification shall be issued to eligible bidders by **05.09.2023 till 10:00 AM**. The detail of receipt & opening of tenders in this office are given below:-

**Receipt of Tenders: 05.09.2023 up to 12:00 Noon**

**Opening of Tenders: 06.09.2023 at 3.00PM**

Tender of the contractors who do not purchase the tender documents in advance shall not be received.

- 5) Rates quoted in tender should be valid for 120 days.
- 6) Those bidders who are issued tender specification are to submit their complete tender documents on or before the last date mentioned above along with fixed earnest money Rs (As per tender documents). For more details on earnest money, tender documents may be referred.
- 7) Not with standing anything stated above, the competent authority reserved the right to assess the bidder's capabilities and capacity to execute the contract satisfactorily before deciding on issue of tender documents and even afterwards for deciding about the awarding of work.
- 8) In case last date of receipt of request for issue of tender document, receipt and opening of completed tenders, happens to be a holiday, the receipt and opening will be carried out by/on the next working day up to/at the same time.

  
**Addl. SE/DS Division**  
**PSPCL, Sirhind**

ਵਪੀਕ ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ, ਵੰਡ ਮੰਡਲ ਸਰਹਿੰਦ ਦੇ ਦਫਤਰ ਅਧੀਨ ਪੈਂਦੇ ਵੰਡ ਉਪ ਮੰਡਲ ਸ਼ਹਿਰੀ ਸਰਹਿੰਦ ਵਿਖੇ ਦਫਤਰੀ ਕੰਮ-ਕਾਜ ਅਤੇ ਸਮਾਨ ਦੀ ਢੋਆ ਢੁਆਈ ਲਈ ਆਊਟਸੋਰਸ ਰਾਂਗੀ ਗੱਡੀ (Mohindra Genius/ Bolero/Tata 207/408 or equivalent in price "Double Door/Single Door") ਹਾਈਰ ਕਰਨ ਬਾਰੇ।

**CONTENT**

1. TENDER NOTICE	Page 2
2. TERMS & CONDITIONS	Page 3 to 6
3. SCHEDULE OF PRICES	Page 8
4. CONTRACT AGREEMENT	Page 9

Issued To

.....  
.....  
.....  
.....  
.....

  
Addl. SE/DS Division  
PSPCL, Sirhind

## Terms and conditions for hiring of vehicles

### A. General Conditions for Tender/Hiring of Vehicle

Rates are inclusive of all taxes, duties and no charges shall be paid extra and quoted rates are firm for the contract period, as per General Section-1, Patiala Memo No. 3304/4203/GB/V-612 Dated 31.01.2023 & Memo No. 9904/10504/GB/V-612 dated 17.03.2023, Memo No 23851/950 GB/V-612 dated 11-07-2023& its relevant amendments from time to time done by them.

- 1) The contractor is required to submit an earnest money deposit (EMD) equal to the 2% of the contract value with minimum of Rs. 9360/- in shape of Demand Draft in favour of Sr. Executive Engineer, DS Division, PSPCL, Sirhind. Tender/Offer without EMD will not be accepted. The EMD will be released after the completion of award of contract of the successful bidder.
- 2) The EMD/ Security submitted is liable to be forfeited on the following ground on revocation of tender and/or change in the same without consent of PSPCL and on Non completion of work/contract.
- 3) The contract shall be initially for the period of one year which may be extended on mutual consent at the same rate, terms and conditions.
- 4) Details of the Vehicle/Vehicles provided for hiring i.e. Vehicle No., Copy of Registration Book, Copy of Insurance, Copy of Permit (Taxi) are to be provided along with Tender/Quotation.
- 5) The Bidder has to quote the rates on the "Schedule of prices "Annexure –B" as the case may be and any deviation to the NIT conditions shall be specifically mentioned on separate sheet with signature of the bidder along with the bid by **12:00 noon on 05.09.2023.**
- 6) The Tender shall be accepted upto **12:00 noon on 05.09.2023** and shall be opened on **06.09.2023 at 03:00 pm** in the presence of the contractor/bidders who may choose to be present in the office of **Addl.SE/ DS Division, PSPCL, Sirhind.**
- 7) Please do not forget to super scribe the envelope(s) with the name of firm & Detail of tender and Due date of opening of tender.
- 8) Vehicle shall be available for use round the clock, for utilization at our various offices in Punjab, UT Chandigarh Delhi & also for deputing to the neighboring state of Haryana Himachal Pradesh, Rajasthan & J&K.
- 9) Tender received telegraphically/fax/conditional shall not be accepted. Also tender without earnest money shall not be accepted.
- 10) 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 (Annexure-C)
- 11) Other terms and conditions of PSPCL transport policy issued vide memo. No. 3304/4203/GB/V-612 dated 31.01.2023 or its amendments issued (if any) will remain applicable. The salient features of this policy are as mentioned below under part B.



**B. Terms and conditions for Outsourced Vehicle/ Service Provider:**

- 1) **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 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 4 years. After a period of 4 years, a new tender needs 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 neighboring 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.
- 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 running 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, 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 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.
- 14) 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.
- 15) The seats will be well cushioned and should have fine, neat and clean seat covers and vehicle should have rubber floor mats.
- 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) 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 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) **Terms of Payment:** 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. Income tax at sources shall be deducted as per prevailing rates while clearing the bills for payment.
- 25) Variation of 05 paisa for cars and 08 paisa for other vehicles, for every Rs 1/- variation in diesel cost, be applicable on actual KM (i.e. 1500kms or 2500kms) run, effective from the 1st day of the subsequent month. Monthly rate are proposed rate on base price of Diesel rate@ Rs. 90.25 as per Dy/CE Personnel, PSPCL Patiala's memo no. 3304/4203/GB/V-612 Dated 31.01.2023.
- 26) GST shall be payable 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.
- 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 same Terms & Conditions as mentioned in the policy, then it shall be acceptable.
- 32) **Penalty for Delay:**
  - a) In case of non-deputing of vehicle with in the stipulated delivery period of one week or delay in sending vehicle, a penalty of Rs.1000/- per default shall be leviable.
  - b) In case of withdrawal of vehicle from services of PSPCL the contractor shall have to inform PSPCL 30 days in advance otherwise 30 days payment shall be deducted from the bill as penalty.

- c) In case of non deputing/supply yellow number plate vehicle then your security will be forfeited and will be black listed from PSPCL.

**33) SECURITY DEPOSIT**

- i. Amount of earnest money i.e. Rs. 9360/- already deposited shall be retained as security deposit for faithful execution of this contract.
- ii. In the event of default on the part of the contractor in the faithful execution of contract, your security deposit shall be forfeited. The forfeiture of security deposit shall however be without prejudice to any other rights arising or accruing to the Board under relevant provisions of the contract like penalty/damages for delay in delivery including suspension of business dealings with Corporation for 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.

- 34) JURISDICTION:** All legal proceedings against this contract shall be in the jurisdiction of Civil Court at Sirhind.

- 35)** The local contact no. i.e. phone, Mobile No and Address of the contractor and driver should be intimated to this office immediately.

- 36)** The driver hired on contract basis should have minimum experience of more than two years and should be well conversant with the various locations. In case of accident due to Negligence of driver, the contractor will bear the whole responsibility with regard to accident.

- 37)** The driver shall be provided with mobile facility by the contractor at its own cost.

**38) ARBITRATION**

- a) If at any time any question dispute of difference what-so-ever shall arise between the Corporation and the contractor, upon or in relation to or in connection with contract either party may go for arbitration as per Arbitration clause contained in Works Regulations 1997, as amended from time to time.

- b) Upon every or any such reference, the cost of an incidental to the reference and award respectively shall be at the discretion of the sole arbitrator so appointed who may determine the amount there of or direct the same to be fixed as between solicitor and client or as between party and party shall direct by whom & whom and in what manner the same is to be borne and paid. The work under the contract shall, if reasonably possible continue/during the arbitration proceedings and no payment due or payable by the deptt. shall be withheld on account of such proceedings.

- 39)** The operator/vehicle shall possess Registration of Central Excise Deptt. No liability or any charges would be borne by the PSPCL in this regard.

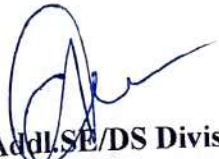
- 40)** The contractor will execute contract agreement on non-judicial stamp paper worth Rs. 50/- within 10 days from the issue of this contract (Annexure-C)

- 41)** Tender documents DNIT, Rates quoted by your firm etc. are part of this agreement.

- 42)** The bill will be submitted rounding with the nearest ten.

- 43)** Only Commercial Vehicle with yellow Name plate entry in Registration Certificate should be hired.

- 44)** Certificate shall be submitted that whether the car would be driven by a Driver or self.

  
Addl. SE/DS Division  
PSPCL, Sirhind

**Annexure – A**

To

Addl. S.E.  
OP Division PSPCL Sirhind

**Subject: Acceptance of Terms & Conditions of Tender.**

**Tender Reference No.**

**Name of Tender/Work:-Hiring of Outsourced Vehicle**

Dear Sir,

1. I/We have obtained the tender document(s) for the above mentioned 'Tender/Work' from the office. Name of the office "Addl. S.E. OP Division PSPCL Sirhind" as per your advertisement.
2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents (including all documents like annexure, schedule etc.) which form part of the contract agreement and I/We shall abide here by the terms/ conditions/ clause contained therein.
3. The corrigendum (s) issued from time to time by your department/organization too has also been taken into consideration, while submitting this acceptance letter.
4. I/We here by unconditionally accept the tender conditions of above mentioned tender documents/ corrigendum in its totality/entirety.
5. In case any provisions of this tender are found violated, then your department/ organization shall without prejudice to any other right or remedy by at liberty to reject this tender/bid including the forfeiture of the full earnest money deposit absolutely.

Signature:

Name of Authorized Signatory/Owner/Tenderer:

Address of Service provider/Owner/Tenderer:

Mobile No.





Annexure-D  
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 Addl. S.E. OP Division Sirhind 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 Addl. S.E. OP Division Sirhind 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

Addl.SE/DS Division  
PSPCL, Sirhind

Witnesses

