PUNJAB STATE POWER CORPORATION LIMITED

|  |  |
| --- | --- |
| Department Name  | S.E./Personnel(General Section-I) |
| Tender Specification No. |  03/GBV-493/Vol-XI/2019 |
| Tender Issuing Authority  | S.E./Personnel (General Section-I) |
| Address Detail Of Issuing Authority | PSPCL, Head Office building ,The Mall, Patiala |
| Place | Patiala |
| Short Description  | Outsourcing of Light Duty Commercial Vehicles |
| Tender Publication | As per standard norms of the Corporation in newspapers based in Punjab & Chandigarh and on PSPCL website www.pspcl.in |
| Eligibility Criteria | As specified in the NIT |
| Sale Of Application End Date | 22.07.2019 upto 11.00 AM |
| Last Date For Bid Submission | 24.07.2019 upto 11.00 AM |
| Bid Opening Date & Time | 24.07.2019 at 11.30 AM |
| Tender Document Cost | Rs. 1180/- (Including GST) |
| Payment Mode | Demand draft |
| Payment In Favour Of | AO/Cash, PSPCL, Patiala. |
| E .M. D | As specified in the specification |
| Contact Person Name | Dy. Secy/General |
| Contact No. | 96461-09999 |
| Tender Document and Detail Information | As mentioned in the specification |

CONDITIONS:-

1. A set of tender documents containing technical specifications, general instructions and terms & conditions against above tender enquiry can be obtained from the office of Dy. Secy./ General, PSPCL, Head Office The Mall, Patiala, on payment of cost through Demand Draft in favour of A.O/Cash, PSPCL, Patiala. Tenders of the firms, which do not purchase the tender documents within the stipulated period in time, shall not be opened. The sale of documents will be closed at 11.00 AM on dt. 22.7.19

2. All tenders must be accompanied by Earnest Money at the rates prescribed in the tender documents.

3. Tender specifications will not be issued to those firms, which have been blacklisted or with whom business dealings have been suspended.

4. Negotiations, if required shall be held only with the lowest tenderer.

5. The offers should be kept valid for 120-days from the date of opening of tenders.

6. Telegraphic or conditional quotations will not be accepted.

7. The competent authority may place order on one or more bidders.

8. The firms indicating NIL or concessional rate of Taxes & Duties will have to absorb these taxes & duties up to the full rate applicable at the time of tendering.

 Dy. Secy/General,

 PSPCL, Patiala.

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 PUNJAB STATE POWER CORPORATION LIMITED

 Regd office: The Mall Patiala-147001

**Telephone No.0175-2213042 E-Mail:sepersonnelpspcl@gmail.com; se-personnel@pspcl.in**

Office S.E./Personnel, P.S.P.C.L., Patiala

**Corporate I.D. No. U40109PB2010SGC033813 Website: www/pspcl.in**

 (GENERAL SECTION-I)

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| --- |
| (NOTICE INVITING TENDER ) |
|  ( Office:- Dy. Secy. /General Section PSPCL, Patiala) |
| 1. | Tender Notice for | Outsourcing/Hiring of Light Duty Commercial Vehicles  |
| 2. | Tender Enquiry No. |  03/GBV-493/Vol-XI/2019 |
| 3. | Cost of tender | Rs. 1180/- (Including GST) |
| 4. | Last date & time for sale of tender document | 22.07.2019 upto 11.00 AM |
| 5. | Last date & time of receipt of tender | 24.07.2019 upto 11.00 AM |
| 6. | Date and time of opening of tender | 24.07.2019 at 11.30 AM |

 For detailed NIT may be down loaded from PSPCL official

 website [www.pspcl.in](http://www.pspcl.in)

Note :- It is informed that corrigendum will not be published in

 newspapers, details regarding corrigendum may be seen on

 PSPCL official website www.pspcl.in

 Dy. Secy./General,

 P.S.P.C.L., Patiala.

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 PUNJAB STATE POWER CORPORATION LIMITED

 (OFFICE OF Dy. SECRETARY/GENERAL SECTION)

P.S.P.C.L., THE MALL, PATIALA-147001

TENDER ENQUIRY NO. 03/GB/V-493/Vol-XI/2019

 Sealed Tenders are invited from the Registered Taxi Operator / firm/transporters dealing in the hiring services of vehicles for hiring of vehicles/cars (Diesel) AC namely Honda City/Maruti Ciaz or equivalent, Toyoto Etios/Maruti Suzuki Brezza or equivalent & Mahindera Bolero/TUV-300/Xylo or equivalent make on monthly/daily basis against Tender Enquiry No. 03/GB/V-493/vol-XI/2019. Schedule of rates etc. to be quoted on performa Annexure-B-1 & B-2 and profile of firm to be given on Annexure-A, A-I & A-2 attached along-with specification, tender documents read with endorsed terms & conditions.

TELEPHONE NOS.

 SE/PERSONNEL 2213042

 Dy.SECY/GENERAL 220853 to 854 (Ext-3341)

 96461-09999

FAX NO. 0175-2215897. 2213570-77

i) Last date/time for sale of tender document. 22.07.2019 upto 11.00 AM

ii) Last date & time of receipt of tender. 24.07.2019 upto 11.00 AM

iii) Date and time of Opening of tender. 24.07.2019 at 11.30 AM

PRICE OF TENDER DOCUMENTS Rs. 1180/- (Including GST)

 The tender shall be submitted in three parts i.e. Part-I, Part-II & Part-III. Each part will be enclosed in separate envelopes & all the three envelopes will be further enclosed in a larger envelope. The following procedure will be adopted for the opening of the Tenders:

(A) PART-I (EARNEST MONEY):

 The first part will consist of earnest money deposit Rs. 1.40 lacs in the form of demand draft/pay order in favour of AO/Cash, PSPCL, payable at Patiala. In case earnest money is not found in order Part-II & Part-III will not be considered.

 (B) PART-II (BIDDER INFORMATION/PROFILE): The 2nd part would consist of Bidder Information/Profile to be provided in the Performa Annexure-'A'. The price bid/commercial bid would be opened only in respect of those tenderers/bidders who are found suitable/capable of handling the job as per requirement of PSPCL and whose consent to abide by the terms and conditions of the tender is obtained.

 (C) PART-III (PRICE BIDS/COMMERCIAL BIDS): The 3rd part will consist of rate quoted for each item under Annexure- B-1 & B-2 for hiring of different type of vehicles on monthly and daily basis respectively.

 Dy.Secy/General,

 PSPCL, Patiala.

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 TENDER DOCUMENTS

|  |  |  |  |
| --- | --- | --- | --- |
| Sr no. | Item | Page no | Remarks |
| 1. | Terms & Conditions of Contract/tender | 6 to 10 |  --- |
| 2. | Annexure-‘A’ along with bidder Information/profile Specification ‘A’ , ‘A-1’, ‘A-2’& ‘A-3' of firm | 11 to 14 | Bidder information/ Profile of Firm. |
| 3. | Annexure-B, B-1 & B-2 | 15 to 17  | Price Bid for hiring of vehicle on monthly / daily basis. |

Dy.Secy/General,

 PSPCL, Patiala.

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***DETAILED TERMS & CONDITIONSFOR OUTSOURCING/HIRING***

***OF VEHICLE FROM OPEN MARKET***

1. Rates will be inclusive of all taxes, duties (except GST) and no charges shall be paid extra. Headquarter of the vehicles taken on monthly basis could be fixed any-where in Punjab, Delhi, Chandigarh or Joginder Nagar etc.

2. The payment of hired vehicles on monthly basis would be made at the end of the month. For journeys beyond fixed monthly limit, the payment would be made at the rates mentioned for extra kilometers or the rate fixed for the next slab which-ever is less.

3. In respect of the vehicles hired on daily basis, the bill would be submitted after every 15-day.

4. For journey from Patiala upto 40 KMs, 160 KMs, 250 KMs & 600 KMs and for extra KMs the rates shall be paid as per (Annexure-B-2 ).

5. If the vehicle hired on daily basis upto 40 KM the contractor will ensure that same vehicle shall remain at the disposal of Punjab State Power Corporation Limited on the same day.

6. In case vehicle stays outside head quarter, the rates shall be applicable as per Annexure (B- 2)

7. No extra charges shall be paid for night halt.

8. Vehicles in very good running condition should normally not be more than 4 years old models.

9. The rate shall be valid for a period of One year and any increase during the period of contract in the taxes, levies, shall be borne by the Contractor at his risk and cost. No reimbursement on this account shall be given by the department.

10. If the performance of contractor is found satisfactory the contract period can be further extended.

11. Expenses towards fuel service charges, Mobil oil and other repairs and maintenance of vehicles will be borne by the Contractor and the vehicles shall be kept in perfect, running condition and in case of break-down of vehicle alternative vehicle shall be made promptly available.

12. Road tax for the vehicle shall be paid regularly and kept updated by the Contractor.

Dy.Secy/General, PSPCL, Patiala.

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 13. The vehicle shall be duly insured comprehensively including Third party insurance during the period of engagement with the department. Insurance premium shall be paid by the Contractor. Lodging insurance claims with the insurance company will be the Contractor's responsibility in case of any such eventuality.

14. Contractor should also have valid pollution certificate for the vehicles and the same should be available with the driver and will be produced on demand.

15. The vehicles shall be utilized at our various offices in Punjab, U.T., Chandigarh, Delhi and Joginder Nagar and also for deputing to the State of Haryana, Himachal and J&K.

16. Vehicle should possess an All India Permit. No liability for Inter-State permit charges would be borne by the PSPCL.

17. The vehicles hired on monthly basis will be released for servicing and maintenance for two days as and when necessary 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. The service should be managed preferably on Saturday/Sunday or Gazetted holiday. Alternate vehicle shall be provided during servicing/maintenance/repair of vehicle.

18. An efficient & healthy driver possessing a valid license for running the vehicle shall be provided by the contractor at his own cost. The driver should be very polite/ punctual and under no circumstances driver of the vehicle under the influence of any intoxicating drink or drug. The supplier shall be responsible for the conduct of the driver. The Corporation shall have the right to discontinue hiring of vehicle if in the opinion of the officers of the Corporation by whatever designation such officer is called (the expression "office of the Corporation here-in-after shall convey by same meaning) the behavior of the driver is found objectionable, and his opinion in this regard shall be final and binding on the Supplier. 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 General Section.

19. The vehicle shall be provided with reliable spare tyre, tools, spares and consumables in order to attend to minor repairs while traveling.

20. 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 amt. of EPF deposited shall be produced as proof at the time of submission of bill.

Dy.Secy/General, PSPCL, Patiala.

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21. *TERMS OF PAYMENT:* Payment shall be made by cheque on monthly and fortnightly basis of the vehicles engaged on monthly and daily basis respectively after the presentation of the bill. Payment will be made monthly on the basis of Log Book, duly certified by the concerned officer. No advance payment on any account will be made.

22. The vehicle on monthly basis can be dis-engaged by the Punjab State Power Corporation Limited by giving 15-days notice in case vehicle/services of driver are not found satisfactory.

23. Income tax at source shall be deducted as per prevailing rates while clearing the bills for payment.

24. The PSPCL reserves the right to cancel the contract any time, without assigning any reason by giving 10-days notice.

25. 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. 500/- per default shall be leviable subject to a maximum of Rs. 2000/- .

26. In case of accident, any type of challan, ,halt charges, penalty, damages, court case, police case etc. the sole responsibility will be of the Contractor of the vehicle and PSPCL will not be party in such cases.

27. Alternative replacement of the driver shall be the responsibility of the Contractor of the vehicle in case driver proceeds on leave or not available on medical grounds.

28. The Contractor at his own cost will get done, passing/obtaining fitness certificate and updating of Registration of vehicle from the concerned registering authority.

29. Parking charges/toll tax if any during execution of journey will be paid by the Punjab State Power Corporation Limited, as applicable subject to production of actual receipts.

30. *SECURITY DEPOSIT:*

1. Amount of security Rs.3.50 lacs is to be deposited for faithful execution of this contract, amount of earnest money i.e Rs. 1.40 lacs already deposited shall be retained as security deposit.

ii) In the event of default on the part of the contractor in the faithful

execution of contract, his security deposit shall be forfeited. The forfeiture of security deposit shall however be without prejudice to any other rights arising or accruing to the Corporation/Board under relevant provisions of the contract like penalty/damages for delay in delivery including suspension of business dealings with Corporation for a specific period. It will, however, be refunded after the contract has been executed faithfully.

 Dy.Secy/General, PSPCL, Patiala.

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31. *JURISDICTION:* All legal proceedings against this contract shall be in the jurisdiction of Civil Court at Patiala.

32. The local Contact No. i.e. Phone No., Mobile No. and address should be intimated to this office immediately.

33. The GST ( as per GST rules) and any other tax, if levied will be borne by the contractor himself.

34. Only Light Commercial Vehicle(L.C.V.) should be hired with Yellow Name Plate entry of the same must be in R.C.

35. The driver shall be provided with mobile facility by the contractor.

36. The contractor will execute Contract Agreement on Non-judicial Stamp paper worth Rs. 25/- within 10-days from the issue of this contract. A specimen of the contract agreement to be executed is attached herewith as Annexure-B.

37. *ARBITRATION:*

a) If at any time any question dispute or 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 forthwith give to the other notice in writing of the existence of such question dispute or difference and the same shall be referred for sole arbitration of a nominee of the Corporation, who shall give a reasoned/speaking award. The award of the sole arbitrator shall be final and binding on the contractor under the provisions of the Indian Arbitration Act, 1996 and of the rules, there under. Any statutory amendment, modification or re-enactment thereof for the time being inforce, shall be deemed to apply and be incorporated in the contract. It will not be objectionable if the Sole Arbitrator as an officer of the PSPCL and he has expressed his views on all or any of the matter in question of dispute or difference.

b) Upon every or any such reference, the cost of and 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 & to whom and in what manner the same is to be borne and paid.

c) The work under the contract shall, if reasonably possible continue/during the arbitration proceedings and no payment due or payable by the PSPCL shall be with- held on account of such proceedings.

Dy.Secy/General, PSPCL, Patiala.

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

39. The prevailing market rate at the time of Agreement should be the base rate of diesel per liter to change the rate by 8 paise for all categories as per actual KM run for every increase or decrease, as the case may be, in the rate of diesel by rupee one.

40. The present requirement of 5 No. Vehicles for monthly basis and 5 to 6 No. Vehicles on daily basis. However, it may vary at the time of allotment or within contractual period.

Dy.Secy/General, PSPCL, Patiala.

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Specification for ANNEXURE-'A'

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Nos. of fleet of Vehicle available make/model  | Honda City/ Maruti Ciaz or equivalent Toyoto Etios/ Maruti Suzuki Brezza or equivalent Mahindra Bolero/TUV300/ Xylo or equivalent  | 5 No. |
| 2. | Nos of fleet of vehicles he can arrange from local market at his own level.  | Vehicles registered in you  /your firm`s name.  |
| 3. | Past experience of handling hiring services. Name of Govt/ etc.Autonomous Organization served along with performance certificate.  | Three years' experience of providing vehicles to any Govt./Corpn./Bank.  |
| 4. |  Financial turn over of the firm for the past 3 years  | Not less than 30 lac per year (Attach documentary proof) |
| 5. | Income Tax clearance  | Last three years certificate (Attach documentary proof) |

NOTE: - The above details have to be certified by an authorized signatory of the firm.

Dy.Secy/General, PSPCL, Patiala.

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 ANNEXURE-'A-I'

|  |
| --- |
| Bidder Information/Profile For Providing Services Of Vehicles |
| 1. | Name of Organisation |  |
| 2. | Year of establishment |  |
| 3. | Registered office address |  |
| 4. | Hiring service provide license details. |  |
| 5. | i) Nos. of fleet of vehicles  available make/model |  |
|  | ii) Nos of fleet of vehicles he can arrange from local  market at his own level. |  |
| 6. | Past experience of handlinghiring services. Name of Govt/ Autonomous Organization served along with performance certificate. |  |
| 7. | PAN No. (if any) |  |
| 8. | GST No. |  |
| 9. | Financial turn over of the firm for the past 3 years. |  |
| 10 | Income Tax clearance certificate |  |
| 11. | Name of addressee & telephone Mobile No. of the contractor  |  |
| 12. | Telegraphic address if any |  |
| 13. | Any additional information |  |
| 14. | Central Excise Registration No. |  |

NOTE: - The above details have to be certified by an authorized signatory of the firm.

 Dy.Secy/General, PSPCL, Patiala.

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Annexure-A-2`

GOODS AND SERVICES TAX

PSPCL is registered entirely in the state of Punjab under GSTIN 03AAFCP5120Q1ZC .

* Certified that the transaction on which GST is claimed has been/shall be included in the return submitted/ to be submitted under GST law and the amount claimed from PSPCL has been deposited/ shall be deposited with GST authorities.
* Certified that the supplies on which GST has been charged have not been exempted under GST Act or rule made there under and that GST charged on these supplies is not more than what is payable under the provisions of relevant act .
* Certified that we shall indemnify the PSPCL, in case, it is found at a later stage that wrong or incorrect payment has been received on account of GST, the same will be refunded.
* Certified that we are registered under GST Act and our registration no. is \_\_\_\_\_\_\_\_\_\_
* 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 by the contractor shall be recoverable from them.

NOTE: - The above undertaking have to be certified by the contractor.

Dy.Secy/General, PSPCL, Patiala.

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Annexure 'A-3`

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| Formula for calculation of Lowest bid |
|  | A ) Vehicles to be hired on Monthly Basis  |
| 1) | Group-A upto 2000 KM/ PM (Honda City/ Maruti Ciaz or equivalent)  | (3 no.) x Rate offered |
| 2) | Group-B upto 1500 KM/ PM (Toyoto Etios/Maruti Suzuki Brezza or equivalent)  | (1no.) x Rate offered |
| 3) | Group-C upto 1200 KM/ PM (Mahinder Bolero/TUV300/Xylo or equivalent)  | (1 no.) x Rate offered  |
|  Total of A | Sum of Sr. 1 to 3 |

|  |
| --- |
| B )Vehicles to be hired on Daily Basis  |
|  | (B-1) Fixed Charges  |
| 1) | Group-B upto 250 KMs(Toyoto Etios/Maruti Suzuki Brezza or equivalent) | = 11 (avg no. of journeys per/ month) x Rate offered |
| 2) | Group-B upto 600 KMs (Toyoto Etios/Maruti Suzuki Brezza or equivalent) | = 10 (avg no. of journeys per/ month) x Rate offered |
| 3) | Group-C upto 160 KMs (Mahinder Belero/TUV300/Xylo or equivalent) | = 76 (avg no. of journeys per/ month) x Rate offered |
|  Total of B-1 | Sum of Sr. 1 to 3 |

|  |
| --- |
| B )Vehicles to be hired on Daily Basis  |
|  | (B-2) Extra KMs Charges |
| 1) | Group-B upto 250 KMs (Toyoto Etios/Maruti Suzuki Brezza or equivalent) | = 500 (avg Kms per/month) x Rate offered |
| 2) | Group-B upto 600 KMs(Toyoto Etios/Maruti Suzuki Brezza or equivalent) | = 650 (avg Kms per/month)  x Rate offered |
| 3) | Group-C upto 160 KMs (Mahinder Bolero/TUV300/Xylo or equivalent)  | = 1900 (avg Kms per/month) x Rate offered |
|  Total of B-2 | Sum of Sr. 1 to 3 |

|  |  |
| --- | --- |
| Total A | =Sum of Sr no. 1 to 3 |
| Total B  | =Sum of B-1+B-2 |
| Grand Total | = A+B |

 The bidder whose Grand Total is the lowest will be considered as L-1

Dy.Secy/General, PSPCL, Patiala.

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ANNEXURE-B

CONTRACT AGREEMENT

 ( To be entered on a non-judicial stamped paper of Rs. \_\_\_)

 This Contract Agreement has been executed today on\_\_\_\_\_\_\_\_between Punjab State Power Corporation hereinafter called PSPCL and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereinafter called " Contractor" for supply of different type of vehicles on daily/monthly basis to Punjab State Power Corporation Limited on the rates mentioned in the enclosed Annexure-'B-I' to 'B-2' for one year with immediate effect, in accordance with Tender Enquiry No.03/GB/V-493/Vol-XI/2019 and contractor quotation dated: ­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_and subsequent correspondence made between the parties.

 The PSPCL has appointed the contractor as authorized contractor for supply of different type of vehicles on daily/monthly basis to Punjab State Power Corporation Limited vide PSPCL Work Order No.\_\_\_\_\_\_\_dated\_\_\_\_\_\_\_\_mentioning therein detailed terms and conditions. The contractor while acknowledging Contract dated\_\_\_\_\_\_\_has agreed to comply with the same.

 This agreement contains \_\_\_\_\_ pages including Annexure B-1 & B-2

 In witness where of the parties here to have affixed their signatures on the day, month and year written as above.

CONTRACTOR P.S.P.C.L.

WITNESSES

Dy.Secy/General, PSPCL, Patiala.

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 ANNEXURE-B-1

PRICE BID FOR PROVIDING OF HIRING SERVICES OF VEHICLE ON "MONTHLY BASIS" FOR ANY STATION IN PUNJAB

Hiring for monthly basis:-

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr. No. | Type of Vehicle | Minimum KM to be covered monthly | Rate to be charged monthly (Diesel AC) | Extra KM |
| A) | Honda City /Maruti Ciaz or equivalent | 800 |  |  |
| 1000 |  |  |
| 1200 |  |  |
| 1500 |  |  |
| 2000 |  |  |
| 2500 |  |  |
| 3000 |  |  |
| B) | Toyoto Etios / Maruti Suzuki Brezza Or equivalent | 800 |  |  |
| 1000 |  |  |
| 1200 |  |  |
| 1500 |  |  |
| 2000 |  |  |
| 2500 |  |  |
| 3000 |  |  |
| C) | Mohindra Bolero/ TUV 300/Xyloor equivalent | 800 |  |  |
| 1000 |  |  |
| 1200 |  |  |
| 1500 |  |  |
| 2000 |  |  |
| 2500 |  |  |
| 3000 |  |  |

 Note:- All rates to be quoted should be inclusive of all taxes and duties (except GST) as applicable as per tax rules of state/central Govt. from time to time

 Dy.Secy/General, PSPCL, Patiala.

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 ANNEXURE-B-2

PRICE BID FOR PROVIDING OF HIRING SERVICES OF VEHICLE ON DAILY BASIS (The term "daily basis" includes requisition for a vehicle for more than one day)

Hiring for daily basis:-

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sr. No | Type of Vehicle | Daily rateupto40 KMs (Diesel AC) | Daily rate upto160 Kms (Diesel AC)  | Daily rateUpto 250KMs (Diesel AC)  | Daily rateUpto 600 KMs (Diesel AC)  | Extra per KM |
| 1. | Honda City /Maruti Ciaz or equivalent |  |  |  |  |  |
| 2. | Toyoto Etios / Maruti Suzuki Brezza Or equivalent |  |  |  |  |  |
| 3. |  Mohindra Bolero/ TUV 300 /Xyloor equivalent |  |  |  |  |  |

 Note:- All rates to be quoted should be inclusive of all taxes and duties (except GST) as applicable as per tax rules of state/central Govt. from time to time.

Dy. Secy/General, PSPCL, Patiala.

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