

Office: Addl. Superintendent Engineer, DS Division, PSPCL, Fazilka.

Corporate Identity No.U40109PB2010SGC0338134 website: www.pspcl.in

Ph. No. 01638-263408, Email: xenfazilka@gmail.com

To:

Deputy Chief Engineer,
IT Section, PSPCL,
Patiala.

E-mail

Memo No: 53804

Date: 25/7/25

Subject: To upload Tender Notice on PSPCL Website Portal.

In reference to the subject cited above, it is written that tender notice regarding hiring of one Mahindra Genius/Bolero/Tata-207/408 (Double door) or equivalent in price Vehicle for a period of one year for the office of Assistant Executive Engineer, Sub Division Khui Khera, PSPCL, Fazilka, is hereby enclosed to upload the same on PSPCL website Portal. The last date of submission of this Tender Documents is 07-08-2025. You are requested to upload the same as early as possible.

DA: As Above.


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TENDER NOTICE/ENQUIRY NO:-02/ADDL.SE/DS DIVISION/FZK/2025-26

Dated:- 21-08-2024

Notice Inviting Tender

Memo No.: 5383

Dated : 23/7/25

Subject: Hiring of One Mahindra Genius/Bolero/Tata-207/408 (Double Door) vehicle for one year for the office of Assistant Executive Engineer, Sub Division Khui Khera under DS Division Fazilka.

Sealed Tenders are invited 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 documents/specification is 07-08-2025 up to 10:00 am. The completed tender documents should reach this office on or before 07-08-2025 at 01:30 pm and the tenders will be opened on the same day i.e 07-08-2025 at 03:00 pm in the presence of the firm's representatives who would like to be present.

Sr. No.	Description of work	Earnest Money	Cost of tender Specification
1	Hiring of One Mahindra Genius/Bolero/Tata-207/408 (Double Door) or Equivalent in price vehicle for the office of Assistant Executive Engineer, Sub Division Khui Khera, Fazilka (Punjab). The contractor will quote the rates as per Performa Annexure – B	11,900/-	1000+GST@18% =1180/-

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

Addl. Supdt. Engineer,
DS Division, PSPCL Fazilka.

Annexure – A

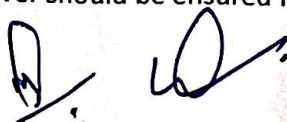
Terms & Conditions for Hiring of Vehicle

A) General Conditions for Tender/Outsourced Vehicle: -

- 1) The bidder has to quote the rates on the enclosed Performa as per Annexure – B.
- 2) 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.
- 3) The envelope (s) should be super scribed with the name of firm & detail of tender and due date of opening of tender.
- 4) The undersigned reserves the right to reject any or all the tenders so received without assigning any reason.
- 5) Tender received telegraphically/fax/conditional shall not be accepted.
- 6) 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.

(B) General Guidelines for Hiring of Outsourced Vehicles:

1. 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 three years, on the satisfactory performance of the vehicle/service provider subject to the condition that vehicle can continue in the department upto 7 years of its life. Hence the maximum period for 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. 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.



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.
18. 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.
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/- per default shall be leviable.
20. In case of non-availability of vehicle on daily basis, the same can be hired from the market by the concerned officer(s)/ office(s) subject to the maximum of rates as per 2(B) above.
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. The payment to the service provider shall generally be made within 30 days after the submission of bill by the service provider.
25. 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.
26. 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 Mention below (marked #) shall be applicable on actual kilometers run, effective from the 1st day of the subsequent month.
27. GST shall be payable by the service provider and service receiver as per the Instructions issued by the Central Govt. from time to time.
28. **Earnest Money:-**
 - a) The contractor shall be required to pay EMD through Demand Draft amounting to **Rs. 11,900/-**.
 - b) Public Sector Undertakings fully owned by Punjab/Central Govt./Other State Governments shall be exempted from depositing earnest money.
 - c) Earnest Money shall be forfeited in case of withdrawal/modification of an offer within the validity period as required in the NIT/Tender Document after opening of tenders.
 - d) In case of successful tender, earnest money shall be converted as security deposit. The shortfall shall be deducted from running bills.
 - e) In case of tenders not accepted, the Earnest Money shall be refunded within 30 days of the award of order/contract/LOI to the successful tenderer(s) or after the expiry of additional period whichever is later.
29. In case services of service provider are not satisfactory on any account, the contract can be terminated by giving 15 days' notice.
30. In case service provider wants to withdraw his vehicle from the service of the department, service provider will have to give a written notice one month in advance. In case of failure to do so, 10 percent of the due amount for one year, as penalty will be deducted from his balance / security amount or deposited along with the notice given by him.
31. 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.
32. 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.
"This condition will be Part of NIT at the time of Tender."
33. Outstation Night halting charges from 10.00 pm to 06.00 am shall be RS. 300/-.
34. 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.
35. The seats shall be well cushioned and should have fine, neat and clean seat covers and vehicle shall also have rubber floor mats.

36. The contractor shall be liable to keep the vehicle in good condition at all times during the contract period.
37. 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.
38. 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.
39. 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.
40. Security deposit equal to 5% of the monthly running bill will be deducted from the monthly bills (excluding fuel charges) which will be refunded after closure/faithful execution of contract agreement and the amount deposited by the contractor as EMD shall be converted into security deposit which shall be released after the faithful execution of the contract period. Non-compliance of agreement shall invite forfeiture of this amount of the contractor/service provider. No interest will be paid on this amount or security deposit.
41. The kilometer run for the journey which are not verified /signed by the concerned officer, shall not be payable.
42. The paying authority will be Addl. SE, DS Division, PSPCL Fazilka.
43. Instructions issued from time to time by PSPCL, even not mentioned here, will be applicable.
44. The service provider will provide necessary documents as per instructions of PSPCL.
- # The Monthly rates are proposed rate on base price of Diesel rate @90.25 as on 01.04.2022.
- # The Daily basis rate on base price of Diesel rate @86.97 as on 01.07.2022.




Addl. Supdt. Engineer,
DS Division, PSPCL Fazilka.

CHECKLIST OF DOCUMENTS CONSISTING OF TENDER/OFFER

Bidder to ensure that following documents are mandatorily to be submitted with the offer for it to be complete.

Sr. No.	Details	To be sealed in	Checklist
1)	Cost of Tender Document	Part-I	
2)	Earnest Money	Part-I	
3)	Copy of PAN Card	Part-I	
4)	GST Registration Certificate (If Applicable)	Part-I	
5)	Annexure-1 Compliance of Tender	Part-I	
6)	Annexure-B Price Bid	Part-II	

(ANNEXURE – B)

Price Performa

Hiring of One No. Vehicle i.e. **Mahindra Genius/Bolero/Tata-207/408 (Double Door)** or **equivalent in price** for one year for the Office of Assistant Executive Engineer/AEE, Sub Division Khui Khera, PSPCL, Fazilka.

Sr.No.	Particulars of firm	
1	Make & Model of Vehicle (month & year of Registration of vehicle)	
2	Monthly Fixed Charges (Lump Sum) up to 2000 Kms.	
3	Per Kilometer Variable Charges above 2000 Kms.	
4	GST Rate	

Date _____

Signature of the Contractor

Phone _____

Company Address

(ANNEXURE – 1)

UNDERTAKING REGARDING COMPLIANCE TO TENDER DOCUMENT

I have furnished the GST Certificate, PAN Card.

I hereby agree with all the terms and conditions of the tender document and to provide the vehicle as per the specifications mentioned in the Tender Document.

Date _____

Signature of the Contractor

Phone _____

Company Address
