



PUNJAB STATE POWER CORPORATION LTD
NOTICE INVITING LIMITED TENDER

Department Name	Dy.CE/IT (O&S) PSPCL Patiala
Tender Specification No.	355/DIT-919/Vol-5 dated 16-02-2026
Tender Issuing Authority	Dy.CE/IT (O&S)
Address details of issuing authority	Dy.CE/IT (O&S), PSPCL, PSEB H.O. Building, The Mall Patiala
Place	Dy.CE/IT (O&S), PSPCL, PSEB H.O. Building, The Mall Patiala
Short Description	Hiring of Honda City/Maruti Ciaz or equivalent car having yellow number plate along with Driver for Chief Engineer/IT, PSPCL, Patiala
Tender Publication	Hard copy of Tender specification can only be obtained from this office after paying the tender specification cost
Eligibility Criteria	As specified in NIT
Start date for receiving of Specification/tender documents	Date of floating of tender
Last date for receiving tender specification /tender documents	06.03.2026 (04:00 PM)
Last date for Bid Submission	09.03.2026 (11:00 AM)
Bid Opening date.	10.03.2026 (11:30 AM)
Tender Document cost.	Rs. 590/- (Rs. Five Hundred and Ninety Only)
Payment Mode.	Cash or Demand Draft Only
Payment in favour of	AO/Cash PSPCL, Patiala
EMD	As specified in the specification.
Payment mode.	Cash or Demand Draft Only
Payment in favour of	Demand Draft in favour of AO/Cash, PSPCL, Patiala payable at Patiala
Contact person name	Er. Rohit Goel, Manager /IT (NSP) Er. Ajaypal Singh, AE/IT
Contact phone no.	96461-30406; 78888-25248
Contact Email ID	aseit-nsp@pspcl.in; am-it-nsp5@pspcl.in
Tender Documents Attachment.	As mentioned in the specification
Tender information in details.	As mentioned in the specification
Information regarding corrigendum	It is informed that from now onwards, in case tender process is not completed due to any reason, no corrigendum will be published in newspapers.

NOTE: -

1. Tenders shall be submitted **Manually**.

2. In case the due date for opening of tender happens to be a holiday, then tenders would be received & opened on the next working day 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. Corporate Transport Policy of PSPCL and PSPCL Purchase Regulations 2017 / Works Regulations 1997 may be referred to on the official website of the corporation i.e. www.pspcl.in.

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**Dy.CE/IT (O&S),
PSPCL, Patiala.**

TENDER SPECIFICATIONS

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GENERAL TERMS & CONDITIONS:

1. The following instructions must be carefully observed by all tenderers. Quotations/ tenders not strictly in accordance with these instructions are liable to be rejected.
 - i) The tender must be complete in all respects. The following points should be carefully studied in order to ensure submission of a complete and comprehensive tender. Failure to comply with any of these instructions or to offer brief explanation for non-compliance is likely to render effective comparison of the tender as a whole impossible and may lead to rejection of an otherwise competitively lowest offer.
 - ii) Telegraphic quotations will not be accepted.
 - iii) Bids shall be submitted manually in the office of SE/IT (A&PM), PSPCL, Patiala. Tenders shall be submitted in Duplicate and all copies shall be separately tagged and clearly marked as '**original**' and **duplicate**, as the case may be. **Tenders should be enclosed in double covers both addressed to the Dy. CE/IT (O&S), PSPCL, Patiala. Both (inner and outer) covers shall be sealed and super scribed with Tender Notice and No. together with the date on which the tender is due and the item for which quoting.**
 - iv) The tenders shall be submitted in three parts i.e. Part-I, Part-II & Part-III (all manual).
2. This should be a three part tender as EMD is applicable in this case. Hence there should be three parts-
 - Part-I EMD
 - Part-II Techno- Commercial bid
 - Part-III Price Bid
 The following procedure will be adopted for the opening of tenders.
 - a) **Part-I-Tender Cost and Earnest Money:** The first part will, consist of tender cost of Rs. 590/- (Five Hundred and Ninety Only) (500+GST@18% = 590/-) and earnest money of Rs. 10,000/- (Rs. Ten Thousand Only) submitted in the form of DD in favour of AO/Cash PSPCI, Patiala payable at Patiala. If the earnest money is not submitted or is found less than as fixed above the tender shall not be considered for evaluation. Tenders of the firms, which do not submit the Earnest Money on or before last date and time for Bid Submission shall not be opened. Further, it shall be clearly indicated on the envelope, that DD for earnest money is enclosed there in and Tender Enquiry no. shall also be written on the envelope containing DD.
 - b) **Part-II-Technical/Commercial bids:** The second part will consist of technical specification schedule of deliveries & all other terms and conditions except the rates. All commercial terms i.e. GST or any other taxes are to be specified in the Part-II i.e. technical and commercial part of the bid. Price bid components of their bid should only contain prices so that there is no controversy regarding interpretation of any condition/stipulation at the time of preparation of merit statement after opening the price bid.
 - c) **Part-III: Price Bids:** The third part will consist of the rates quoted as well as other related terms like freight, insurance, GST and other incidental charges relevant to the price. Rate should be stated in both words and figures. **The same shall be filled as per Annexure IV of the specification.**

Firstly the manual proof of submission of EMD/PEMD/Exemption certificate will be checked. If the Tender cost and EMD/PEMD/Exemption is found to be as per the

requirement of the specifications, only then the tender i.e. Part-II shall be opened. The bids without earnest money/valid PEMD certificate shall be out rightly rejected. After opening Part-II of the bids (technical/commercial), the bids will be technically & commercially evaluated by PSPCL. Clarification regarding deviations/missing documents etc. shall be sought from the bidders, if required. The third part of the bids (Price bid) shall be opened in case of only those firms whose part-II of the bids after evaluation is found to be conforming to the specifications. The date and time for opening Part-III of the bids will be intimated to the qualifying firms. The price bids (Part-III) will be opened in the presence of the representative of the qualifying bidders who choose to attend.

3. The officer inviting tenders, contracting/purchasing agency/PSPCL (here-in-after referred to as Purchaser) reserve the right to modify the schedule of requirement, technical particulars and the specifications at any time, to increase or decrease the NIT quantity and to place the order as a whole or in parts and to reject any or all the tenders received without assigning reasons. He will not be responsible for and will not pay for expenses or losses that may be incurred by the tenderer in the preparation of the tenders. If at any time competent authority desires, the contract can be short closed at any time by giving one-month notice. No claim on this account shall be entertained.
4. Quotations/Tenders shall be submitted up to specified hours of the due date given in the tender notice and shall be opened immediately thereafter in the presence of tenderers or their authorized representatives who choose to be present. In case the due date of opening tenders happens to be a holiday, tenders shall be received and opened at the same time on the next working day.
5. **Earnest Money:** (i) Tenderers shall be required to submit earnest money of **Rs. 10,000/- (Rs. Ten Thousand Only)** in the form of DD in favour of AO/Cash PSPCL, Patiala payable at Patiala. If the earnest money is not submitted or is found less than as fixed above the tender shall not be considered for evaluation. Tenders of the firms, which do not submit the Earnest Money on or before last date and time for Bid Submission shall not be opened. Further, it shall be clearly indicated on the envelope, that proof for earnest money is enclosed there in and Tender Enquiry no. shall also be written on the envelope containing proof of successful deposition
 (ii) The following shall be exempted from depositing Earnest Money:
 - a) Public Sector undertakings owned by Punjab Govt./Central Govt./other State Govt. supplying material directly through units owned by them subject to submission of documentary evidence of Government ownership. Exemption shall not be applicable if the Tender is submitted for supply of material through private unit/manufacturer.
 - b) Suppliers having Permanent Earnest Money Deposit (PEMD) of Rs. 25 lacs with the PSPCL provided that a certificate to this effect issued by the Nodal Authority i.e. AO(CPC/MM) of PSPCL, during six months immediately preceding the due date for Tender opening and showing the Serial No./Account No. allotted in the Permanent Earnest Money Deposit Register shall be submitted by the tenderers in the envelope for Earnest Money.
Note: MSMEs are not eligible for EMD Exemption and have to submit EMD as per tender specifications.
 (iii) Earnest Money shall be forfeited in case of withdrawal/modification of an offer

within the validity period, as required in the NIT/Tender Specification after opening of Tenders.

- (iv) In case of successful tenderers, Earnest money shall be converted into Security Deposit and shortfall, if any shall be got deposited for faithful execution of Purchase Order/Contract.
- (v) In case of tenders not accepted, Earnest money shall be refunded within 30 days of award of order/contract of the successful tenders.
- (vi) In case of firms not falling within the zone of consideration earnest money may be refunded immediately wherever possible or within 30 days of the award of order/ contract to the successful tenderers or the closing of the tender enquiry.
- (vii) If a firm withdraws its bid before the due date of opening of tender, the EMD of the firm shall be refunded immediately.
- (viii) No interest shall be paid by PSPCL on EMD/ PEMD deposited by the tenderer/ bidder.

6. The bidders/ tenderers are required to submit the following documents

- a) The bidder should have a registered number of Income Tax/PAN and shall submit a copy of the same along with tender documents.
 - b) Bank Details like Cancelled Cheque or Bank Mandate Copy.
 - c) Photocopy of Aadhar Card.
 - d) Photocopy of valid driving license of the driver.
 - e) Vehicle Registration Certificate (RC) copy
 - f) The offer should be kept valid for at least 120 days from the date of opening and any withdrawal or modification of the offer shall not be permitted. The tenderer shall submit an undertaking confirming the same.
 - g) Blacklisted and debarred firms shall not be eligible for participation in the tender. The bidders should submit an undertaking that they have not been blacklisted/ debarred by any State/ Central Government/ PSU.
 - h) The tenderers will have to give an undertaking that they agree to the PSPCL tender specification and any corresponding amendments in toto.
7. Bids received after the due date and time shall not be entertained.
8. Any deviations in Technical and General terms & conditions must be indicated in Annexure-V, otherwise it would be assumed that the material offered is entirely as per enclosed Technical specification & General terms & conditions are acceptable to the tenderer in totality. Any deviation found elsewhere in hard copy/soft copy but not explicitly mentioned/referred in Annexure-V will be ignored and no communication regarding the same shall be entertained later on.
9. Tenderers should submit their offer in unambiguous wording failing which PSPCL's interpretation will be final.
10. Tenderers must carefully study the technical specification and general terms & conditions before preparation of Tender. Complete information as per Annexures attached herewith must be supplied with tender invariably, failing which the tenders are likely to be ignored. Incomplete & conditional bids shall not be accepted and opened.
11. No relaxation whatsoever of any sort, would be given in NIT specifications after the tenders have been received, opened/processed.
12. Any firm offering discount on the quoted price after the opening of the tenders will be out rightly rejected.
13. The tenderers revising their offer or withdrawing the same within the validity period after opening of the tenders are liable to be ignored/ black listed. Earnest Money shall

be forfeited in case of withdrawal / modification of an offer within the validity period as required in NIT / Tender Specification after opening of tenders.

14. All terms and conditions of PSPCL (erstwhile PSEB) Works Regulations amended up to date will be applicable.
15. Negotiations if any will not be held except with the lowest tenderer (L-1)
16. If at any time competent authority desires, the contract can be short closed at any time by giving one-month notice. No claim on this account shall be entertained.
17. All such Taxes, Duties, Levies and other Charges, for which Tenders will be silent, the same will be assumed as per PSPCL Terms and Conditions and inclusive in the rates/ prices quoted by the Tenderers.

**Dy.CE /IT (O&S),
PSPCL, Patiala.**

GENERAL INSTRUCTIONS TO BE OBSERVED BY TENDERERS

Enquiry No: 355 /DIT-919/Vol-5

Dated: 16-02-2026

1. SUBMISSION OF TENDERS:

Notwithstanding anything contained to the contrary in the specifications or tenders or in subsequent exchange of correspondence, these conditions of contract shall be binding on the contractor and any change or variation, expressed or implied, however, made in the said conditions shall not be valid or operated unless expressly approved by the competent authority. The contractor shall be deemed to have fully informed himself and to have special knowledge of the provisions of the conditions of contract here in contained.

2. PRICES:

- i. Price should be 'Firm' and should be quoted strictly in the Price Bid format only.
- ii. No deviation in any form in the Price Bid proforma is acceptable.
- iii. Percentage / specified amount of taxes & duties should be clearly mentioned otherwise PSPCL reserves the right to reject such offer.
- iv. The total cost of the entire job should be inclusive of all prices as mentioned in the enclosed Price Bid format.
- v. No extra cost, other than that mentioned in Price Bid would be taken into account.

3. VALIDITY

The offer should be kept valid for at least 120 days from the date of opening and any withdrawal or modification of the offer shall not be permitted.

4. TERMS OF PAYMENT: -

- i. The payment shall be made to the firm on monthly basis after the presentation of the bill along with copy of GST challan (if applicable). 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. For journeys beyond fixed monthly limit, the payment would be made at the rates mentioned for extra kilometers.
- ii. The km run for the journeys which are not verified/ signed by the concerned officer shall not be payable.
- iii. The paying authority shall be AO/Cash PSPCL, Patiala.
- iv. In case of withdrawal of vehicle from the service of PSPCL, the contractor shall have to inform to PSPCL, 30 days in advance else payment for 30 days shall be deducted from his monthly bill as penalty.

5. ASSIGNMENT OR TRANSFER OF CONTRACT:

The contractor shall not without prior written approval of the Accepting Authority assign or transfer the Contract or part thereof, any share, or interest therein to any other person.

6. CONTRACT DURATION:

The period of contract shall be One (1) year starting from the 01/05/2026. However, PSPCL reserves the right to increase/ decrease the period of contract. The contract can be extended after expiry of period 1 (one) year based on the performance of the contractor/service provider and as per provisions of Corporate Transport Policy of PSPCL.

7. SECURITY:

The total security will be 5% of the Work Order cost which will be converted/ deducted from the running bills in the following manner:

- i) The EMD (2% of total cost of work) deposited at the time of tender shall be converted into partial security deposit.
- ii) The balance security amount due, after adjusting EMD, will be deducted from the running bill payment so that the total security amount becomes 5% of the WO value.

No interest shall be payable to the contractors on the amount of security deposit. On faithful execution of contract in all respect the security deposit shall be refunded after the expiry of warranty/defect liability.

8. PENALTY:

The time allowed for carrying out the work as entered in the contract shall be strictly observed by the contractor and shall be reckoned from the date on which the order to commence work is given to the contractor. The work shall throughout the stipulated period of the contract be proceeded with all due diligence (time being deemed to be the essence of the contract on the part of the contractor) and the contractor shall pay as penalty an amount equal to one half percent (0.5%) of the estimated cost of the whole work as shown in the contract for every week, the work remains unfinished after the contract completion period, provided always that the entire amount of compensation to be paid under the provisions of this clause shall not exceed 10% (Ten percent) of the estimated or actual cost of work whichever is higher.

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.

9. NEGLIGENCE AND DEFAULT

In case of any negligence on the part of a Supplier/Contractor to execute the Purchase-order/Contract with due diligence and expedition and to comply with any reasonable orders, pertaining to any contravention to the provisions of the Purchase-order/Contract, given in writing by the purchaser, the purchaser may give a 21 days-notice in writing to the Supplier/Contractor to make good the failure/neglect/contravention. In the event the Supplier/Contractor fails to comply with the notice within a timeframe considered to be reasonable by the purchaser, the business dealings shall be suspended/ terminated with the firm by the purchaser for a minimum period of three years or in extreme cases, the firm shall be blacklisted forever by the purchaser.

Apart from the suspension/termination of business dealings/blacklisting of the supplier/contractor, the purchaser shall also forfeit the security & other pending payments of the Purchase Order/ Contract against which the supplier has defaulted, in addition to PEMD/ EMD lying with the concerned organization.

10. DEDUCTION OF AMOUNTS DUE TO PSPCL :

Any excess payment made to the contractor inadvertently or otherwise under this contract on any account whatsoever and any other sum found to be due to PSPCL by the contractor in respect of this contract or any other contracts or work order or on any account what-so-ever may be deducted from any sum whatsoever payable by the PSPCL to the contractor either in respect of this contract or any work order of contractor or on any other account by any other office of the PSPCL.

11. EXTENSION OF TIME:

- i. If the contractor shall desire an extension of the time limit for completion of the work on the ground of his having been unavoidably hindered in execution or of any other ground, he shall apply in writing to the Engineer – in charge and the Engineer – in-charge may, if in his opinion there are reasonable grounds for granting extension, allow such extension as he thinks necessary or proper. The decision of the Engineer - in - charge in this regard shall be final and binding.
- ii. For any delay in work on account of act of omission or commission at the part of the PSPCL, viz. delay in issue of material alterations, omission, additions, substitutions in original specifications, drawings, design etc., only extension of time will be agreed for the period so lost and no compensation would be given on this account.

12. ACTION ON UNSATISFACTORY PROGRESS:

If the progress of a particular portion of work is unsatisfactory, the Engineer-in-charge whose decision shall be final, shall notwithstanding that the general progress of work is satisfactory be entitled to take action as per following paras after giving the contractor 10 days notice in writing and the contractor will have no claim for compensation of any loss sustained by him owing to such action.

13. FORCE MAJEURE:

If at any time during the continuance of the work the performance in whole or in part by either party of any obligation under this contract, shall be prevented or delayed by reasons, of any war, hostility, acts of public enemy , Civil Commotion, Sabotage , floods , explosion , epidemics, fires or other acts of GOD, strikes and lockout (hereinafter referred to as ‘eventualities’) then, provided notice of the happening of any such eventuality is given by either party to the other within 15 days from the date of occurrence thereof neither party shall by reason of such eventuality be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non performance or delay in performance and construction of work under this contract shall be resumed as soon practicable after such eventuality has ceased. Appropriate extension in time of completion shall be granted.

14. GOODS AND SERVICE TAX:-

PSPCL is registered centrally in the state under GSTIN 03AAFCP5120Q1ZC. The tax shall be paid to the firm by PSPCL as applicable at the time of submission of invoice. The firm is required to furnish the GST certificate as per the following format:

- (i) Certified that the transaction on which the GST has been claimed has been/will be included in the return submitted/to be submitted to the taxation authority for the assessment of GST and amount claimed from PSPCL has been/shall be paid to the Tax Authorities.
- (ii) Certified that services/goods on which GST has been charged have not been exempted under State/Central GST act or the rules made their under and charges on

a/c of GST on these service are correct under provision of relevent act or rules made their under.

- (iii) Certified that we shall indemnify the 'PSPCL' in case it is found at a later stage that wrong or incorrect payment had been made on a/c of GST to be paid by us.
- (iv) The maximum rate (in percentage) up-to, which the GST may become leviable/payable under the prevailing Rules & Regulations applicable to their company, should also be clearly indicated in their tender.
- (v) Certified that we are registered dealer under Central/State GST Act and our GSTIN No is
- (v) This certificate has been rendered against work order no. Dated

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.

15. INVOICING:

The invoices along with other required documents should be submitted in duplicate to the Dy.CE/IT (O&S), Head Office, The Mall, PSPCL, Patiala.

16. CHANGES:

No variation or modification or waiver of any of the terms and provisions shall be deemed valid unless mutually agreed upon in writing by both the Purchaser and the Supplier.

17. CANCELLATION:

The purchaser reserves the right to cancel the work order cum contract agreement as a whole or in part at any time or in the event of default on the part of the contractor.

18. CIVIL SUIT/ JURISDICTION:

All legal proceedings in connection with this contract shall be subject to the territorial jurisdiction of the local Civil Courts at Patiala only.

19. ARBITRATION:

- i. If any question, difference or objection, what-so-ever shall arise in any way connected with or arising out of this instrument or the meaning or operation of any part thereof for the rights, duties or liabilities of either party then save in so far as the decision or any such matter is herein before provided and has been so decided every matter including whether its decision has been otherwise provided for and /or whether it has been finally decided accordingly, or whether the contract should be terminated or has been rightly terminated and as regards the rights and obligation of the parties as the result of such termination shall be referred, for sole arbitration of the nominee of the PSPCL, who in case of dispute involving an amount exceeding Rs 50,000/- shall give a reasonable award and his decision shall be final and binding and where the matter involves a claim for the payment or recovery or deduction of money, only the amount, if any, awarded in such arbitration shall be recoverable in respect of the matter so referred. If the matter is not referred to arbitration within 180 days of the date of completion of work or payment of the final bill, whichever is later, all the rights and claims under the contract shall be deemed to have been forfeited and absolutely barred.
- ii. Upon every or any such reference, the cost of any incidental to the reference and award respectively shall be in the discretion of the Sole Arbitrator so appointed who may determine the amount thereof or direct the same to be fixed as between Solicitor and Client or as between party and party and shall direct by whom and to whom and in what manner the same is to be borne and paid.

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

All the provisions of the Indian Arbitration Act, 1996 (amended upto date) shall be applicable.

20. TAXES:

Income tax and any other taxes imposed by the Govt. /Central Govt/local bodies will be deducted from the running bills as per rules.

21. Any bribe, gratuity, gift, loan, perquisite, records, or advantage, pecuniary or otherwise shall either directly or indirectly be given, promised or offered by the contractor or any of his servants or agents to any public officer or person in the employment of PSPCL in any way relating to his officer or if any such officer or person of PSPCL shall become in any way directly or indirectly interested in the contract. In such case the PSPCL may, notwithstanding any previous waiver, after giving 10 days notice in writing to Contractor, terminate the contract and the security deposit of the contractor shall thereupon stand forfeited and in addition the contractor shall not be entitled to recover or be paid for work theretofore actually performed under the contract and further, PSPCL may enter upon and take possession of the works and all plant, tool, scaffolding, sheds, machinery etc. and use the same as his own property or may employ the same by means of his own servants and workmen in carrying on and completing the works and Contractor shall not in any way interrupt or do any act, matter or thing to prevent or binder such other Contractor or other person or persons employed for completing the finishing or using the material and plant for the works, when the work shall be completed or as soon thereafter as convenient, Engineer shall give a notice in writing to contractor to remove his surplus materials and plant and should Contractor fail to do so within a period of 14 days from issue of the notice by him, PSPCL may sell the same by Public Auction. The amount so realized shall be adjusted against any money due to the PSPCL by the contractor.
22. All other General terms & conditions of PSPCL Works Regulations 1997 amended upto date shall also be applicable. However specific terms & conditions provided in the Specifications shall overrule the General terms & conditions in case of any dispute.

**Dy.CE/IT (O&S),
PSPCL, Patiala.**

SPECIAL TERMS AND CONDITIONS

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 and 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 condition that the vehicle can continue in the department upto the 7 years of its life. 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 neighbouring 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 kilometers 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 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. 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. Monthly return of all the vehicles shall be submitted to the HOD concerned and Quarterly return of vehicles on the prescribed Performa shall be sent to General Section, PSPCL by concerned HOD.
24. It shall be the responsibility of the officer-in-charge of the vehicle to ensure timely payment to the service provider, not later than 30 days after 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 Paisa for cars and 08 paisa for other vehicles, for every Rs. 1-variation in diesel cost, taking the base rate of diesel @ 90.25 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. In case services of service provider are not satisfactory on any account, the contract can be terminated by giving 15 days notice.
29. 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.
30. 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.

31. Outstation Night halting charges from 10.00 pm to 06.00 am shall be Rs. 300/-.
32. 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.

**Dy.CE/IT (O&S),
PSPCL, Patiala.**

SCHEDULE OF TYPE OF VEHICLE AND PRICES

4.1 Details of vehicle offered by the service provider for hiring by PSPCL

Sr. No.	Description	Detail
1.	One (1) No. Honda City/ Maruti Ciaz or equivalent vehicle along with Driver	
2.	Model, Color and Year of Mfg. (Should not be more than 5 years old on the last date of bid submission)	
3.	Registration Number	
4.	Name and Address of owner	
5.	Name of Organization/ Individual providing the vehicle	
6.	Regd. Office/ address	
7.	Hiring service provider license if any details	
8.	PAN No. (attach documentary proof)	
9.	GST No. (attach documentary proof)	
10.	Mobile No. of the service Provider	
11.	Affidavit to be submitted by service provider that Service Provider is not blacklisted by any Govt. / Semi Govt. Deptt.	

Note: please ensure to enclose the attested photocopies of the above stated documents.

**Signature and seal
of service Provider.**

Declaration

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and in case any of the above information is found to be false, I am aware that I may be held liable for it.

Place:

Date:

**Signature and seal
of service Provider.**

4.2 Price Bid Performa-

Sr. No	Name of the Bidder		
1.	Fuel Type	A	
2.	Fixed monthly charges including 1000 km (Rs.)	B	
3.	Rate per km for additional Journey beyond 1000 km (Rs/km)	C	
4.	Total Charges per month assuming the max. journey to be 2000 km (Rs.)	$D = B + (C \times 1000)$	
5.	GST (in %)	E	
6.	GST Amount on monthly charges	$F = \frac{D \times E}{100}$	
7.	Total monthly charges including GST	$G = D + F$	
8.	Total annual charges including GST	$H = G \times 12$	

Note:-

- 1) **L-1 bidder shall be decided based on the Total charges.**
- 2) Incomplete or partially quoted & conditional tenders shall be rejected.
- 3) No separate charges shall be paid for any of the activity falling under the scope of work, hence, the quoted prices shall be inclusive of all the charges.

The following certificate needs to be given along with the price bid:

- 1 Certified that I/We (M/S _____) have read and understood the terms and conditions of NIT and the tender specification including scope of work & I/We undertake to abide by the same.
- 2 Certified that above rates have been quoted taking the base rate of Diesel as Rs. 90.25/Ltr as on 01.04.2022, Petrol as Rs. 98.46/Ltr as on 01.11.2023 and CNG as 87.58/kg as on 01.11.2023, as per Corporate Transport Policy of PSPCL.
- 3 Certified that I/We have quoted the above rates after fully satisfying myself /ourselves about the job involved and time frame in which the same has to be executed. All the statutory levies such as GST and any other charges have been included in the above rates.

Signature _____
Name _____
Designation _____
Seal of Company _____

STATEMENT OF DEVIATIONS

(To be filled by tenderer)

Tenderer shall carefully state below any and all points in this proposal which are not in accordance with PSPCL's Technical Specification and the General Instructions:-

Sr. No.	Para no.	Technical Deviation, if any.
1. 2. 3. contd...		
Sr. No.	Para no.	Commercial Deviation, if any.
1. 2. 3. contd...		
Sr. No.	Para no.	General Deviation, if any.
1. 2. 3. contd...		

We hereby certify that the above mentioned are the only deviations from Purchaser's aforesaid specifications and general conditions.

Dated.

Authorized Signatory

Name: _____

Designation: _____

Address and Seal of the firm

Note: The tenderer is to clearly indicate any deviation in technical & general terms and conditions in this Annexure only. In case, the Technical Specification as well as General conditions of Tender Specifications are acceptable in totality, the word 'NIL' shall invariably be put in the above Columns. In case, nothing is mentioned here then it shall be presumed that there is no deviation in the offer and terms and conditions of the specifications are acceptable to the bidder in totality. **Any deviation found elsewhere in hard copy/soft copy but not explicitly mentioned/referred above will be ignored and no communication regarding the same shall be entertained later on.**

CONTRACT AGREEMENT TO BE EXECUTED ON NON JUDICIAL STAMP PAPER

This contract agreement made this.....day of.....in the year.....between the PUNJAB STATE POWER CORPORATION LTD. herein after called "Purchasers" and M/s having their Regd. Office at.....here in after called "Contractor/Vendor" for the....., in accordance with Tender Enquiry No.....Dated..... and Contractor's/Vendor's proposal No.dated.....

This is confirmation of the advance acceptances notified in the Purchaser letter No.where the Purchaser has accepted the proposal of the Contractor/Vendor for.....as per work order no.....

In view of the forgoing, the Purchaser and the **Contractor/Vendor** have agreed to the scope of work and the terms and conditions of the order settled between them.

The NIT/Tender Specification the **Contractor/ Vendor** proposal and related correspondence and the Work Order acknowledged/accepted by the Contractor/Vendor form part of this agreement.

The agreement contains.....pages.

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

Contractor/Vendor

OWNER