

Tender Enquiry No: 2/Asr/GC/Ts/Pspcl/2025-26.

Sub: Hiring of One No. 5 Ton MCV Canter with driver for one year for the office of Assistant Engineer, Grid Construction Sub-Division, Kartarpur (HQ at Beas) for Grid Construction works.

Annexure – A

Terms & Conditions for Hiring of 5 Ton MCV Canter Vehicle

A) General Conditions for Tender/Outsourced 5 Ton MCV Canter Vehicle: -

- 1) The contractor is required to deposit an Earnest Money Deposit (EMD) Rs ¹⁵³⁵⁰15,000/- (Rupees fifteen thousand only) in shape of demand draft in favor of AO/Accounting Cell Grid construction Circle PSPCL, Ludhiana along with Cost of Tender Document of Rs: 1180/- in the form of B.A-16 receipt. The Quotations without EMD will not be accepted. The EMD to non-successful bidders will be released within one month from the date of the award of contract to the successful bidder.
- 2) All the Bids/Quotations must reach at the office of Sr. Xen, Grid Construction Division, Amritsar, 16-18 Power Colony, Majitha Road, Amritsar, Pincode: 143001 through speedpost/registered post or In Person on before the last date of Receipt of Tender Documents ie. 9.10.2024 upto 12:30hrs. The Tender documents must include the proof of successful submission of EMD and Cost of Tender Document Fee(BA-16 Receipt).
- 3) The EMD/Security submitted is liable to be forfeited on revocation/withdrawal of offer or change in the same without consent of PSPCL or non-completion of work.
- 4) At the time of hiring, the 5 Ton MCV Canter Vehicle should not be more than 4 years old.
- 5) In case of withdrawal of 5 Ton MCV Canter Vehicle from service of PSPCL, contractor shall have to inform to PSPCL 60 day's in advance otherwise 60 days payment shall be deducted from their bill as penalty.
- 6) The bidder has to quote the rates on the enclosed Performa as per Annexure – B.
- 7) 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.
- 8) The envelop (s) should be super scribed the with the name of firm & detail of tender and due date of opening of tender.
- 9) The undersigned reserves the right to reject any or all the tenders so received without assigning any reason.
- 10) Tender received telegraphically/fax/conditional shall not be accepted. Also tender without earnest money shall not be accepted.
- 11) 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) Terms and conditions for Outsourced 5 Ton MCV Canter Vehicle/Service Provider:

- 1) The work order for the out-sourced 5 Ton MCV Canter Vehicle, for the 5 Ton MCV Canter Vehicles not more than 4 years old, shall be initially for a period of one year and the same shall be extendable on year to year basis for a further period of three years subject to the performance of the 5 Ton MCV Canter Vehicle/Service provider. Hence the maximum period for which a 5 Ton MCV Canter Vehicle can be hired is 3 years.
- 2) Only commercial 5 Ton MCV Canter Vehicle with yellow number plate, entry in Registration Certificate will be hired. No Corporate (PSPCL) employee or his family member/relative can participate in the tendering process. In case of any violation, the contract shall be cancelled and such employee shall be liable for disciplinary action. If the contractor does not supply yellow number plate 5 Ton MCV Canter Vehicle then his security will be forfeited and he will be black listed.
- 3) The 5 Ton MCV Canter Vehicle will be stationed at Grid Construction Sub Division, PSPCL Kartarpur (HQ at Beas (Punjab) and will be used for local/outdoor journeys/travel usually in the state of Punjab and UT of Chandigarh. In very special case the 5 Ton MCV Canter Vehicle will travel in the state of Himachal Pradesh, J&K, Rajasthan and Haryana.
- 4) The 5 Ton MCV Canter 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 5 Ton MCV Canter Vehicle shall be paid regularly and kept updated by the service provider.
- 6) Service provider shall have valid pollution certificate for the 5 Ton MCV Canter 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 5 Ton MCV Canter Vehicle from the concerned authority at his own cost.
- 8) Expenses towards fuel, Mobil oil, service charges and other repairs and maintenance of 5 Ton MCV Canter Vehicles shall be borne by the Service provider and the 5 Ton MCV Canter Vehicles shall be always kept in good condition. In case of breakdown of 5 Ton MCV Canter Vehicle, alternate 5 Ton MCV Canter Vehicle shall be made promptly available by the service provider.
- 9) Cost of 5 Ton MCV Canter Vehicle's registration, insurance, service/repair, and road tax, salary/emoluments/allowances of the driver or any other charges will be borne by the service provider. Only fixed amount and variable charges for extra running kilo meters, if any, shall be paid by PSPCL.
- 10) Any halt charges, penalty including challan, damages, court case, police case etc. shall be the sole responsibility of the service provider and PSPCL shall not be party in such cases.
- 11) 5 Ton MCV Canter Vehicles shall possess valid permit. No liability for the Inter-State permit charges would be borne by PSPCL.
- 12) Toll Tax/Parking charges etc., wherever paid, shall be reimbursed as per actual subject to the production of its receipts.

- 13) Total liability including third party, if any, in case of accident of the 5 Ton MCV Canter Vehicle due to any kind of act of omission shall be of the service provider. PSPCL, directly or indirectly, shall not be responsible.
- 14) The service provider shall provide a reliable spare tyre, tools, spares and consumables, with every 5 Ton MCV Canter Vehicle, in order to attend minor repairs while travelling.
- 15) Service provider shall also ensure that the drivers possess valid Driver's license. Validity of Driver's license and fitness of driver shall be ensured from time to time.
- 16) The driver shall be punctual and polite and shall not be under the influence of any intoxicating drink or drug. The service provider shall be responsible for the conduct of the driver. In case of any complaint regarding the conduct of the driver, he shall be replaced immediately.
- 17) In case any driver proceeds on leave or is not available on medical grounds or any other ground, alternate replacement shall be the responsibility of the service provider.
- 18) Maximum upto 4 days off in a month shall be allowed including for service and upkeep of the 5 Ton MCV Canter Vehicle, without any deduction of payment, provided the 5 Ton MCV Canter Vehicle has been regularly in use prior to the service. This would be permitted on prior intimation minimum 02 days ago to the concerned Officer/Office. Service shall be planned on Saturday/Sunday or public holidays. In case of non-availability of 5 Ton MCV Canter Vehicle due to breakdown/servicing on any working day, an alternate 5 Ton MCV Canter Vehicle shall be provided.
- 19) The Contractor shall ensure that fuel for daily use, i.e., diesel, is provided at least two days in advance.
- 20) The Contractor shall ensure that the FAS-TAG balance is maintained for two days in advance, based on the average daily charges.
- 21) The Contractor shall ensure that an alternate driver is provided promptly if the regular driver plans to take a holiday, so that the Grid construction team's time is not wasted.
- 22) In case the vehicle develops a defect on the way, whether during the day or night, the entire responsibility for the vehicle, material, and T&P of PSPCL shall lie with the Contractor. No staff member of PSPCL shall be deployed for the security of the vehicle, material, or T&P.
- 23) In case of non-deputing of 5 Ton MCV Canter Vehicle on receipt of requisition from the requisitioning officer or delay in sending the 5 Ton MCV Canter Vehicle, a penalty of Rs-"X" per default shall be leviable. Where "X" will be calculated as per the formula below:
$$X = \frac{\text{Fixed Monthly Charges}}{30}$$
- 24) Service provider shall ensure mobile facility to the driver at its own cost.
- 25) Log book should be maintained by the service provider.
- 26) All the entries of each journey like Date, Place ('from' as well as 'to'), time of travel, departure & arrival, initial/final kilometers readings along with KMs run, purpose (along with additional details

required in case of transportation of store material), Signatures of official/officer performing journey (along with his designation) etc. should invariably be made in the 5 Ton MCV Canter Vehicle's log book.

- 27) The payment to the service provider shall generally be made within 30 days after the submission of bill by the service provider.
- 28) 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.
- 29) Variation of 08 paise for 5 Ton MCV Canter Vehicles for every Rs 1/- variation in diesel cost taking the base rate of diesel @ Rs 88.04/- (price as on 18.09.2024) shall be applicable on actual kilometers run, effective from the 1st day of the subsequent month.
- 30) GST shall be payable by the service provider and the service receiver as per the instructions issued by the central Govt. from time to time.
- 31) In case services of service provider are not satisfactory on any account, the contract can be terminated by giving 15 days' notice.
- 32) If at any time any question, dispute or difference, what so-ever, shall arise between the vendor and PSPCL, upon or in relation to, or in connection with the order/contract, he may go for arbitration as per Arbitration clause contained in Works Regulation 1997 of PSPCL, as amended from time to time.
- 33) 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.
- 34) Outstation Night halting charges from 10:00 pm to 06:00 am shall be Rs 300/-.
- 35) In the future if the Indian Govt. imposes ban on Diesel 5 Ton MCV Canter Vehicles, in such situation, if the contractor provides the equivalent petrol 5 Ton MCV Canter Vehicles at the same diesel rate and the same Terms & conditions as mentioned in this tender/PSPCL transportation policy, then it shall be acceptable.
- 36) The seats shall be well cushioned and should have fine, neat and clean seat covers and 5 Ton MCV Canter Vehicle shall also have rubber floor mats.
- 37) The contractor shall be liable to keep the 5 Ton MCV Canter Vehicle in good condition at all times during the contract period.
- 38) The kilometer run, from the point of departure of 5 Ton MCV Canter Vehicle for maintenance/repairs, the times it run and rejoin the duties shall not be considered for billing.
- 39) The 5 Ton MCV Canter Vehicle shall be parked at suitable place provided by the PSPCL. In case the contractor/driver parks the 5 Ton MCV Canter 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.
- 40) 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.
- 41) 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.

42) The kilometer run for the journeys which are not verified/signed by the concerned officer, shall not be payable.

- i) The Bill will be verified by O/o: AE, Grid Const. Sub Division Kartarpur (at Beas) and Bill will be approved O/o: Xen, Grid Const Divn. PSPCL Amritsar.
- ii) The payment shall be issued by O/o: Account officer Grid Const. Circle PSPCL, Ludhiana.

43) GOODS AND SERVICE TAX:

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

- i) GST, as applicable, will be paid as per prevailing provisions of GST Act & Laws against submission of documentary proof at rate(s) prevailing during the contracted delivery period on the basis of actual. The following certificates shall have to be furnished along with invoice -cum-gate pass duly signed by the authorized agent /signatory. The first invoice should accompany the specimen signatures of the authorized signatory duly attested by the owner of the 5 Ton MCV Canter Vehicle/proprietor of the firm with a copy of orders regarding his appointment as authorized signatory.
 - Certified that the transaction on which the GST is claimed has been/shall be included in the return submitted / to be submitted to the GST Authorities and the amount claimed from the Punjab State Power Corporation Ltd. has been / shall be paid to the GST Authorities.
 - Certified that the goods on which GST has been charged have not been exempted under GST Act or rule made there under and that the GST charged on these goods is not more than what is payable under the provisions of relevant act.
 - Certified that we shall indemnify the Punjab State Power Corporation Ltd. in case, it is found, at a later stage that wrong or incorrect payment had been received on account of GST, the same will be refunded.
 - Certified that we are registered dealer under the GST Act and our Registration No. is
- ii) In case the GST is applicable and is required to be paid extra as referred to Para-(i) above, the tenderer should clearly indicate HSN code of item along with present rate (in percentage) applicable to their company.
- iii) The maximum rate (in percentage) up-to which the GST may become livable/ payable under the prevailing Rules & Regulations applicable to their company, should also be clearly indicated in their tender.
- iv) In case the GST is applicable /payable, necessary certificate of GST claimed / GST Gate Pass duly authenticated by the authorized representative of GST Authorities, shall however, be furnished by the supplier along with each consignment. The supplier should, therefore, clearly indicate in their tender that whether such GST Gate Passes/Certificates shall be furnished by them or not.

NOTE: The firms indicating nil or concessional rate of GST in their tenders (if any) will have to absorb GST up to the full rate applicable at the time of tendering.

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

44) Jurisdiction

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


Addl SE/ Grid Construction Division
PSPCL, Amritsar.

Price Performa

Hiring of One No. 5 Ton MCV Canter with driver for one year for the office of Assistant Executive Engineer, Grid Construction Sub-Division, ~~Tarn Taran~~ *Kartarpur* for Grid Construction works.

Sr.No.	Particulars of firm	
1	Make & Model of 5 Ton MCV Canter Vehicle (month & year of Registration of 5 Ton MCV Canter Vehicle)	
2	Monthly Fixed Charges	
3	Per Kilometer Charges	
4	GST Rate	

Date _____

Signature of the Contractor

Phone _____

Company Address

In Case of Any other query please contact following officers:

Sr. No	Office	Officer's Contact No.
1	SDO, Grid Construction Sub-Division Kartarpur (at Beas)	Er. Sukhraj Singh AE Mob No. 96461-19208
2	Xen, Grid Const. Division, Amritsar:	Er. Sarbjeet Singh ASE Mob No. 96461-36447

EMD Calculation sheet

Sub: Hiring of One No. 5 Ton MCV Canter with driver for one year for the office of Assistant Engineer, Grid Construction Sub-Division, Kartarpur (HQ at Beas) for Grid Construction works.

	Hiring of 1 no. 5 Ton Canter (Including rental, driver & maintenance of vehicle etc. as per detailed terms and conditions/specifications)	Per KM running charges for extra KM.
Rates fixed as per Transport Policy of Pspcl dated 31.1.2023	33000	13.00
The fixed rates for monthly & Daily bases Vehicle appreciated by 7.5% i.e 31.01.2023 to 30.01.2024	2475	
Total	35475	
The fixed rates for monthly & Daily bases Vehicle appreciated by 7.5% i.e 31.01.2024 to 30.01.2025	2475	
Total	37950	
Amount For Per Km is Rs 13x2000	26000	
G.Total	63950	
Amount for one year		
Rs. 63950x12	767400	
So EMD @ 2% is	15348	
	Say Rs 15350/-	



PUNJAB STATE POWER CORPORATION LIMITED

Regd office: The Mall Patiala-147001

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

Office Dy.CE/Personnel, P.S.P.C.L.Patiala

Corporate I.D. No. U40109PB2010SGC033813 Website:www.pspcl.in
(GENERAL SECTION-I)

To

1. All Er-in-Chief/General Manager/CEs/HODs, PSPCL.
2. DGP/V&S, PSPCL. Patiala
3. All C.A.Os, & Chief Auditor, CFO, FA, Cost Controller, PSPCL
4. All Dy.CEs/SEs, PSPCL,
5. All Addl.SEs/Sr.Xens, PSPCL
6. All Joint Secy./Dy.Secy., PSPCL

Memo No. 3304/4203 /GB/V-612

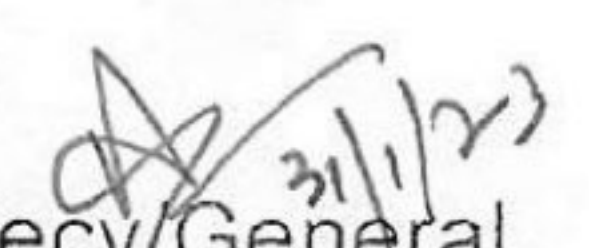
Dated:- 31-01-2023

SUB:- Corporate Transport Policy of PSPCL..

The Whole time Directors in its 273th meeting held on 09.12.2022 at Patiala has approved the Corporate Transport Policy of PSPCL, So Copy of Corporate Transport Policy of PSPCL is enclosed for information & necessary action please.

DA/As above

This issue with the approval of competent authority.


Dy. Secy/General,
P.S.P.C.L., Patiala.

Endst. No. 4204/4208 /GB/V-612

Dated:- 31-01-2023

Copy of the above is forwarded to the following for information and necessary action please:-

1. Company Secy. PSPCL, Patiala.w.r.t. his U.O.No.4673/WTD-273.21/2022/ PSPCL Dated : 16.12.2022
2. RAO, PSPCL, Patiala.
3. A.O/EAD, AO/Cash, PSPCL, Patiala.
4. Supdt/Bills-I, PSPCL, Patiala.


Dy. Secy/General,
P.S.P.C.L., Patiala.

CORPORATE TRANSPORT POLICY OF P.S.P.C.L.

1. POLICY FOR DEPARTMENTAL VEHICLES

A) Procurement of vehicles

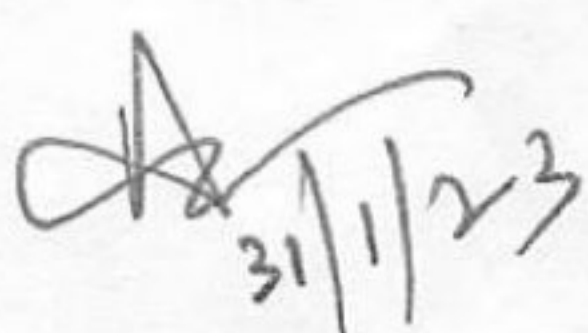
- i. The departmental vehicles for the official use of CMD, Directors, CEs and other HODs shall be purchased by the office of SE/Personnel, PSPCL, Patiala and Vehicles, Cranes/Loaders or any other Special purpose vehicle, if any, required by field office(s) shall be purchased by the concerned HOD. The vehicles shall be purchased with the approval of the Committee of Whole Time Directors, preferably at DGS&D Rates. In case DGS&D Rate are not available, the vehicles shall be purchased from open market as per Purchase Regulations.
- ii. The cost of accessories of the new vehicles shall not be more than 3% of the billed amount. The record of the same must be entered in the maintenance register of the vehicle by the concerned JE Incharge.
- iii. Timely registration of new vehicles, insurance, maintenance, service & upkeep, deposit of Road Tax/RC, passing of vehicles, pollution certification and other documents of vehicles shall be the responsibility of the JE Incharge and due record should be maintained. Full insurance (bumper to bumper) of the vehicles shall be taken. The insurance of Drivers and passengers for covering their life risk during travel should also be ensured.

B) Vehicles in Common Pool

- i. One No. Vehicle, of the make as per entitlement, shall be kept in the Common Pool for the official use of CMD and Directors for use in emergent situation.
- ii. Two No. Staff Car shall be kept in the Common Pool for the official use by entitled Officers of Corporate Offices. However, in case of exigency, it can be used by other officers in Corporate office with the recommendation of the concerned Director.
- iii. In case of non-availability of driver, General Section, PSPCL can hire a driver out of the approved panel of drivers for the vehicles of CMD/Directors and EIC/ CEs/ CFO/ FA/ CAO/ HODs respectively on daily basis @ Rs. 800/-per day +Rs. 300/- per day in case of night halt.

C) Average of the Vehicles

- i. The drivers shall be required to maintain the minimum average of departmental vehicles as per norms which shall be monitored by the concerned office. The concerned office shall also be required to maintain strict surveillance so that no pilferage of petrol/diesel or theft of parts of vehicles takes place. The average of the vehicles shall be fixed as per instructions issued by the State Transport Commissioner, Punjab from time to time or as


31/1/23

adopted by PSPCL, in that order. The existing norms for average of vehicles are reproduced below:-

Sr. No.	Make of Vehicle	Fuel Average during first three services		Fuel Average after first three services	
		Without AC	With AC	Without AC	With AC
1	Toyota Innova 2.5 (Diesel)	11	10	12	11
2	Ambassador, MPFI Euro-II (Petrol)	8.5	7.5	10	9
3	Gypsy King Model (Petrol)	7	--	8.5	--

In case of low average of the vehicles or where average is not specified by the Punjab Govt./PSPCL, the average be got checked/certified from an authorized agency of the vehicle. In case, it is not possible to get the certification from the authorized agency, the concerned Officer incharge of the vehicle along with one Accounts Office and concerned JE Incharge shall physically check, certify and fix the average of the vehicle.

NOTE: **Guideline for taking disciplinary action/recovery of amount of excess fuel consumption by the Drivers.**

- i) The case of excess fuel consumption upto 50Ltr./100 Ltr. (only for Innova Vehicles) in a year may be exempted with the approval of concerned HOD/Director Incharge.
- ii) In cases of excess fuel consumption above 50 Ltr. / 100 Ltr. (only for Innova Vehicles) and up to 100 Ltr. / 200 Ltr. (only for Innova Vehicles) in a year the concerned Drivers may be issued a letter of warning to be careful in future with the approval of concerned HOD/Director Incharge.
- iii) Incases of excess fuel consumption above 100 Ltr. / 200 Ltr. (only for Innova Vehicles) in a year, recovery may be made from the concerned Drivers but before effecting recovery of the amount, the explanation of the concerned Drivers may be called for and decided with the approval of concerned HOD/Director Incharge.

(D) General

- i. Officer Incharge of the vehicle shall ensure that only authorized Driver having valid driver's license, drives the vehicles & required documents are kept in order. Validity of Driver's license should be ensured from time to time. However, in case of official emergency and non-availability of driver, controlling officer may drive the departmental vehicle himself or authorize any other employee, provided he has a valid driving license.
- ii. 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.

31/1/23

- iii. In case of an accident, the same shall be immediately reported to the concerned HOD, who shall submit the report along with his comments to General Section, PSPCL.
- iv. The repair of the accidental departmental vehicles should be got done at the Headquarter of the vehicle under the supervision of the vehicle Incharge so as to have a proper check for repair of the vehicle. If it is not economical to bring the vehicle from the site of accident to headquarter, then the repair may be got done at the nearest point with the approval of Controlling Officer. In case of major repair, Vehicle Incharge shall ensure that the damaged parts replaced at the cost of the Corporation (i.e. which are not covered under insurance) are returned to the store.
- v. Quarterly return of all the vehicles on prescribed Performa must be sent to the office of General Section, PSPCL by the concerned HODs.
- vi. In case, any Officer/Official is found misusing the vehicle, disciplinary action shall be taken against him.

E) Life of the Vehicles

- i) The norms for life of vehicles shall be as per the norms specified by State Transport Commissioner (STC), Punjab, from time to time. Norms as per STC letter No. 4169-75 dated 11-02-2010 and letter no. 51051-51057 dated 11-11-2011 are as under:-

S. No.	Type of Vehicle	Life Norm
1.	Tavera (Diesel, Non-AC)/ Toyota Innova 2.5G (Diesel/AC/8 Seater)	3.5Lac KMs or 5 years, whichever is earlier
2.	Honda City 1.5 VMT/ SMT(Petrol)	4.0 Lac KMs or 7 years, whichever is earlier
3.	Ambassador (Petrol, AC/Non-AC)	2.0 Lac KMs or 8 years, whichever is earlier
4.	Maruti Gypsy (Petrol, Non-AC)	2.5 Lac KMs or 9 years, whichever is earlier
5.	Trucks/Heavy Commercial Vehicles	4 Lac. KMs. or 08 years,

In case the make/model of the vehicle is neither specified above nor contained in any other instructions of Punjab Govt./PSPCL, the life of such Cars/LCVs and other such vehicles shall be considered as 5 years and 7 years respectively. Age of the vehicle shall be taken from the date of its First Registration.

ii. **Life of Vehicle as per Government of Punjab for Vehicles procured in future.**

Pb. Govt. life norms (Issued by Special Secy. to Govt. of Pb. Dept. of Transport (Transport-2 Branch) Chandigarh vide No. 9/1/2016-3T2 (P.F.)/13 dated 06.01.2021) as Under:-

The life norms to all the Government vehicles (Petrol) attached with the officers in view of the improved road conditions and improved technology in the vehicle manufacturing shall be 4 lakhs kilometer or 10 years, whichever is earlier.

31/1/23

The Head of Departments can take a decision to continue using a vehicle even after completion of their life norms fixed by Motor Vehicle Board depending upon the condition of vehicle and intended use on year-to-year basis, till validity of the registration certificate of the vehicle.

Survey off/Condemnation of Departmental Vehicles

1. The concerned Chief Engineers/HODs shall be competent to survey off/dispose off the departmental vehicles as per latest approved norms.
2. If any departmental vehicle is found un-economical before completing its life as per norms, the same could be disposed with the approval of WTDs.
3. The vehicles should be disposed off within six months from the date of survey off report by the Controller of Store & Disposal, PSPCL. The vehicles may be disposed off on 'As is where is basis' through e-auction. The survey off reports may also be sent to General Section, PSPCL.

(F) Limits of Journey

The norms for fixation of limits of journeys and other conditions for various officers/offices shall be as under: -

Sr. No	Designation	Type of Vehicle	Kms. Limit (Per Month)
1	CMD	Innova or equivalent in price	Unlimited
2	Directors	Innova or equivalent in price	Unlimited
3	EIC/CE/TS, RE & APDRP, P&M, EA& Enforcement, DS, TA & I	Honda City/Maruti Ciaz or equivalent in price	3000
	Others EIC/CE /HOD & equivalent in Rank (As per entitlement)	--do--	2000
4	Dy.CE/SE/TL, APDRP Const. LDH., P&M, TA&I	Toyota Etos/Maruti Suzuki Brezza or equivalent in price	3000
	Dy. CE/SE/DS, Enforcement	-do-	2500
	Dy.CE/SE/Stores (COS & D)	-do-	2000
	Others Dy.C.E./S.E & equivalent in Rank (As per entitlement)	-do-	1500

31/1/23

5	ASE/Sr.Xen/Enforcement-cum-EA & MMTS, Grid Cont., Protection, Tech. audit, O&M	Qualis/Tavera/Scorpio or equivalent in price	3000
	ASE/Sr.Xen/TL, Non APDRP Cell, Civil Const. & Mtc.	Mohindra Bolero/ TUV 300/Xylo or equivalent in price	2500
	ASE/Sr.Xen/APDRP Cell	-do-	1800
	Addl.SE/ Sr.Xen (DS)	-do-	i. Urban Division-1500KM
			ii. Semi Urban Division (Under which upto 2 rural s/divns falls)-2000 KM
			iii. Rural Division (Under which more than 2 rural s/divns falls)-2000KM
	Other Addl. SEs/Sr. Xens & equivalent in Rank (As per entitlement)	-do-	1200
6	AEE/AE (As per entitlement)	Mohindra Genius/ Bolero/ Tata 207/ 408 or equivalent in price	
	City Area Office	Double Door	1500
	Rural Area Office	Double Door	2500
	AE/Enforcement		2000
7	AEE/AE TL (Under TL circle under CE/P&M)	2.5 Ton Eicher Canter / Swaraj Mazda	2000
		1 No. Extra Mohindra Genius/Bolero Vehicle Provided for 1000 KM	1000

31/1/23

	Grid Const. Sub Div.	5 Ton LCV Canter	2000
	Central/Outlet Stores	Capacity of vehicle i. 2.5 MT ii. 6 MT iii. 9 MT	1200 1200 1200
8	Cranes, Loaders or any other Special Purpose Vehicle	As per Requirement with the Approval of Concerned Director In charge	
9	V & S, PSPCL Wing		
	DGP/V & S	Punjab Govt. Vehicle	3000
	SP/ V & S	Punjab Govt. Vehicle	2000
	DSP/V & S Patiala	Tavera/ Quails or equivalent	1200
	DSP/V & S, Ludhiana & Bathinda	-do-	1200
	APTPS, Patiala, Ludhiana, Jalandhar Amritsar, Bathinda	Tavera/ Quails or equivalent	3000
		Motorcycle	60 Lts. Petrol Per Month

- The above mentioned journey limits shall be applicable for both departmental and outsourced vehicles and shall include all type of official journeys except Private journeys.

Note: Powers for regularizing the excess journeys beyond the prescribed limit shall be as per Dy. CE/Tech to Director/D, PSPCL, Patiala vide o/o No. 08/Dy. CE/T/D/D (MO-33) Dated 24.11.2016.

HODs be and hereby authorized to approve Journey by official / private vehicles for official purpose up to 25% beyond the prescribed limit for the officers under their control and beyond this limit of 25% the journey shall be approved as per existing instruction by the Director Incharge.

All the cases of approval of journey by official/private vehicles for official purpose, as mentioned above, will be submitted for approval within period of 6 months from the date of event and thereafter, these cases will not be regularized/entertained.

2. POLICY FOR HIRING OF OUTSOURCED VEHICLES

In case, department vehicle has been either condemned off or not provided to the entitled officer(s)/office(s), vehicles as per entitlement can be hired/outsourced from the market subject to the maximum of following rates. If vehicle is required for any other officer/office, the case for the same shall be put up to the WTD with the recommendation of the HOD.

31/1/23

(A) Monthly Basis

Sr. No.	Designation	Type of Vehicle	Total Limit	Kms. included in Fixed Charges	Variable Kms. ^	Monthly Fixed Charges (Rs.) *	Rate Per KM (Rs.)#
1	CMD	Innova or equivalent in price	Un-limited	---	-	---	--
2	Directors	Innova or equivalent in price	Un-limited	---	-	---	--
3	EIC/CE/HOD	Honda City/Maruti Ciaz or equivalent in price	As per entitlement	1000	-	39500/-	6.50
4	Dy. C.E. /S.E. (as per entitlement)	Toyota Etos/ Maruti Suzuki Brezza or equivalent in price	As per entitlement	1000	-	31600/-	6.50
5	Addl SEs./Sr. XENs (as per entitlement)	Mohindra Bolero/ TUV 300/Xylo or equivalent in price	As per entitlement	1000	-	36000/-	9.00
6	AEE/AE (As per entitlement)	Mahindra Genius/Bolero/Tata-207/408 or equivalent in price					
		(i) City Area Office (Double Door)	1500	1000	500	34000/-	10.00
		(ii) Rural Area Office (Double Door)	2500	2000	500	42000/-	10.00

31/1/23

7	AEE/AE TL	LCV (Canter/Tata a-407) 2.5 Ton or equivalent in price	2000	----	2000	32000/-	11.00
	(under TL circle under CE/P & M)	1 No. Extra Vehicle Mohi ndra Genius/ Bolero (Double door) Provided for 1000 KM	1000	1000	---	32000/-	10.00
	Grid Const. Sub Div.	MCV (Tata LPT 1109) 5 Ton or equivalent	2000	----	2000	33000/-	13.00
	Central/Outlet Stores	<u>Capacity of vehicle</u> (i) 2.5MT	1200	--		65,255/- (Including cost of 2 No. unskilled workers as per current DC rate)	9.25 per KM
		(ii) 6MT	1200	--		88,414/- (Including cost of 3 No. unskilled workers as per current DC rate)	12.33 per KM.
		(iii) 9MT	1200	--		1,18,103/- (Including cost of 4 No. unskilled workers as per current DC rate)	16.44 per KM.

31/1/23

8.	V & S, PSPCL Wing		KMs Limit (Per month)	Monthly Fixed Charges
	DGP/V & S	Punjab Govt. Vehicle	3000	--
	SP/ V & S	Punjab Govt. Vehicle	2000	--
	DSP/V & S Patiala	Tavera/ Quails or equivalent	1200	Rate applicable fixed for Addl. SE/ Sr.Xen
	DSP/V & S, Ludhiana & Bathinda	"	1200	"
	APTPS, Patiala, Ludhiana, Jalandhar Amritsar, Bathinda"	Tavera/ Quails or equivalent Motorcycle	3000 60 Lts. Petrol Per Month	Rate applicable fixed for Addl. SE/ Sr.Xen ---

(B) Daily Basis

Sr. No.	Type of Vehicle	Kms	*Rates for Diesel AC Model	Extra per KM #
1.	Honda City/Maruti Ciaz or equivalent	40 Kms.	1800	12.50
		160 Kms.	2600	12.50
		250 Kms.	3400	12.50
		600 Kms.	7700	12.50
2.	Toyota Etios/Maruti Suzuki Brezza or equivalent	40 Kms.	1650	11.50
		160 Kms.	2400	11.50
		250 Kms.	3100	11.50
		600 Kms.	7200	11.50

The Monthly rate 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

* The fixed rates for monthly & Daily bases Vehicle may be appreciable by 7.5% per year.

^ Variable KMs. Will be allowed as per entitlement in 1(F) as per KMs. Rates Specified above.

NOTE- The officers of Corporate offices or stationed at Patiala (ASEs/Sr.XENs or equivalent) entitled for Bolero or equivalent may be provided Swift D-Zire or equivalent only, whenever requisitioned as per their job requirement.

(C) General Guidelines for Hiring of Outsourced Vehicles:

- Limited tenders/ open tender (as the case may be) as per relevant Purchase Works Regulations and Delegation of Powers to hiring of vehicles on monthly/daily basis for official purpose shall be floated by HOD/Dy.CEs/SEs concerned. The open tenders shall be invited through Newspapers in brief only. The other detailed

31/1/23

terms, conditions and specifications of Limited tenders/open tenders shall be uploaded on PSPCL website to avoid any financial burden on the Corporation. The competency to approve the rates shall lie with concerned HODs up to upper limit of rates fixed as per policy.

- ii. HODs shall be competent to allow variation up to +10% of the rates already fixed for hiring outsourced vehicles for official purpose.
- iii. Concerned Director shall be competent to allow variation beyond *10% of the rates already fixed for hiring outsourced vehicles for official purpose.
- iv. The Work Order for out-sourcing of vehicles, for the vehicles not more than 4 years old, shall be initially for a period of one year and the same shall be extendable on year to year basis. for a further period of two years, subject to the performance of the Vehicle/ Service Provider. Hence the maximum period for which a vehicle can be hired is 3 years. After a period of 3 years, a new tender needs to be floated.
- v. 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.
- vi. 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.
- vii. 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.
- viii. Road tax for the vehicle shall be paid regularly and kept updated by the service provider.
- ix. Service Provider shall have valid pollution certificate for the vehicles and the same should be available with the driver to be produced on demand.
- x. The service Provider shall obtain the passing/ fitness certificate and update Registration of vehicle from the concerned authority at his own cost.
- xi. 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.
- xii. 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

31/1/23

- meters, if any, shall be paid by PSPCL.
- xiii. 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.
 - xiv. Vehicles shall possess Valid Permit. No liability for the Inter -State permit charges would be borne by PSPCL.
 - xv. Toll Tax/Parking charges, etc. wherever paid, shall be reimbursed as per actual, subject to the production of its receipts.
 - xvi. 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.
 - xvii. 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.
 - xviii. 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.
 - xix. 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.
 - xx. 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.
 - xxi. 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.
 - xxii. 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.
 - xxiii. 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.
 - xxiv. Service provider shall ensure mobile facility to the driver at its own cost.
 - xxv. Log book should be maintained by the service provider.
 - xxvi. All the entries of each journey like Date, Place ('from' as well as 'to'), Time of

31/1/23

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.

- xxvii. 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.
- xxviii. 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.
- xxix. 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.
- xxx. 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 Mention on Page No. 9 (marked #) shall be applicable on actual kilometers run, effective from the 1st day of the subsequent month.
- xxxi. GST shall be payable by the service provider and service receiver as per the instructions issued by the Central Govt. from time to time.
- xxxii. In case services of service provider are not satisfactory on any account, the contract can be terminated by giving 15 days' notice.
- xxxiii. 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.
- xxxiv. 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."**
- xxxv. The Head of the office, for which the outsourced vehicle has been hired and the officer/official in-charge of the vehicle shall be held directly responsible for non-compliance/ non-implementation of these instructions.
- xxxvi. Outstation Night halting charges from 10.00 pm to 06.00 am shall be RS. 300/-
- xxxvii. 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.

AS
31/1/23

3. USE OF VEHICLES FOR PRIVATE JOURNEYS

- A) The rates for the private journey by officers of the rank of CMD/Whole Time Directors/HODs who are entitled for the staff car (Departmental/ Outsourced) shall be at the rates specified by the Punjab Govt. issued from time to time. Existing rates are reproduced below:-
- i. The officer shall be allowed to choose either of the following two options, opted only once in a financial year which cannot be changed during that financial year:-
- Up to 200 KMs @ Rs.300/- per month
- or
- Up to 400 KMs @ Rs.600/-per month
- Adjustment/calculation of private journey shall be done on yearly basis. The unutilized accumulated private journey of the officer, if any, at the end of 31st March would be carried forwarded to the next financial year to the extent of journey admissible in the last quarter only i.e. front Jan. to March of the year.
- ii. Any KMs exceeding above limits shall be charged @ Rs.5/- per KM.
- B) Private journey to officers not covered as per (A) above, to whom the out-sourced vehicles have been provided, shall be allowed at the per KM rate of variable Kms.
- C) During Pvt. Journey all other financial charges Shall be borne by the officer/user.

NOTE:- ADJUSTMENT/CALCULATION & UTILIZATION OF PRIVAT JOURNEYS.

- 1) Adjustment/calculation of private journey will be done on yearly basis.
- 2) The utilized accumulated private journey of the officer, if any at the end of 31st March would be carry forwarded to the financial year to the extent of admissible journey to the officer in the last quarter only i.e. from Jan to March of the year on the basis of amount deducted from the salary of the officer in lieu of private journey.
- 3) The year should be construed as financial year i.e. from 1st April to 31st March.

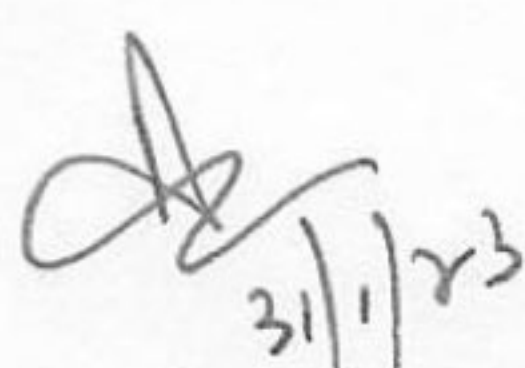
31/1/23

ਮਹਿਕਮਾਨਾ ਗੱਡੀਆਂ ਦੀ ਮਹੀਨਾਵਾਰ ਸਾਰਣੀ ਬਾਬਤ ਮਹੀਨਾ.....

1	ਦਫ਼ਤਰ ਦਾ ਨਾਂ	
2	ਜਿਸ ਦਾ ਦਫ਼ਤਰ ਨਾਲ ਗੱਡੀ ਅਟੈਚ ਹੈ।	
3	ਗੱਡੀ ਨੰ./ਮੋਕ/ਮਾਡਲ	
4	ਡਰਾਇਵਰਾਂ ਦਾ ਨਾਂ (ਰੈਗੂਲਰ/ਆਊਟਸੋਰਸ/ਆਥੋਰਾਈਜ਼ਡ)	
5	ਮਹੀਨੇ ਦੇ ਅੰਤ ਤੱਕ ਕਿੰਨੇ ਕਿ:ਮੀ: ਗੱਡੀ ਚੱਲੀ	
6	ਮਹੀਨੇ ਦੌਰਾਨ ਗੱਡੀ ਦੀ ਔਸਤ	
7	ਫਿਕਸ ਕੀਤੀ ਔਸਤ	
8	ਐਵਰੇਜ਼ ਘੱਟ ਹੋਣ ਦਾ ਕਾਰਨ	
9	ਮਹੀਨੇ ਦੌਰਾਨ ਵਾਪਰਿਆ ਘਾਤਕ/ਗੈਰ ਘਾਤਕ ਹਾਦਸਾ	
10	ਮਹੀਨੇ ਦੌਰਾਨ ਰਿਪੇਅਰ ਦਾ ਖਰਚਾ ਵੇਰਵੇ ਸਹਿਤ (ੳ) ਮਾਈਨਰ ਰਿਪੇਅਰ ਦਾ ਖਰਚਾ (ਅ) ਮੇਜਰ ਰਿਪੇਅਰ ਦਾ ਖਰਚਾ	
11	ਵਿਸ਼ੇਸ਼ ਕਥਨ	

ਤਸਦੀਕ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਉਪਰੋਕਤ ਗੱਡੀ/ਗੱਡੀਆਂ ਨਾਲ ਸਬੰਧਿਤ ਸਾਰੇ ਦਸਤਾਵੇਜ਼ (ਆਰ.ਸੀ., ਪ੍ਰਦੂਸ਼ਣ ਸਰਟੀਫਿਕੇਟ, ਬੀਮਾ, ਪਾਸਿੰਗ ਆਦਿਕ) ਸਮੇਤ ਗੱਡੀ ਦੇ ਡਰਾਇਵਰ ਨਾਲ ਸਬੰਧਿਤ ਦਸਤਾਵੇਜ਼ (ਡਰਾਇਵਿੰਗ ਲਾਈਸੈਂਸ ਆਦਿ) ਹਰ ਪੱਖੋਂ ਮੁਕੰਮਲ ਹਨ।

ਦਫ਼ਤਰ ਦੇ ਮੁੱਖੀ ਦੇ ਮੋਹਰ ਸਮੇਤ ਹਸਤਾਖਰ


31/1/23

ਪੰਜਾਬ ਸਟੇਟ ਪਾਵਰ ਕਾਰਪੋਰੇਸ਼ਨ ਲਿਮਟਿਡ

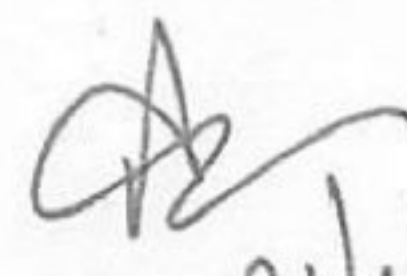
ਪਾਰਟ(ਅ)

ਬਾਹਰਲੇ ਸੋਮਿਆ ਤੋਂ ਲਈਆਂ ਗੱਡੀਆਂ ਦੀ ਮਹੀਨਾਵਾਰ ਸਾਰਣੀ ਬਾਬਤ ਮਹੀਨਾ

1	ਦਫ਼ਤਰ ਦਾ ਨਾਂ	
2	ਜਿਸ ਦਾ ਦਫ਼ਤਰ ਨਾਲ ਗੱਡੀ ਅਟੈਚ ਹੈ।	
3	ਆਊਟਸੋਰਸ ਏਜੰਸੀ ਦਾ ਨਾਂ	
4	ਗੱਡੀ ਦਾ ਨੰਬਰ, ਮੋਕ/ਮਾਡਲ, ਰਜਿਸਟਰੇਸ਼ਨ	
5	ਮਹੀਨੇ ਦੌਰਾਨ ਗੱਡੀ ਕਿੰਨੇ ਕਿ:ਮੀ: ਚੱਲੀ	

ਤਸਦੀਕ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਉਪਰੋਕਤ ਗੱਡੀ/ਗੱਡੀਆਂ ਜੋ ਕਿ ਬਾਹਰਲੇ ਸੋਮਿਆਂ ਨਾਲ ਸਬੰਧਿਤ ਹਨ, ਸਾਰੇ ਦਸਤਾਵੇਜ਼ (ਆਰ.ਸੀ., ਪ੍ਰਦੂਸ਼ਣ ਸਰਟੀਫਿਕੇਟ, ਬੀਮਾ, ਪਾਸਿੰਗ ਆਦਿਕ) ਸਮੇਤ ਗੱਡੀ ਦੇ ਡਰਾਇਵਰ ਨਾਲ ਸਬੰਧਿਤ ਦਸਤਾਵੇਜ਼ (ਡਰਾਇਵਿੰਗ ਲਾਈਸੈਂਸ ਆਦਿ) ਹਰ ਪੱਖੋਂ ਮੁਕੰਮਲ ਹਨ।

ਦਫ਼ਤਰ ਦੇ ਮੁੱਖੀ ਦੇ ਮੋਹਰ ਸਮੇਤ ਹਸਤਾਖਰ


31/1/23