PUNJAB STATE POWER CORPORATION LTD

Enquiry No:-CCM/J-T-26/2022-23 Dated:-14.03.2023

Name of Work:- **Hiring of one no. outsourced vehicle for office of Sr. XEN,Civil Construction & Maintenance Division, PSPCL, Jalandhar on monthly basis for one year.**

Dear Sir,

You are requested to quote your lowest rates for the execution of the following work.

Sr. No.	Name of Work	Estimated Amount including GST	Earnest Money
1	**Hiring of one no. outsourced vehicle for office of Sr. XEN, Civil Construction & Maintenance Division, PSPCL, Jalandhar on monthly basis for one year.**	**Rs: 623700/-**	**12500/-**

GENERAL TERMS & CONDITIONS:-

1. The Cost of Tender documents Rs. 1180 and earnest money Rs.12500/-need to be paid in the form of cash deposit receipt or Demand Draft drawn on any schedule bank in the favour of Sr. Executive Engineer, Civil Cont. & Mtc. Div. Jalandhar Punjab State Power Corporation Ltd. payable at Jalandhar.
2. **Tender documents can be purchased from this office upto 03:00 PM on 12/04/2023.**
3. Quotation should reach in the office of the undersigned **before 02:00 PM on or before 14/04/2023.** If this day happens to be a holiday, the quotation can be submitted on the following working day and the same shall be opened in that day .
4. The quotation received before the above mentioned times shall be opened **at 03:00 PM on 14/04/2023** the same day in the presence of committee of officers/officials of the department and representatives of the contractors who want to be present.
5. The rates are inclusive of all taxes except GST as applicable. Headquarter of the vehicle will be fixed at Jalandhar.
6. The payment of hired vehicle on monthly basis would be made at the end of the month. For journeys beyond fixed limit, the payment would be made at the rates mentioned for extra kilometers.
7. At the time of hiring, vehicle should not be more than four years old. The Work Order shall be initially for a period of one year and the same shall be extendable on year to year basis for a period of further 2 years, subjected to performance of the vehicle/ service provided. Hence, the maximum period for which the vehicle can be hired is 3 years. After 3 years a new tender will be floated.

8. Only Commercial vehicles with a yellow number plate, entry in Registration Certificate will be hired. If the contractor does not supply yellow number plate vehicle then his security will be forfeited and will be blacklisted.
9. The Vehicle shall be available for use round the clock, for utilization at our offices in Punjab, U.T., Chandigarh and Delhi and also for deputing to the neighboring State of Haryana, Himachal Pradesh, Rajasthan and J&K.
10. The vehicle shall be duly insured comprehensively including Third party insurance during the period of engagement with PSPCL. Insurance Premium shall be paid by the Contractor. Insurance premiums shall be paid by the service provided. Lodging Insurance Claims with the Insurance Company will be the Contractor's responsibility in case of any such eventuality.
11. Road Tax for vehicle shall be paid regularly and kept updated by the contractor.
12. Contractor should also have valid pollution certificate for the vehicles and the same should be available with the driver and will be produced on demand.
13. Expenses towards fuel charges, Mobile Oil and other repairs and maintenance of vehicles will be borne by the contractor and the vehicle shall be kept in perfect running condition and in case of breakdown of vehicle, alternative vehicle shall be made promptly available.
14. The Contractor at his own cost will get done, passing/obtaining fitness certificate and updating of Registration of vehicle from the concerned registering authority.
15. Cost of Vehicle's registration, insurance, service/repair, road tax, salary/ emoluments/ allowances of the drover or any other charges will be borne by the contractor. Only the fixed amount and variable charges for running extra kilometers, if any, shall be paid by PSPCL.
16. Any Halt charges, penalty including challan, damages, court case, police case, etc shall be the sole responsibility of the service provider and PSPCL shall be not be party in such cases.
17. Vehicle shall possess valid permit. No liability for interstate permit charges would be borne by PSPCL.
18. The rate shall be valid for a period of one year and any increase during the period of contract in the taxes, levies, shall be borne by the contractor at his risk and cost. No reimbursement on this account shall be given by the department.
19.
20. The vehicle hired will be released for servicing and maintenance for one day as and when necessary, without any deduction of payment, provided the vehicle has been regularly in use prior to the service. This would be permitted on prior information to the Concerned Officer. The service should be managed preferably on Saturday/Sunday or Gazetted Holiday. Alternate vehicle shall be provided during servicing/maintenance/repair of vehicle.

21. An efficient & healthy driver possessing a valid license for running the vehicle shall be provided by the contractor at his own cost. The driver should be very polite and punctual and under no circumstances, driver of the vehicle shall be under the influence of any intoxicating drink or drug. The supplier shall be responsible for the conduct of driver. The Corporation shall have the right to discontinue hiring of Vehicle if in opinion of the Officer of the Corporation by whatever designation such Officers is called (the expression Office of the Corporation here-in after shall convey by same meaning) the behavior of the driver is found objectionable, and his opinion in this regard shall be final and binding on the supplier. In the event of emergency, the driver would inform the officer concerned before proceeding on leave and alternative arrangement will be made by the contractor in consultation with the concerned officer.
22. Maximum upto 4 days off in a month shall be allowed including for the service and upkeep of the vehicle, without any deduction of payment, provided the vehicle has been regularly in use prior to 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.
23. The vehicle shall be provided with reliable spare tyre, tools, spares and consumables in order to attend to minor repairs while travelling.
24. The charges on account of driver's salary and all other incident charges shall be borne by the contractor.
25. ***TERMS OF PAYMENT:*** Payment shall be made by cheque on monthly basis after the presentation of the bill. Payment will be made monthly on the basis of Log Book, duly certified by the concerned officer. No advance payment on any account will be made.
26. In case of services of Contractor are not satisfactory on any account, the contract can be terminated by giving 15 days' notice.
27. In case of lockdown or any other such situation, the rate of extra Kilometers will be charged(recovered) for less Kilometers run from the monthly minimum kilometers.
28. Income Tax at source shall be deducted as per prevailing rates while clearing the bills for payment. The GST/EPF/any other tax will be charged as applicable.
29. 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 day of delay shall be levied.
30. In case of accident, any type of challan, halt charges, penalty, damages, court case, police case etc. the sole responsibility will be of Contractor of the vehicle and PSPCL will not be party in such cases.

31. In future if the Indian Govt. imposes ban on Diesel Vehicles, in such situation, if the Contractors provides the equivalent Petrol vehicles at the same Diesel rate and same Terms & Conditions as mentioned in the Policy, then it shall be acceptable.

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

33. Toll Tax/Parking Charges, etc. wherever paid, during the execution of journey will be paid by the Contractor & reimbursed by PSPCL, as per applicable rules subject to production of actual receipts.

34. SECURITY DEPOSIT:

i) Amount of security @ 5% of Gross Amount of bills will be deducted by department, amount of Earnest Money already deposited shall be retained as Security Deposit.

ii) In the event of default on the part of the contractor in the faithful execution of contract, his Security Deposit shall be forfeited. The forfeiture of Security Deposit shall however, be without prejudice to any other rights arising or accruing to the Corporation/Board under relevant provisions of the contract. It will, however, be refunded after the contract has been executed faithfully.

35. **JURISDICTION:** All legal proceeding against this contract shall be in the jurisdiction of courts of Jalandhar.

36. The Local Contact No. i.e. Phone No., Mobile No. and Address should be intimated to this office immediately.

37. GST and any other tax, if levied will be as per existing rules of the Corporation.

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

39. The contractor will execute Contract Agreement on Non-Judicial stamp paper worth Rs.25/- within 10 days from the issue of allotment order. A specimen of the contract agreement to be executed is attached herewith as Annexure-B.

40. The contractors will quote their rates on the prescribed price bid Performa attached as Annexure-A prepared by this office.

41. All the latest terms & conditions given in different circulars/letters of PSPCL will be applicable.

42. There will be increase/decrease of the rate by 5 paisa per KM for total Kms run (Including Minimum KM) for every increase or decrease, as the case may be, in the rate of diesel by rupee one taking Rs. 90.25 per liter as the base price as on 01.04.2022.

Sr. Executive Engineer
Civil Const. &MtcDivn.
PSPCL Jalandhar