



# PUNJAB STATE TRANSMISSION CORPORATION LIMITED

Registered Office: PSEB Head Office, The Mall Road, Patiala-147001

Corporate Identity No. U40109PB2010SGCO33814

O/O Addl. S.E., 400 kV Grid, Substation Chak Vendal, Nakodar

Phone: 96461-02978, S/S: 96461-01926 nakodar400kv@gmail.com

To

PSTCL website

Memo No 552

Dated: 03/10/2023

**Subject:** Limited Tender Enquiry No: 06/2023-24 due on 19.10.2023 regarding Out Source one No SCORPIO / XYLO/Mahindra Bolero/TUV 300 or Equivalent in price for the office of Addl, S.E. 400 KV Sub Station PSTCL Nakodar.

Sealed Tenders in two parts Part 1: Earnest Money and Part 2 Commercial, Technical conditions & price bid are invited for hiring of one No. SCORPIO / XYLO/Mahindra Bolero/TUV 300 or Equivalent in price having model not older than Four Years for the office of Addl, S.E. 400 KV Sub Substation PSTCL Nakodar.

The tender documents including type of vehicle to be provided, schedule of rates to be quoted, earnest money deposit and terms and conditions can be obtained from this office up to 18.10.2023, till 16:00Hrs. The tenders shall be received upto 13.00 hrs and opened at 14.00 hrs on 19.10.2023.

Addl. S.E.,  
400KV Substation,  
PSTCL, Nakodar.

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**GENERAL TERMS & CONDITIONS**

**LIMITED ENQUIRY NO 06/2023-24 due on 19.10.2023 FOR Outsourcing of one No. SCORPIO/XYLO /Mahendra Bolero /TUV 300 or Equivalent in price for the office of AddL. S.E. 400 kv sub station PSTCL Nakodar**

1.	Tender Type	Limited Tender
2.	Eligibility Criteria	Detailed Terms & Conditions and General Guidelines for hiring of outsourced vehicles
3.	Last Date of Issue of Tender Documents	18.10.2023 up to 16:00Hrs
4.	Last Date for Bid Submission	19.10.2023 up to 13:00Hrs
5.	Bid Opening	19.10.2023 up to 14:00 Hrs
6.	Cost of Tenders Documents	Nil
7.	Earnest Money Deposit	@ 2% of Cost of Tender Value rounded off to a multiple of Rs. 10/- on the higher side, subject to a minimum Rs. 5000/- in the shape of Cash or Demand Draft in favor of PSTCL
8.	URL for Additional Information	<a href="http://www.pstcl.org">www.pstcl.org</a> , <a href="http://www.pstcl.org/nitindex.aspx">www.pstcl.org/nitindex.aspx</a>
9.	Tender will have to comply with all the rules and regulations under factory Act 1948, Industrial Dispute Act, EPF Act, Labour Laws and Bonus Act & Retrenchment Compensation etc. In case the service provider is registered under MSMED act 2006 he should documentary evidence for the registration as such.	
10.	Tender received telegraphically through telex or Fax/e-mail shall not be accepted.	
11.	The Competent Authority reserves the rights to Reject any or All Tenders without assigning any reasons.	
12.	In case date of opening the tender happens to be a holiday, the tenders will be received and opened on the next working day at the same time.	
13.	Tender document shall be issued to only those tenders whose prime facial meets aforesaid qualifying requirement.	
14.	Terms & Conditions as per Corporate Transport Policy of PSTCL shall also be applicable.	

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400kV substation,  
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**Annexure-1**

**SCHEDULE OF TYPE OF VEHICLE AND PRICES LIMITED ENQUIRY NO 06/2023-24**  
**due on 19.10.2023 FOR Outsourcing of one No.**  
**SCORPIO/XYLO/Mahendra Bolero /TUV 300 or Equivalent in price for the**  
**office of AddL.S.E. sub Station PSTCL Nakodar**

**SCHEDULE (A)**

<b>Make and Model of Vehicle to be specified by the tenderer.</b>	
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**SCHEDULE (B)**

<b>SR. NO.</b>	<b>PARTICULARS OF ITEM</b>	<b>RATES/CHARGES IN RS.</b>
1	Monthly Fixed Charges (Lump Sum) Including 1000 km.	
2	Per Kilometre Running Charges after the limit fixed 1000 KM	
3	Outstation Night Halt Charges from 10.00 pm to 06.00am	

I have read all the terms and conditions of the N.I.T. & are acceptable to me and have quoted the Rate/Charges as above in accordance with the stipulated terms and conditions.

Date \_\_\_\_\_

Signature of the Contractor \_\_\_\_\_

Place \_\_\_\_\_

Designation \_\_\_\_\_

Phone \_\_\_\_\_

Company \_\_\_\_\_

**C) Detailed Terms & Conditions and General Guidelines for hiring of outsourced vehicles:**

**1) General Terms & Conditions :-**

1. The following documents are to be provided along with the tender/quotation:
  - a) Registration copy of the vehicle.
  - b) Route permit.
  - c) Receipt of Tax/MCV Tax certificate.
  - d) Copy of Insurance.
  - e) PAN card of Prop.
  - f) Copy of driving license.
2. The Work Order will be initially for a period of one year and the same will be extendable, on year to year basis, for further two years subject to the performance of the Vehicle/ Service Provider/ Market rates and the Life/Kms of the vehicle with the permission of competent authority.
3. The contractor is required to submit an Earnest Money Deposit (EMD) @2% of the tender value including GST subject to minimum Rs 5000 in the form of demand draft in favor of PSTCL Tender offers without EMD will not be accepted. The EMD will be adjusted against the 5% security & the same will be released as per PSTCL policy. The EMD deposited by unsuccessful bidders will be returned after allotment of work to the successful as per the PSTCL Policy. Under any circumstances, PSTCL will not be liable to pay any interest on the EMD.
4. Sealed Tenders in two parts Part 1: Earnest Money and Part 2 Commercial, Technical conditions & price bid should be submitted.
5. The EMD/Security submitted is liable to be forfeited on the following grounds: - On rejection of tender and/or change in the same without consent.
6. The vehicle can be disengaged by PSTCL by serving 15 days notice in advance to the contractor.
7. The undersigned reserve the right to reject any or all the tenders so received without assigning any reason.
8. Tender received telegraphically/fax/conditional tender without earnest money shall not be accepted.
9. All matters relating to transportation, traffic police and local administration will be dealt by the Contractor himself at his own cost.
10. The bidder has to quote the rates on the "schedule of Prices" enclosed as Annexure-I and any deviation to 'The NIT' conditions shall be specifically mentioned on separate sheet with signature of bidder along with the bid.
11. In case any holiday declared by Govt./ Other natural hazards, the tender will be opened on the next working day at the same time and place.
12. All the rates should be quoted by the contractor himself with ink writing.
13. The Rates should be valid for 120 days.
14. The tenders shall be accepted up to 13:00 hrs. Dt.19-10-2023 and shall be opened on 19-10-2023 at 14:00 hrs. In the presence of contractors/bidders, who may choose to be present in the office of Addl. S.E., P&M Division, PSTCL, Nakodar.
15. Tenderers should super scribe the envelop(s) with the name of firm, detail of tender and due date of opening of tender.

**(2) TERMS AND CONDITIONS FOR OUTSOURCING OF VEHICLES:-**

Sealed tenders are invited in duplicate for LIMITED ENQUIRY NO 06/2023-24 due on 19.10.2023 FOR Outsourcing of one No. SCORPIO/XYLO /Mahendra Bolero /TUV 300 or Equivalent in price for the office of Addl.S.E. Sub Station PSTCL Nakodar.

The contractor will quote the rates as per Annexure 1 "Schedule of Prices" as under:

- a) Monthly Fixed Charges (Lump Sum) Including 1000km.
- b) Per Kilometer running charges after fixed Kms
- c) Outstation charges (per night halt after 22:00 hrs to 06.00 hrs).

**(3) Terms and Conditions for Vehicles:**

The contractor will depute one. SCORPIO/XYLO/Mahendra Bolero /TUV 300 or Equivalent in price for the office of Addl.S.E. sub Station PSTCL Nakodar for 1 year ,vehicle should not more than 4 years old .The vehicle will be stationed at 400 Kv Sub Division PSTCL Nakodar.

1. Only Commercial Vehicle with entry in Registration Certificate will 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.
2. Vehicles should be available for use round the clock, for utilization at our offices in Punjab, Chandigarh, Delhi & Himachal Pradesh and also for deputing to the neighboring States of Haryana, Rajasthan and J&K.
3. The necessary permit, in this regard, will be arranged by the Contractor. The toll Tax/Toll Barrier if applicable at any route will be paid by the PSTCL on production of actual receipts.
4. The vehicle should be insured comprehensively, including insurance for driver and passengers, during the period of engagement with PSTCL. 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/ /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, will be paid by PSTCL.
10. Any Halt charges, penalty including challan, damages, court case, police case, etc. will be the sole responsibility of the service provider and PSTCL will not be party in such cases.

11. Vehicles shall possess an All India Permit. No liability for the Inter-State permit charges will be borne by PSTCL.
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. PSTCL, directly or indirectly, will 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 will 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.
19. Maximum up to 4 days off in a month will 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.
20. 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 livable.
21. The contractor shall be liable to keep the vehicle in good condition at all times during the contract period. In case of breakdown, he shall provide another alternative vehicle of same type or equivalent, otherwise a penalty of Rs.1000/- per default shall be livable.
22. The kilometer run, from the point of departure of vehicle for maintenance/repairs, the time it run and rejoin the duties, shall not be considered for billing.
23. The vehicle shall report to the 400 Kv Sub-Division PSTCL Nakodar and shall move as per his instructions.
24. The vehicle shall be required at any hour of the day and the Contractor shall be liable to provide the same.
25. The vehicle shall be provided with step in tools, spares, spare tyre and consumables in order to attend minor repairs while traveling.
26. The seats shall be well cushioned and should have fine, neat and clean seat covers and vehicle shall also have rubber floor mats.
27. Log Book shall be provided by the PSTCL.
28. All other term and condition as per PSTCL transport policy w.e.f 24.04.2023
29. The vehicle shall be parked at suitable place provided by the PSTCL. In case the contractor/drivers parks the vehicle at any other suitable place of their choice, then the mileage from that place to the place of duty will not be paid to the contractor.
30. If at any time any question, dispute or difference, what so-ever, shall arise between the Vendor and PSTCL, 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.

**(4) Terms and Conditions for the Driver of the Vehicles:**

1. The contractor shall provide a driver along with the vehicle, who shall be properly dressed and well behaved, PSTCL reserve the right to direct the Contractor to replace the driver of the vehicle, if he is not well behaved. If Contractor is unable to provide another driver, the PSTCL has the right to terminate the contract awarded to the contractor. The salary and other expenses of the driver shall be borne by the Contractor.
2. The Contractor shall also make available the Registration Certificate of the vehicle in his name with the driver of the vehicle along with all other relevant documents for insurance, Road Tax etc. necessary to keep the vehicle running on the road at all time during the contract period.
3. The Driver shall maintain a Log-book & the log-book will be signed by the PSTCL's authorized official using the vehicle on the completion of the journey. However Log-book will be verified from time to time by the Addl. S.E. 400 Kv Nakodar or any officer of the Division.
4. The Driver should have his own Mobile Phone with SIM of reputed company i.e. Vodafone, Airtel, and BSNL etc.
5. The driver of the vehicle shall hold valid driving license to drive in plain as well as on the hills and will keep the same at all times during duty hours.
6. No lodging and boarding facilities will be provided to the driver of the vehicle by PSTCL.
7. Alternative replacement of the driver shall be the responsibility of the Contractor of the vehicle in case driver proceeds on leave or not available.

**(C) Terms and conditions for the monthly payment of bill of the vehicles:**

1. Income tax at source shall be deducted as per prevailing rates while clearing the bills for payment. GST will be paid as per the prevailing instructions of centre Govt. and amendments thereof from time to time by PSTCL.
2. Security deposit equivalent to 5% of the running bill shall be deducted by the PSTCL from the monthly bills and the same shall be refunded as per the PSTCL instruction.
3. The concerned officer of the PSTCL shall make payment as per the PSTCL policy.
4. All Other condition as per transport Policy w.e.f 24.4.23
5. Variation in prices of diesel: As per the PSTCL Instruction.

**(D) Paying Authority**

The paying authority will be Additional SE/P&M Division, PSTCL Nakodar or any authority authorized by PSTCL

**(E) JURISDICTION**

All legal proceedings against this contract shall be in the jurisdiction of Civil Courts at Nakodar.

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