

PUNJAB STATE TRANSMISSION CORPORATION LIMITED

(Regd.Office PSEB Head Office the mall Patiala -147001)

DNIT

Outsourcing of one No. Mahindra Scorpio/Xylo or equivalent diesel Vehicle Model not more than 3 years old as on the date of opening of tender, for one year for the O/o Addl.SE/Protection division, PSTCL, Patiala.

Tender Enquiry no. 01/2015-2016

(A) 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/LCV 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) of Rs. 9000/- in the form of demand draft in favour of Addl. S.E., Protection Division, PSTCL, PATIALA. Tender offers without EMD will not be accepted. The EMD will be adjusted against the 5% security & the same will be released after three months after expiry of contract period. The EMD deposited by unsuccessful bidders will be returned after allotment of work to the successful bidder within one month. Under any circumstances, PSTCL will not be liable to pay any interest on the EMD.
4. 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.
5. The vehicle can be disengaged by PSTCL by serving 15 days notice in advance to the contractor.
6. The undersigned reserve the right to reject any or all the tenders so received without assigning any reason.
7. Tender received telegraphically/fax/conditional tender without earnest money shall not be accepted.
8. All matters relating to transportation, traffic police and local administration will be dealt by the Contractor himself at his own cost.
9. 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.
10. The Contractor is required to deposit the tender fee amounting of Rs. 500/- (Non refundable) before/alongwith submission of the tender in the form of BA-16 or Bank Draft in favour of Addl. S.E., Protection Division, PSTCL, PATIALA. Without tender fees, the tender will not be accepted at any circumstance.
11. In case any holiday declared by Govt./ Other natural hazards, the tender will be opened on the next working day.
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 11:00 hrs. dt. 06.10.2015 and shall be opened on 06.10.2015 at 11:30 hrs. in the presence of contractors/bidders, who may choose to be present in the office of Addl. S.E., Protection Division, PSTCL, PATIALA.
15. Tenderers should super scribe the envelop(s) with the name of firm, detail of tender and due date of opening of tender.

(B) TERMS AND CONDITIONS FOR OUTSOURCING OF VEHICLES

Sealed tenders are invited in duplicate for the Outsourcing of one No. Mahindra Scorpio/ Xylo or equivalent Diesel vehicle of Model not more than 3 years old as on the date of opening of tender, for 1 year.

The contractor will quote the rates in four parts in "Schedule of Prices" as under:

- a) Monthly fixed charges up to 1500 KMs.

- b) Per Kilometer running charges above 1500 KMs.
- c) Outstation charges (per night halt after 22:00 hrs to 06.00 hrs).
- d) Appreciation for fixed charges per year for next years

(B-1) Terms and Conditions for Vehicles:

1. The contractor will depute Mahindra Scorpio/Xylo or equivalent Diesel vehicle Model not more than 3 years old as on the date of opening of tender, for 1 year. The vehicle will be used as conveyance by PSTCL and will be stationed at Officer's Flat, Near 23 No. Railway Crossing, Patiala.
2. Only Commercial Vehicle with entry in Registration Certificate will be hired.
3. Vehicles should be available for use round the clock, for utilization at our offices in Punjab, Chandigarh, Delhi and also for deputing to the neighboring States of Haryana, Himachal Pradesh, Rajasthan and J&K.
4. The 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.
5. 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.
6. Road tax for the vehicle shall be paid regularly and kept updated by the service provider.
7. Service Provider shall have valid pollution certificate for the vehicles and the same should be available with the driver to be produced on demand.
8. The service Provider shall obtain the passing/ fitness certificate and update Registration of vehicle from the concerned authority at his own cost.
9. 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.
10. 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.
11. 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.
12. Vehicles shall possess an All India Permit. No liability for the Inter-State permit charges will be borne by PSTCL.
13. Toll Tax/Parking charges, etc. wherever paid, shall be reimbursed as per actual, subject to the production of its receipts.
14. 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.
15. 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.
16. 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.
17. 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.
18. 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 leviable.
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 leviable.
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 Addl. S.E., Protection Division, PSTCL, PATIALA 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. 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.
29. 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.

(B-2) 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 and any deduction relating to EPF and other Taxes and Levis applicable from Time to time will 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 Sr.XEN or any officer of the Division.
4. The Driver should have his own Mobile Phone with SIM of reputed company i.e. Vodafone, Airtel, 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. The service tax will be paid as per the prevailing instructions of centre/state 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 (excluding fuel charges) and the same shall be refunded after successful completion of the contract period after Three months.
3. The charges on account of driver's salary and all other incidental charges shall be borne by the contractor including EPF and allied charges and the contractor shall submit documentary proof of timely payment of salary and any other dues to the driver.
4. The concerned officer of the PSTCL shall make payment within a month from the date of submission of bill of previous month on verification of the entries in the logbook.
5. The payment of hired vehicle on the monthly basis would be made at the end of the month. For journeys beyond fixed monthly limit, the payment will be made at the rates mentioned for extra kilometers or the rate fixed for the next slab which-ever is less.
6. **OFF set variation in prices of diesel:**
Variation (+/-) of 8 paisa per Rs 1 Variation (+/-) of Diesel Prices shall be applicable on variable kms. by taking diesel price as on the day of opening of tender as base rate. No variation shall be allowed in Monthly Fixed Charges (Lump Sum) up to 1500 Kms.

(D) Paying Authority

The paying authority will be Additional S.E./Protection Division, PSTCL, Patiala.

(E) JURISDICTION

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

**Addl.SE/Protection division
PSTCL, Patiala.**

Annexure-I

SCHEDULE OF TYPE OF VEHICLE AND PRICES

Outsourcing of one No. Mahindra Scorpio/ Xylo or equivalent Diesel vehicle Model not more than 3 years old as on the date of opening of tender, for 1 year for Addl. S.E./Protection division, PSTCL, Patiala.

SCHEDULE (A)

Make and Model of Vehicle to be specified by the tenderer	<u>Make</u>
	<u>Model</u>

SCHEDULE (B)

SR.NO.	PARTICULARS OF ITEM	RATES/CHARGES IN Rs.
1	Monthly Fixed Charges (Lump Sum) up to 1500 Kms.	
2	Per Kilometer Running Charges beyond 1500 Kms.	
3	Outstation Charges (Per Night Halt After 22:00 Hrs.)	
4	Appreciation for fix charges per year for next years	

The above rates are inclusive of all Taxes.

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

Phone _____

Company Address
