


# **PUNJAB STATE TRANSMISSION CORPORATION LIMITED**

(Regd. Office PSEB Head office, The Mall Patiala, 147001)  
Corporate Id. Number: U40109B2010SGC033814 [www.pstcl.org](http://www.pstcl.org)  
O/o Sr. Xen/ P&M Division, PSTCL, Malout (Katorewala),  
(M): 96461-01806, Email: [srxen-pm-malout@pstcl.org](mailto:srxen-pm-malout@pstcl.org)

## **DNIT**

**TENDER ENQUIRY NO. 02/P&M/Malout/2023-24**

DNIT for Outsourcing of one No. vehicle, Mahindra Scorpio/Xylo/Mahindra Bolero/TUV 300 or equivalent in price not older than 4 years from the date of opening of tender, for 1 year and extendable, on year-to-year basis, for further two years for O/o Sr. Xen P&M Division, PSTCL, Malout (Katorewala).

  
Sr. Xen,  
P&M Division, PSTCL,  
Malout (Katorewala).



**PUNJAB STATE TRANSMISSION CORPORATION LIMITED**


(Regd. Office: PSEB Head office, The Mall Patiala-147001)

Corporate Id. Number: U40109PB2010SGC033814 [www.pstcl.org](http://www.pstcl.org)

O/o: Sr. Xen P&M Division Malout (Katorewala),

(M): 9646101806, E-mail: [srxen-pm-malout@pstcl.org](mailto:srxen-pm-malout@pstcl.org)

**SHORT TERM TENDER NOTICE**

<b>Name of Work</b>	Outsourcing of one No. vehicle, Mahindra Scorpio/Xylo/Mahindra Bolero/TUV 300 or equivalent in price not older than 4 years from the date of opening of tender, for 1 year and extendable, on year-to-year basis, for further two years for O/o Sr. Xen P&M Division, PSTCL, Malout (Katorewala).
<b>Tender Enquiry No.</b>	02/P&M/Malout/2023-24
<b>Last Date for Receipt of Tender</b>	13-06-2023 till 11:00 hrs.
<b>Date for Opening of Tender</b>	13-06-2023 at 11:30 hrs
<b>Earnest Money</b>	@2% of Tender Value Subject to minimum of Rs. 10000/- in the shape of D.D. in favor of PSTCL payable at Malout.
<p>Note: - It is informed that in case tender process is not completed due to any reason, no corrigendum will be published in newspapers. Detail regarding corrigendum may be seen on official PSTCL website. Detail of NIT may be downloaded from PSTCL website <a href="http://www.pstcl.org">www.pstcl.org</a></p>	
<p> Sr. Xen. /P&amp;M Division, Malout (Katorewala)</p>	



ਪੰਜਾਬ ਸਟੇਟ ਟਰਾਂਸਮਿਸ਼ਨ ਕਾਰਪੋਰੇਸ਼ਨ ਲਿਮਿਟਿਡ

(ਰਜਿਸਟਰਡ ਦਫਤਰ :- ਪੀਐਸਟੀਬੀ ਹੋਂਡ ਆਫਿਸ, ਦੀ ਮਾਲ ਪਟਿਆਲਾ-147001)

ਕਾਰਪੋਰੇਟ ਆਈ.ਡੀ. ਨੰਬਰ: U40109PB2010SGC033814 [www.pstcl.org](http://www.pstcl.org)


ਦ/ਫ: ਸੀਨੀਅਰ ਕਾਰਜਕਾਰੀ ਇੰਜ: ਪੀ ਤੇ ਐਮ ਮੰਡਲ ਮਲੋਟ (ਕਟੋਰੇਵਾਲਾ),

ਮੋ. ਨੰ 9646101806, ਈ-ਮੇਲ: [srxen-pm-malout@pstcl.org](mailto:srxen-pm-malout@pstcl.org)

ਸ਼ਾਰਟ-ਟਰਮ ਟੈਂਡਰ ਨੋਟਿਸ

ਕੰਮ ਦਾ ਨਾਮ	ਇੱਕ ਨੰਬਰ ਮਹਿੰਦਰਾ ਸਕੋਰਪੀਓ/ਜ਼ਾਈਲੋ/ਮਹਿੰਦਰਾ ਬੇਲੈਰੋ/TUV 300 ਜਾਂ ਹੋਰ ਬਰਾਬਰ ਕੀਮਤ ਦੀ ਗੱਡੀ ਇੱਕ ਸਾਲ ਲਈ ਸੀਨੀਅਰ ਕਾਰਜਕਾਰੀ ਇੰਜੀ:/ਪੀ ਤੇ ਐਮ ਮੰਡਲ, ਪੀ.ਐਸ.ਟੀ.ਸੀ.ਐਲ, ਮਲੋਟ ਦੇ ਦਫਤਰ ਲਈ ਆਉਟਸੋਰਸਿੰਗ ਲੈਣ ਲਈ ਜੋ ਕਿ ਐਨ.ਆਈ.ਟੀ. ਦੀ ਮਿਤੀ ਤੋਂ 4 ਸਾਲ ਵੱਧ ਪੁਰਾਣੀ ਨਾ ਹੋਵੇ। ਆਉਟਸੋਰਸਿੰਗ ਦੀ ਮਿਆਦ ਵਿੱਚ ਸਾਲ ਬਰ ਸਾਲ ਵਾਧਾ ਅਗਲੇ ਦੋ ਸਾਲਾਂ ਲਈ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ।
ਟੈਂਡਰ ਇੰਨਕੁਆਰੀ ਨੰਬਰ	02/ਪੀ ਤੇ ਐਮ ਮੰਡਲ ਮਲੋਟ /2023-24
ਟੈਂਡਰ ਪ੍ਰਾਪਤ ਕਰਨ ਦੀ ਆਖਿਰੀ ਮਿਤੀ	13-06-2023 ਸਵੇਰੇ 11:00 ਵਜੇ ਤੱਕ
ਟੈਂਡਰ ਖੋਲਣ ਦੀ ਮਿਤੀ	13-06-2023 ਸਮਾਂ ਸਵੇਰੇ 11:30 ਵਜੇ
ਜ਼ਮਾਨਤੀ ਰਕਮ	ਟੈਂਡਰ ਦੇ ਮੁੱਲ ਦਾ 2% ਜਾਂ ਘੱਟੋ-ਘੱਟ 10000/-ਰੁਪਏ ਦਾ ਡੀ.ਡੀ. ਜੋ ਕਿ PSTCL ਦੇ ਨਾਮ ਤੇ ਹੋਵੇ payable at Malout.

ਨੋਟ:- ਸੂਚਿਤ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਜੇਕਰ ਕਿਸੇ ਕਾਰਨ ਟੈਂਡਰ ਪ੍ਰਕਿਰਿਆ ਪੂਰੀ ਨਹੀਂ ਹੁੰਦੀ ਤਾਂ ਉਸ ਕੇਸ ਵਿੱਚ ਅਖਬਾਰਾਂ ਵਿੱਚ ਸੋਧ ਪ੍ਰਕਾਸ਼ਿਤ ਨਹੀਂ ਕਰਵਾਈ ਜਾਵੇਗੀ। ਸੋਧ ਵੇਰਵੇ ਪੀ.ਐਸ.ਟੀ.ਸੀ.ਐਲ. ਦੀ ਵੈੱਬਸਾਈਟ ਤੋਂ ਵੇਖੇ ਜਾਣ। ਐਨ.ਆਈ.ਟੀ. ਦਾ ਵੇਰਵਾ ਪੀ.ਐਸ.ਟੀ.ਸੀ.ਐਲ. ਦੀ ਵੈੱਬਸਾਈਟ [www.pstcl.org](http://www.pstcl.org) ਤੋਂ ਡਾਊਨਲੋਡ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ।

  
ਸੀਨੀਅਰ ਕਾਰਜਕਾਰੀ ਇੰਜੀ:/ਪੀ ਤੇ ਐਮ ਮੰਡਲ, ਮਲੋਟ (ਕਟੋਰੇਵਾਲਾ)।



(A) **General Conditions for Outsourcing of Vehicle:**

1. The following self-attested documents are to be provided along with the tender/quotation:
  - a) Registration copy of the vehicle (Permit).
  - b) Insurance Cover renewed upto date.
  - c) Valid driving license of the driver for running of vehicle.
  - d) PAN Card/GSTIN certificate.
  - e) Valid Pollution Certificate.
  - f) Valid copy of Enlistment.
  - g) Up dated road tax/passing/fitness certificate of vehicle issued by appropriate authority.In case contractor is willing to provide **new vehicle**, then he should be considered only after qualifying the terms & Conditions of the Specification subjected to submission of all documents as listed above within two weeks from the date of issue of Intimation letter from this office to him.
2. The contractor/ service provider is required to submit an Earnest Money Deposit (EMD) of @2% of the tender value subject to minimum of **Rs. 10000/-** in the shape of demand draft in favor of **PSTCL payable at Malout**. 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.
3. The EMD/ Security submitted is liable to be forfeited on the following grounds:
  - 1) On revocation of tender and/or change in the same without consent of PSTCL.
  - 2) On non-completion of work.
4. In case of withdrawal of vehicle from service of PSTCL, the contractor shall have to inform to PSTCL, **30 days** in advance otherwise **30 days** payment shall be deducted from their bill/security as penalty. However, the vehicle can be disengaged by PSTCL by serving **15 days'** notice in advance to the contractor.
5. The contract shall be initially for a period of one year, which may be extended on mutual consent on year-to-year basis, at the same rates, terms, and conditions for further two years, subject to the performance of the Vehicle/ Service Provider/ Market rates and the Life/kms of the vehicle as specified in the PSTCL's Transport Policy **with the approval of competent authority**.
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 matter relating to transportation, traffic police and local administration will be dealt by the Contractor himself at his own cost.
9. The bidder must 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. All the rates should be quoted by contractor himself with ink writing.
11. Rates will be inclusive of all taxes (except GST), duties and no charges shall be paid extra. However, reverse charge mechanism under GST will be applicable as per Govt. instruction time to time.
12. The quoted rates should be valid for **120 days**.
13. The tenders shall be accepted up to **11:00 Hrs. on 13-06-2023** and shall be opened on the same day at **11:30 Hrs.** in the presence of the service provider/firm, who may choose to be present in the office of Sr. Xen/P&M Division, PSTCL, Malout (Katorewala). In case any holiday declared by Govt./ Other natural hazards, the tender will be opened on the next working day.
14. Tenderer do not forget to **super scribe the envelop(s)** with the name of firm & detail of tender and due date of opening of tender.

  
Sr. Xen/P&M Division,  
PSTCL, Malout (Katorewala).



**(B) Proposed term and conditions for Outsourcing of Vehicles:**

Scaled tenders are invited in duplicate for the Outsourcing of one No. vehicle, Mahindra Scorpio/Xylo/Mahindra Bolero/TUV 300 or equivalent in price not older than 4 years from the date of NIT, for 1 year and extendable, on year-to-year basis, for further two years for O/o Sr. Xen, P&M Div. Malout (Katorewala) on Monthly Basis.

The contractor will quote the rates on the "schedule of Prices" enclosed as **Annexure-I** as under:

- a) Monthly fixed charges (Including 1000 KMs.)
- b) Per Kilometer running charges (Beyond 1000 KMs.)
- c) Outstation charges (per night halt from 10:00 PM to 06:00 AM)

**(B-1) Terms and Conditions for Vehicles:**

1. 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 further two years, subject to the performance of the Vehicle/ Service Provider/ Market rates and the Life/kms of the vehicle as specified in the PSTCL's Transport Policy **and in the event of extension of work order on year to year basis, for further two years, the fixed rate per year shall be appreciated as per Transport Policy.** Hence the maximum period for which a vehicle can be hired is 3 years. After a period of 3 years, a new tender need 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 than his security will be forfeited, and he will be blacklisted.
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 neighboring States of Haryana, Himachal Pradesh, Rajasthan and J&K.
4. Vehicle shall 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/ 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 PSTCL.



10. Any halt charges, penalty including challan, damages, court case, police case, etc. shall be the sole responsibility of the service provider and PSTCL shall not be party in such cases.
11. Vehicles shall possess an All-India Permit. No liability for the Inter-State permit charges would 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, 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 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.
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. Logbook 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 logbook.
23. Payment shall be made by cheque on monthly basis on the basis of Logbook, duly certified by the concerned officer. No advance payment on any account shall be made.
24. **Variation of 05 Paise for cars and 08 paise for other vehicle with 7-seater capacity and having cc more than 2000, for every Rs. 1/- variation in diesel cost, taking the base rate of diesel as per PSTCL Corporate Transport Policy w.e.f. 24-04-2023, shall be applicable on actual kilometers run, effective from the 1st day of the subsequent month.**
25. GST shall be payable by the service provider and service receiver as per the instructions issued by Central Govt. from time to time.

26. In case services of service provider are not satisfactory on any account, the contract can be terminated by giving 15 days' notice.
27. 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.
28. 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.
29. 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.
30. All legal proceedings against this contract shall be in the jurisdiction of the Civil Courts at Malout.

All other terms & conditions of PSTCL as amended from time to time will be applicable.

**D. Paying Authority:**

The paying authority will be the Sr. Xen/P&M Division/ PSTCL Malout (Katorewala).

  
**Sr. Xen/P&M Division,  
PSTCL, Malout (Katorewala).**

**SCHEDULE OF TYPE OF VEHICLE AND PRICES**

Outsourcing of one No. vehicle, Mahindra Scorpio/Xylo/Mahindra Bolero/TUV 300 or equivalent in price not older than 4 years from the date of opening of tender, for 1 year and extendable, on year-to-year basis, for further two years for O/o Sr. Xen P&M Division, PSTCL, Malout (Katorewala).

**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 (Inclusive of all taxes & duties in Rs.)
1	Monthly Fixed Charges (Lump Sum) up to 1000 Kms: -	
2	Per Kilometer Running Charges above 1000 Kms: -	
3	Outstation Night Halting Charges from 10:00 pm to 6:00 am	

The above rates are inclusive of all Taxes except GST.

GST, if any @.....

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 \_\_\_\_\_

Phone \_\_\_\_\_

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

Company Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_