

OPEN TENDER ENQUIRY NO. 06-2023/24

(A) General Conditions for Outsource Vehicle:

1. The following documents are to be provided along with the tender/quotation:
 - a) Registration copy of the vehicle registered as commercial vehicle.
 - b) All India Route permit.
 - c) Receipt of Tax/LCV Tax certificate.
 - d) Copy of Insurance.
 - e) PAN card of Prop.
 - g) GST Registration Number
2. The contractor is required to submit an Earnest Money Deposit (EMD) of minimum Rs. 10000/- in the shape of cash/demand draft in favour of XEN GM, P&M Division PSTCL, Sri Muktsar Sahib. Earnest money shall be submitted in separate envelope on which " **Earnest money against NIT/Tender Notice No. 06/2023-24 due for opening on 21.06.2023** shall be clearly written". Tender offers without EMD will not be accepted. The EMD will be adjusted against the 5% security & the same will be released after completion of successful 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. On reservation of tender and/or change in the same without consent.
4. In case service of service provider is not satisfactory on any account, the contract can be terminated by giving 15 days notice.
5. The contract shall be initially for a period of one year, which may be extended on mutual consent at the same rates, terms and conditions as per the prevailing rules.
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 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. In case any holiday declared by Govt./ Other natural hazards, the tender will be opened on the next working day.
11. On successful completing the contract agreement will be extendable for the next financial year on same conditions with the permission of higher authority.
12. The tenders shall be accepted up to **13:30 Date: 20.06.2023** and shall be opened on the 21.06.2023 at **11:30 am** in the presence of contractors/bidders, who may choose to be present in the office of Sr.Xen - 400 KV S/S, PSTCL, Sri Muktsar Sahib.
13. 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.
14. In case of non- deputed 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.
15. Other terms and conditions of PSTCL transport policy will remain applicable.



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(B) TERMS AND CONDITIONS FOR OUTSOURCING OF VEHICLES

Sealed tenders are invited for the Outsourcing of one no. common pool vehicle for office team of Sr.Xen 400KV S/S, Sri Muktsar Sahib (P&M) with Charge of AEE/TL (Scorpio/Xylo/Mahindra Bolero/TUV 300 or equivalent in price) diesel vehicle (**Vehicle not more than 04 years old as on the date of opening of tender**) for 01 year.

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

- a) Monthly fixed charges up to 1000 KMs.
- b) Per Kilometer running charges above 1000 KMs.
- c) Outstation charges (per night halt charges from 10:00 pm to 06:00 am).
- d) GST Rates.

(B-1) Terms and Conditions for Vehicles:

1. The vehicle will be used as conveyance by PSTCL and will be stationed at 400 KV Sub Station Sri Muktsar Sahib for journey/travel usually in the State of Punjab, H.P., J & K, New Delhi, NCR and UT of Chandigarh or beyond that as per requirement.
2. The necessary all India 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.
3. The cost of consumables, in addition to Diesel, like Mobile Oil, Lubricants, etc. will be borne by the contractor.
4. The vehicle shall be duly ensured comprehensively including third party insurance during the period of engagement with the department. Insurance premium shall be paid by the contractor lodging insurance claims with the insurance company will be the contractor's responsibility in case of any such eventuality.
5. In case of accident, any type of challan, halt charges, penalty, damages, court case, police case etc. the sole responsibility will be of the Contractor of the vehicle and Punjab State Transmission Corporation Ltd. will be not be party in such case.
6. The contractor can send the vehicle for minor repairs, if needed, once in a month for one day preferably on holidays without any deduction. But the vehicle will be sent with the consent of Controlling Officer provided the vehicle has been in use for full month. One day extra at the end of every six months will be given for the renewal of Taxi Permit or for any other formalities without any deductions sole at the discretion of controlling officer.
7. 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.
8. The vehicle shall report to the Sr.Xen - 400 KV S/S, PSTCL, Sri Muktsar Sahib and shall move as per the instructions of the Sr.Xen - 400 KV S/S, PSTCL, Sri Muktsar Sahib.
9. The vehicle shall be required at any hour of the day and the Contractor shall be liable to provide the same.



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10. The vehicle shall be provided with step in tools, spares, spare tyre and consumable in order to attend minor repairs while traveling.
11. The seats shall be well cushioned and should have fine, neat and clean seat covers and vehicle shall also have rubber floor mats.
12. 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.

(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.
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 pay 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.



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3. 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.
4. 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.
5. Payment shall be made by RTGS/NEFT on monthly basis on the basis of Log Book, duly certified by the Sr.Xen , 400 KV S/S, PSTCL, Sri Muktsar Sahib. No advance payment on any account shall be made.
6. Variation (+/-) of 05 paisa for Cars & 08 paisa for others vehicles, for every Rs.1/- variation in diesel cost taking the base rate of diesel as that on the tender opening date, shall be applicable on actual kilometers run, effective from 1st day of subsequent month .

(D) Paying Authority

The paying authority will be Sr.Xen, P&M Division, PSTCL, Sri Muktsar Sahib.

(E) JURISDICTION

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


Sr.Xen
400 kV S/S, PSTCL,
Sri Muktsar Sahib.

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SCHEDULE OF TYPE OF VEHICLE AND PRICES

Hiring of One No. common pool vehicle for office team of Sr.Xen 400KV S/S, Sri Muktsar Sahib (P&M) with Charge of AEE/TL (Scorpio/Xylo/Mahindra Bolero/TUV 300 or equivalent in price) for one year. (Vehicle not more than 04 years old as on the date of opening of tender)

SCHEDULE (A)

Make and Model of Vehicle to be specified by the tenderer	Make	
	Model	

SCHEDULE (B)

SR.NO.	PARTICULARS OF ITEM	RATES/CHARGES IN Rs.
1	Monthly Fixed Charges up to 1000 Kms.	
2	Per Kilometer Running Charges above 1000 Kms.	
3	Outstation Charges (per night halt charges from 10:00 pm to 06:00 am)	
4	GST Rates (if applicable)	

The above rates are inclusive of all Taxes.

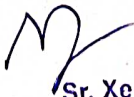
I have read all the terms and conditions of the N.I.T. & are acceptable to me and have quoted the Rate/Charges as above in accordance with the stipulated terms and conditions.

Date _____

Signature of the Contractor

Phone _____

Company Address


Sr. Xen
400 kV S/S, PSTCL
Sri Muktsar Sahib