

To:

Memo No.-

/Gen-628

Dated-


Subject: - Limited Tender Enquiry No. – 07/EIC/HIS&D/PSTCL Dated 07.11.2023 - Regarding Hiring of daily basis vehicles through outsourced agency.

Please find enclosed herewith subject cited Limited Tender Enquiry along with tender documents regarding hiring of daily basis vehicles through outsourced agency for your information and necessary action.

This issue with the approval of competent authority.

DA- As Above

15436
7/11/23


Dy. Secy/ General,
PSTCL, Patiala.

cc: For uploading on PSTCL Website.



PUNJAB STATE TRANSMISSION
CORPORATION LIMITED

PUNJAB STATE TRANSMISSION CORPORATION LIMITED

(A Punjab Govt. Undertaking)

(Regd. Office : PSEB Head Office, The Mall, Patiala – 147001, Punjab, India)

Corporate Identity Number : U40109PB2010SGC033814

(O/o SE/Store & Disposal, General Section, Shakti Sadan, PSTCL, Patiala)

(E-mail: se-stores-pta@pstcl.org, dy-secy-g@pstcl.org, Mob. 96461-17993, 96461-18809)

LIMITED TENDER ENQUIRY NO: 07/EIC/HIS&D/PSTCL Dated- 07.11.2023

Sealed Tenders are invited from the experienced Taxi Operators/firms/transporters for hiring of diesel driven vehicles/cars on daily basis for the entitled officers under the control of EIC/ HIS&D and other corporate offices i.e. Company Secretary., CFO & CAO stationed at Patiala. Schedule of rates to be quoted on proforma Annexure-'A' and profile of firm to be given on Annexure-'B' attached along with tender documents and other terms & conditions.

TELEPHONE NOS.	EIC/HIS&D	0175-2922986
	SE/S&D	0175-2200477
i)	Last date & time of receipt of tender	Upto 11:00 AM, 28.11.2023
ii)	Date and time of opening of tender	At 11:30 AM, 28.11.2023

The following instructions must be carefully observed by all the tenderers. Quotations/Tenders not strictly in accordance with these instructions will liable to be rejected.

1. The tender shall be submitted in three parts i.e. Part-I, Part-II & Part-III. The document(s) of each part shall be submitted in separate small envelope & all the three small envelopes shall further be submitted in a large envelope. This sealed large envelope with "Tender for hiring of Vehicles" clearly written on top of the envelope, addressed to Dy. Secy./General., PSTCL, Patiala, must reach against tender enquiry No.07/EIC/HIS&D/PSTCL upto 11:00 AM on 28.11.2023.
2. The tender must be complete in all respects.
3. Tender shall be received in the issuing office up-to the fixed time and date specified in the Tender Enquiry otherwise liable to be rejected.
4. The officer inviting tenders or an officer deputed by him may extend the due date for submission of tenders in case of poor response defined by receipt of

less than three quotations up to the fixed time or under any unforeseen situation.

5. Conditional, incomplete, without the required amount of EMD or not properly sealed tenders and tenders received late due to any reason whatsoever will be rejected.
6. Tenders shall be signed by the owner or person holding power of attorney by him to do so.
7. Tender documents once submitted shall not be returned.
8. PSTCL reserves the right to reject any or all the tenders received without assigning any reason. PSTCL will not be responsible for and will not pay for expenses or losses that may be incurred by the tenderer in preparation of tender.

The following procedure will be adopted for the opening of the tenders: -

A. PART-I (EARNEST MONEY):

The first part will consist of earnest money deposit @2% of the tender value rounded off to a multiple of Rs. 10/- on the higher side, subject to a minimum of Rs. 5,000/- or a maximum of Rs. 10 Lac in the form of demand draft in favor of AO/Cash, PSTCL, Patiala. In case earnest money is not received along with tender, Part-II & Part-III will not be considered. The envelop part-1 "Earnest money" shall be submitted in a separate envelop on which the "Earnest Money" for tender enquiry due for opening on dated 28.11.2023 shall be clearly written.

B. PART-II (BIDDER'S INFORMATION/PROFILE):

The envelop part-II marked 'Bidder Information/Profile' would consist of Bidder Information/Profile to be provided in the Performa against tender enquiry attached herewith on Annexure-'B'. The price bid/commercial bid would be opened only in respect of those tenderers/bidders who are found suitable/capable of handling the job as per requirement of PSTCL and whose consent to abide by the terms and conditions of the tender is obtained.

C. PART-III (PRICE BIDS/COMMERCIAL BIDS):

The envelop marked Part – III marked 'Price Bid' would consist of rate quoted for each item under Annexure-A for hiring of different type of vehicles on daily basis.

D. EVALUATION CRITERION:

The bids shall be evaluated as per Annexure-C i.e. Formula for calculation of lowest bid.

TENDER DOCUMENTS

Sr. No.	Item	Page No.
1	Terms and conditions for outsourcing/hiring of vehicle on monthly basis.	4-7
2	Annexure- 'A' - Price Bid for hiring of vehicles on monthly basis.	8
3	Annexure - 'B' Bidder's Information/Profile	9
4	Annexure- 'C' Evaluation Criteria- Formula for calculation of lowest bid for vehicles to be hired on daily basis.	10
5	Annexure - 'D' Contact Agreement	11

TERMS & CONDITIONS: -


1. Rates will be exclusive of GST.
2. GST shall be payable by the service provider and service receiver as per instructions issued by Central Govt. from time to time.
3. The rates shall be initially for a period of one year and the same shall be extendable on year to year basis, for a further period of three years, Hence the maximum period for which a tender can be continue is 4 years. After a period of 4 years, a new tender needs to be floated.
4. Vehicle should be in very good running condition & Vehicle should not be more than 4 years old. The vehicle can continue in the department upto the 7 years of its life.
5. 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, then his security will be forfeited and he will black listed.
6. Vehicles shall be available for use round the clock, for utilization at our offices in Punjab, Chandigarh, Delhi and also for deputing to the neighbouring States of Haryana, Himachal Pradesh, Rajasthan and J&K.
7. The 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.
8. Road tax for the vehicle shall be paid regularly and kept updated by the service provider.
 9. Service Provider shall have valid pollution certificate for the vehicles and the same should be available with the driver to be produced on demand.
 10. The service Provider shall obtain the passing/ fitness certificate and update Registration of vehicle from the concerned authority at his own cost.
 11. 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.
 12. 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 kilometres, if any, shall be paid by PSTCL.
 13. 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.
 14. Vehicles shall possess an Valid Permit. No liability for the Inter-State permit charges would be borne by PSTCL.
 15. Toll Tax/Parking charges, etc. wherever paid, shall be reimbursed as per actual, subject to the production of its receipts.
 16. 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.
 17. 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.
 18. 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.
 19. 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. The Corporation shall have the right to discontinue hiring of vehicle if the behavior of the driver is found objectionable, and the opinion of this office in this regard shall be final and binding on the Service provider.

20. The Service Provider shall be under obligation to provide vehicle(s) on all days' including Saturday/Sunday and any public holiday.
21. The service provider shall be liable to keep the vehicle in good condition at all times during the contract period. In case of breakdown of vehicle, alternate vehicle shall be promptly made available by the service provider. 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.
22. Service Provider shall ensure mobile facility to the driver at its own cost.
23. Log Book should be maintained by the service provider.
24. 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 log book.
25. In case services of Service Provider are not satisfactory on any account, the contract can be terminated by giving 15 days notice.
26. The Service Provider /contractor will execute Contract Agreement on Non-Judicial Stamp Paper worth Rs. 25/- within 10 days from the issue of this contract. A specimen of the contract agreement to be executed is attached herewith as Annexure-D.
27. **TERMS OF PAYMENT:** Payment shall be made by cheque/RTGS for the vehicles engaged on daily basis at the end of the each month after the presentation of the bill on the basis of Log Book, duly certified by the concerned officer. No advance payment on any account shall be made.
28. The payment of hired vehicles would be made within 15 days after the submission of bill by the Service provider. For journeys beyond fixed limit, additional payment would be made at the rates mentioned for extra kilometers and the bill shall be submitted on monthly basis.
29. Income Tax at source shall be deducted as per prevailing rates while making payment of bills by concerned DDO.
30. Variation of 05 paise for cars and 08 paise for other vehicles, for every Rs. 1/- variation in Diesel cost, taking the base rate of Diesel as Rs. 86.97/- as on 01.07.2022, shall be applicable on actual Kilometers run, effective from the 1st day of the subsequent month.
31. **SECURITY DEPOSIT:**
 - i) Security deposit equivalent to 5% of the contract amount shall be deducted from monthly bills after converting EMD into security deposit for faithful execution of the contract. Earned Money Deposit (EMD) of unsuccessful bidders will be refunded within a period of 30 days from the date of

Issuance of work order. No interest will be payable on the amount of 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 under relevant provisions of the contract like penalty/damages for delay in delivery including suspension of business dealings with Corporation for a specific period. It will, however, be refunded after the contract has been executed faithfully.
32. **JURISDICTION:** All legal proceedings against this contract shall be in the jurisdiction of Civil Court at Patiala.
33. The PSTCL reserves the right to cancel the contract any time, without assigning any reason by giving 15 days' notice.
34. If at any time any question, dispute or difference, what so ever shall arise between the vender and PSTCL, upon or in relation to, or in connection with the order contract, he may go for arbitration as per Arbitration Clause mentioned in erstwhile Works Regulation, 1997 as amended from time to time.
35. Outstation Night Halting charges from 10:00pm to 06:00am shall be Rs. 300/-.


**Dy. Secretary/General,
PSTCL, Patiala**

ANNEXURE-A**PRICE BID FOR PROVIDING OF HIRING SERVICES OF VEHICLES ON DAILY BASIS**

Important Note: The term "daily basis" includes requisition for a vehicle for more than one day.

("Rates in Rs. Inclusive of all taxes (except GST))

Sr. No.	Type of Vehicle	Kms.	Rates for Diesel AC Models (in Rs.)	Extra per KM Rates (in Rs.)
1.	Honda City/ Maruti Ciaz or equivalent in price	40 Kms.		
		160 Kms.		
		250 Kms.		
2.	Maruti Brezza or equivalent in price	40 Kms.		
		160 Kms.		
		250 Kms.		
3.	Toyota Etios/ Swift D-Zire or equivalent in price	40 Kms.		
		160 Kms.		
		250 Kms.		

Outstation Halting Charges (From 10:00PM to 06:00 AM) shall be: Rs. 300/-.

All other terms & conditions shall be as mentioned in the Tender Enquiry.

Note: The bids shall be evaluated as per Annexure-C i.e. Formula for calculation of lowest bid.

(Signature of the authorized Signatory/ bidder with seal)

BIDDER'S INFORMATION /PROFILE FOR PROVIDING SERVICES OF VEHICLES

1	Name of bidder		
2	Name of addressee & contact /telephone No.(s) of the bidder.		
3	Email/FAX No., if any		
4	Registered office address		
5	i) Nos. of Vehicle available (Make/Model wise)	Honda City/ Maruti Ciaz or equivalent in priceNos.
		Maruti Brezza or equivalent in priceNos.
		Toyota Etios/ Swift D-Zire or equivalent in priceNos.
	ii) Nos. of vehicles the bidder can arrange from local market at his own level (Make/Model-wise)	-Do-Nos.
6	PAN No.		
7	GST No. (if available)		
8	Financial turn out of the bidder for the past two years		
9	Additional Information, if any		

UNDERTAKING

I/We undertake that I/We have carefully studied all the terms & conditions contained in PSTCL's Tender Enquiry No. _____/EIC/HIS&D/PSTCL and (including Annexure-A & B) and understood its contents and shall abide by me/us.

I/We further undertake that the information given in our bid are true and correct in all respect.

PLACE:**DATE:**

(Signature of the authorized Signatory/ bidder with seal)

**FORMULA FOR CALCULATION OF LOWEST BID
VEHICLES TO BE HIRED ON DAILY BASIS**

A) FIXED CHARGES

Sr. No.	Type of Vehicle	Kms.	Formula
1.	Honda City/ Maruti Ciaz or equivalent in price	160 Kms.	$= \frac{05 \times \text{rate offered}}{100}$
2.	Maruti Brezza or equivalent in price	160 Kms.	$= \frac{40 \times \text{rate offered}}{100}$
3.	Toyota Etios/ Swift D-Zire or equivalent in price	250 Kms.	$= \frac{30 \times \text{rate offered}}{100}$
4.	Total (B-1)		= sum of Sr. No. 1 to 3

B) EXTRA KILOMETER CHARGES

Sr. No.	Type of Vehicle	Kms.	Formula
1.	Honda City/ Maruti Ciaz or equivalent in price	160 Kms.	$= \frac{300 \times \text{rate offered}}{100}$
2.	Maruti Brezza or equivalent in price	160 Kms.	$= \frac{450 \times \text{rate offered}}{100}$
3.	Toyota Etios/ Swift D-Zire or equivalent in price	250 Kms.	$= \frac{350 \times \text{rate offered}}{100}$
4.	Total (B-2)		= sum of Sr. No. 1 to 3

GRAND TOTAL		= Sum of B1 + B2
Whose Grand Total is the lowest will be considered as L-1		

CONTRACT AGREEMENT FORM

(To be entered on non-judicial stamped papers of Rs 25/- only)

This Contract Agreement has been executed today on _____ day of _____ in the year _____ between Punjab State Transmission Corporation Limited hereinafter called PSTCL and _____ hereinafter called "Contractor" for supply of different types of Vehicles on Daily Basis to Punjab State Transmission Corporation Limited on the rates mentioned in the enclosed Annexure-A for one year with immediate effect, in accordance with Tender Enquiry No. _____ and Contractor's quotation dated _____ and subsequent correspondence made between the parties.

The PSTCL has appointed the contractor as authorized contractor for supply of different types of vehicles on Daily Basis to Punjab State Transmission Corporation Limited vide PSTCL contract No. _____ dated _____ mentioning therein detailed terms & conditions. The contractor while acknowledging contract dated _____ has agreed to comply with the same.

This agreement contains _____ pages.

In witness where of the parties here to have affixed their signatures on the day, month and year written above.

CONTRACTOR

PSTCL

WITNESSES

1)

2)