



## PUNJAB STATE TRANSMISSION CORPORATION LIMITED

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

Corporate Identity Number: U40109PB2010SGC033814

O/o Chief Financial Officer, Shakti Sadan, Patiala

www.pstcl.org e-mail: ao-comp@pstcl.org Tel./Fax No. 0175-2203637

### LIMITED TENDER ENQUIRY NO. 01/CFO/PSTCL/2016

Sealed Tenders are invited from the experienced Taxi Operators/firms/transporters for hiring of Swift Dzire VDi or equivalent in price diesel driven car quoting the fixed rates upto 1500 Km and variable rates beyond 1500 Km on monthly basis for Chief Financial Officer, PSTCL, Patiala stationed at Patiala against Limited Tender Enquiry No. 1/CFO/PSTCL/2016. Schedule of rates etc. to be quoted on proforma Annexure-B-I and profile of firm to be given on Annexure-'A' attached along-with specification, tender documents and other terms & conditions.

TELEPHONE NOS. Chief Financial Officer	0175-2220410
Accounts Officer/A&R	0175-2203637
FAX NO. (AO/A&R)	0175-2203637

- i. Last date & time of receipt of tender 11:00 AM on 08.07.2016.
- ii. Date and time of opening of tender 03:30 PM on 08.07.2016.

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 envelopes & 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 Accounts Officer/A&R, PSTCL, Patiala must reach this office up to 11:00 AM on 08.07.2016

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 Rs. 7,000/- (Rupees Seven thousand only) in the form of demand draft/pay order in favour of AO/Cash, PSTCL, Patiala. In case earnest money is not received along with tender, Part-II & Part-III will not be considered.

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

The 2nd part would consist of Bidder Information/Profile to be provided in the Performa Annexure-'A'. 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 3rd part will consist of rate quoted for each item under Annexure B-1 for hiring of different type of vehicles on monthly basis respectively.

**TENDER DOCUMENTS**

<b>Sr. No.</b>	<b>Item</b>	<b>Page No.</b>	<b>REMARKS</b>
1.	Terms & Conditions of Contract/Tender		
2.	Annexure-'A' & along-with Specification		Bidder Information/Profile of firm
3.	Annexure-B-I		Price Bid for hiring of vehicle on monthly basis.

**TERMS & CONDITIONS FOR OUTSOURCES/HIRING OF VEHICLE FROM OPEN MARKET ON MONTHLY BASIS.**

1. Rates will be inclusive of all taxes (except service tax), duties and no charges shall be paid extra. However Reverse charges mechanism under service tax will be applicable.
2. The payment of hired vehicle would be made within 30 days after submission of the bill by the service provider. For journeys beyond fixed limit, additional payment would be made at the rates mentioned for extra kilometers.
3. In respect of vehicle hired, the bill shall be submitted on monthly basis.
4. Vehicle should be in very good running conditions should normally not be more than 03 years old model.
5. The rate shall be valid for a period of one year and any increase during the period of contract in the taxes, levies, shall be borne by the Contractor at his risk and cost. No reimbursement on this account shall be given by the department.
6. If the performance of contractor found satisfactory, the period of contract can be extended.
7. Expenses towards Diesel/fuel, service charges, Mobil oil, lubricants etc. and other repairs and maintenance of vehicles will be borne by the Contractor and the vehicles shall be kept in perfect, running condition and in case of break-down of vehicle alternative vehicle shall be made promptly available.
8. Road tax for the vehicle shall be paid regularly and kept updated by the Contractor.
9. The vehicle shall be duly insured comprehensively including insurance of Driver and passengers as well as of third party, 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.
10. Contractor should also have valid pollution certificate for the vehicle and the same should be available with the driver and will be produced on demand.
11. The vehicle shall be available for use round the clock.
12. Vehicle should possess an All India Permit. No liability for Inter-State permit charges would be borne by hte PSTCL.
13. 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.

14. An efficient & healthy driver possessing a valid driver's license for running the vehicle shall be provided by the contractor at his own cost. Validity of driver's license and fitness of driver should be ensured from time to time. The driver should be very polite/ punctual and under no circumstances he should be under the influence of any intoxicating drink or drug. The supplier shall be responsible for the conduct of the driver. The Corporation shall have the right to discontinue hiring of vehicle if in the opinion of the officers of the Corporation by whatever designation such officer is called (the expression "office of the Corporation here-in-after shall convey by same meaning) the behavior of the driver is found objectionable, and his opinion in this regard shall be final and binding on the Supplier. In the event of emergency, the driver would inform the officer concerned before proceeding on leave and alternative arrangement will be made by the contractor in consultation with the officer.
15. The vehicle shall be provided with reliable spare tyre, tools, spares and consumables in order to attend to minor repairs while traveling.
16. 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.
17. 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.
18. **TERMS OF PAYMENT:** Payment shall be made by cheque on monthly basis of the vehicle engaged after the presentation of the bill on the basis of Log Book, duly certified by the concerned officer. No advance payment on any account will be made.
19. The salary and other expenses of the driver shall be borne by the Contractor and any deduction relating to EPF and other Taxes and Levies applicable from time to time will be borne by the contractor. The copy of challan vide which the amount of EPF deposited shall be produced as proof at the time of submission of bill.
20. In case services of Service Provider are not satisfactory on any account, the contract can be terminated by giving 15 days notice.
21. Income tax at source shall be deducted as per prevailing rates while clearing the bills for payment.
22. The PSTCL reserves the right to cancel the contract any time, without assigning any reason by giving 10 days notice.

23. 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 otherwise a penalty of Rs 1000/- per default shall be leviable including in case of delay in sending the vehicle.
24. 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 PSTCL will not be party in such cases.
25. In case driver proceeds on leave or not available on medical grounds or any other ground alternative replacement shall be the responsibility of service provider.
26. The service provider shall obtain the passing/fitness certificate and update Registration of vehicle from the concerned registering authority at his own cost.
27. Outstation night halt charges @ Rs. 200/- shall be paid extra by PSTCL. Toll Tax//Parking charges etc. whenever paid shall be reimbursed by the PSTCL as per actual, subject to the production of its receipts.
28. **SECURITY DEPOSIT:**
  - i. Amount of earnest money of Rs 7,000/- (Rupees Seven thousand only) deposited for faithful execution of this contract.
  - 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/Board 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.
29. **JURISDICTION:** All legal proceedings against this contract shall be in the jurisdiction of Civil Court at Patiala.
30. The local contact no. i.e phone no., mobile no. and address should be intimated to this office immediately.
31. Only Light Commercial Vehicle (L.C.V.) should be hired with Yellow Name Plate entry of the same must be in R.C.
32. Service Provider shall ensure mobile facility to the driver at its own cost.
33. Log book should be maintained by the Service Provider.
34. 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.

35. The 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-B.
36. Service Tax shall be payable by the Service Provider and service receiver as per instructions issued by the Central Govt. from time to time.
37. 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 Works Regulation, 1997 as amended from time to time.
38. The operator/vehicle shall possess Registration of Central Excise Deptt; No liability or any charges would be borne by the PSTCL in this regard.
39. Variation of five paise for car for every Re.1/- variation in Diesel cost, taking the base rate of Diesel as that on tender opening date, shall be applicable on actual KMs run, effective from the 1st day of the subsequent month.
40. The bill will be submitted rounding with the nearest ten.

Encl: As above

*V.S.W.S.*  
*23/06/16*  
Accounts Officer/A&R,  
PSTCL, Patiala.

**BIDDER INFORMATION/PROFILE FOR PROVIDING SERVICES OF VEHICLES**

1. Name of Organization = \_\_\_\_\_
2. Year of establishment = \_\_\_\_\_
3. Registered office address = \_\_\_\_\_
4. Hiring service provide license details. = \_\_\_\_\_
5. i) Nos. of fleet of vehicles available make/model = \_\_\_\_\_
- ii) Nos of fleet of vehicles he can arrange from local market at his own level. = \_\_\_\_\_
6. Past experience of handling hiring services. Name of Govt/ Autonomous Organization served along with performance certificate. = \_\_\_\_\_
7. PAN No. = \_\_\_\_\_
8. Service Tax No. = \_\_\_\_\_
9. Finance out turn of the firm for the past 3 years. = \_\_\_\_\_
10. Income Tax clearance certificate = \_\_\_\_\_
11. Name and address & Telephone/ Mobile No. of the contractor/service provider = \_\_\_\_\_
12. Telegraphic/Fax address if any = \_\_\_\_\_
13. Any additional information = \_\_\_\_\_
14. Central Excise Registration No. = \_\_\_\_\_

**NOTE: - The above details have to be certified by an authorized signatory of the firm.**

**CONTRACT AGREEMENT**

(To be entered on a Non-Judicial Stamped Paper of Rs. 25/-)

This Contract Agreement has been executed today on \_\_\_\_\_ between Punjab State Transmission Corporation hereinafter called PSTCL and \_\_\_\_\_ hereinafter called "Contractor" for supply of different type of vehicles on monthly basis to Punjab State Transmission Corporation Limited on the rates mentioned in the enclosed B-I for one year with immediate effect, in accordance with Tender Enquiry No. 01/CFO/PSTCL and contractor quotation dated: \_\_\_\_\_ and subsequent correspondence made between the parties.

The PSTCL has appointed the contractor as authorized contractor for supply of different type of vehicles on monthly basis to Punjab State Transmission Corporation Limited vide PSTCL Contract No..... dated \_\_\_\_\_ mentioning therein detailed terms and 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 as above.

**CONTRACTOR**

**PSTCL**

**WITNESSES**



## PRICE BID FOR HIRING OF VEHICLE ON MONTHLY BASIS

TYPE OF VEHICLE:-

Sr.No.	Type of Vehicle	Fixed rates upto 1500 km (Rs.)	Variable rates per km beyond 1500 km (Rs.)
A)	Swift Dzire <i>VDi</i>		
B)	Vehicle equivalent in price (stating make and Model of the vehicle)		

Signature with Stamp of firm