



PUNJAB STATE TRANSMISSION CORPORATION LIMITED

PUNJAB STATE TRANSMISSION CORPORATION LIMITED

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

(Corporate Identity Number : U40109PB2010SGC033814)

(O/O SE/HR & Admn., Shakti Sadan, Patiala)

(Tel. No. 0175-2225907 - FAX No. 0175-2220054)

LIMITED TENDER ENQUIRY NO. 05/CE/HRI/2015

Sealed Tenders are invited from the experienced Taxi Operator / firm/transporters for hiring of vehicles/cars namely Tata Indigo, Ford Ikon, Logan, Swift Dezire on monthly basis against Tender Enquiry No. 05/CE/HRI/2015. Schedule of rates etc. to be quoted on performa Annexure-B-1 and profile of firm to be given on Annexure-'A' attached along-with specification, tender documents and other terms & conditions.

TELEPHONE NOS.	CHIEF ENGINEER/HR & IT	0175-2300426
	SE/HR & ADMN.	0175-2225907
	FAX NO. (SE/HR & ADMN.)	0175-2220054

i. Last date & time for sale/downloading of tender document	11:00 AM on 15.06.2015
ii. Last date & time of receipt of tender	03:00 PM on 15.06.2015
iii. Date and time of opening of tender	03:30 PM on 15.06.2015

PRICE OF TENDER DOCUMENTS Rs. 500/-

The tender shall be submitted in three parts i.e. Part-I, Part-II & Part-III. Each part will be closed in separate envelopes & all the three envelopes will be further enclosed in a larger envelope. This sealed envelope with "Tender for hiring of Vehicles" clearly written on top of the envelope, addressed to SE/HR&Admn., PSTCL, Patiala must reach the office up to 03:00 PM on 15.06.15.

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 of Rs.20,000/- in the form of demand draft/pay order in favour of AO/Cash, PSTCL, Patiala. In case the tender is downloaded from the PSTCL website, a Demand Draft of Rs.500/- in favour of AO/Cash, PSTCL, Patiala must also be submitted. If earnest money/Tender cost is not found in order, 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 vehicles on monthly basis.

TENDER DOCUMENTS

Sr. No.	Item	Page No.	REMARKS
1.	Terms & Conditions of Contract/Tender		
2.	Annexure-'A' & along-with specification		Bidder Information/Profile of firm
3.	Annexure, B-1		Price Bid for hiring of vehicles on monthly basis.

DETAILED TERMS & CONDITIONS FOR OUTSOURCES/ HIRING OF VEHICLE FROM OPEN MARKET

1. Rates will be inclusive of all applicable taxes (except Service Tax) and duties as on date and no charges shall be paid extra. However Reverse Charges Mechanism under Service Tax will be applicable.
2. Night halt charges (from 10:00PM to 06:00AM) shall be Rs.200/-.
3. Vehicles to be provided shall be in good running condition and should not be more than three (03) years old. Age of the vehicle shall be taken from the date of its First Registration.
4. The rate shall be valid for a period of one year. However, there will be change in the rate by five paise for Group-A vehicles (Tata Indica/Beat Indigo/Ford Ikon/Logan/ Swift D-Zire) as per actual KM run for every increase or decrease, as the case may be, in the rate of diesel by rupee one taking the prevailing market rate at the time of Agreement should be the base rate of diesel per liter
5. If the performance of contractor is found satisfactory the contract of period can be extended.
6. Expenses towards fuel, Mobil oil, service charges and other repairs and maintenance of vehicles shall be borne by the contractor 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 contractor.
7. Road tax for the vehicle shall be paid regularly and kept updated by the Contractor.
8. The vehicle shall be duly insured comprehensively during the period of engagement with PSTCL. Insurance premium shall be paid by the contractor. In case of any eventuality, lodging insurance claims with the insurance company shall be the responsibility of the contractor.
9. Contractor should also have valid pollution certificate for the vehicles and the same should be available with the driver to be produced on demand.
10. The Contractor shall obtain the passing/ fitness certificate and update Registration of vehicle from the concerned authority at his own cost.
11. Vehicles should be utilized at our offices in Punjab, Chandigarh, Delhi and also for deputing to the neighboring States of Haryana, Himachal Pradesh, Rajasthan and J&K. However the headquarter of the vehicles shall be at Patiala.
12. Vehicle should possess an All India Permit. No liability for Inter-State permit charges would be borne by the 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. Service shall be managed 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. Contractor 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. The driver shall be punctual and polite and shall not be under the influence of any intoxicating drink or drug. The Contractor shall be responsible for the conduct of the driver.

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 Contractor. 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.

15. Contractor shall ensure mobile facility to the driver at its own cost.
16. The vehicle shall be provided with reliable spare tyre, tools, spares and consumables in order to attend to minor repairs while traveling.
17. 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 Contractor. Only Fixed amount and variable charges for extra running kilometers, if any, shall be paid by PSTCL.
18. **TERMS OF PAYMENT:** Payment shall be made by cheque at the end of the month after the presentation of the bill. Payment shall be made on the basis of Log Book, duly certified by the concerned officer. For journeys beyond fixed monthly limit, the payment would be made at the rates mentioned for extra kilometers or the rate fixed for the next slab which-ever is less. Income tax at source shall be deducted as per prevailing rates while clearing the bills for payment. No advance payment on any account shall be made.
19. The vehicle on monthly basis can be disengaged by PSTCL by giving 15 days' notice in case vehicle/services of driver are not found satisfactory.
20. The contract can be terminated by either side giving 30 days' notice.
21. 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. Any Halt charges, penalty including challan, damages, court case, police case, etc. shall be the sole responsibility of the Contractor and PSTCL shall not be party in such cases.
23. Toll Tax/Parking charges, etc. wherever paid, shall be reimbursed as per actual, subject to the production of its receipts.
24. In case of the accident of the vehicle, total liability including third party, if any, or any kind of act of omission shall be of the Contractor. PSTCL directly or indirectly shall not be responsible.
25. **SECURITY DEPOSIT:**
 - i. Amount of earnest money i.e. Rs.20,000/- already deposited shall be retained as 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/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.
26. **JURISDICTION:** All legal proceedings against this contract shall be under the jurisdiction of Civil Court at Patiala.

27. The local Contact No. i.e. Phone No., Mobile No. and address should be intimated to this office immediately upon signing of the contract.
28. The service tax (as per Service Tax rules) and any other tax, if levied will be borne by the contractor himself.
29. Only Commercial Vehicle with entry in Registration Certificate should be hired.
30. The driver shall be provided with mobile facility by the contractor.
31. 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.
32. **ARBITRATION:**
 - a) If at any time any question dispute or difference, what-so-ever shall arise, between the Corporation and the contractor, upon or in relation to or in connection with contract, either party may forthwith give to the other notice in writing of the existence of such question dispute or difference and the same shall be referred for sole arbitration of a nominee of the Corporation, who shall give a reasoned/speaking award. The award of the sole arbitrator shall be final and binding on the contractor under the provisions of the Indian Arbitration Act, 1996 and of the rules, there under. Any statutory amendment, modification or re-enactment thereof or the time being in-force, shall be deemed to apply and be incorporated in the contract. It will not be objectionable if the Sole Arbitrator as an officer of the PSTCL and he has expressed his views on all or any of the matter in question of dispute or difference.
 - b) Upon every or any such reference, the cost of and incidental to the reference and award respectively shall be at the discretion of the sole arbitrator so appointed who may determine the amount there-of or direct the same to be fixed as between solicitor and client or as between party and party shall direct by whom & to whom and in what manner the same is to be borne and paid.
 - c) The work under the contract shall, if reasonably possible continue during the arbitration proceedings and no payment due or payable by the PSTCL shall be with- held on account of such proceedings.
33. The operator/vehicle shall possess Registration of Central Excise Deptt; No liability or any charges would be borne by the PSTCL in this regard.

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 of addressee & telephone Mobile No. of the contractor = _____
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 Annexure-BI for one year with immediate effect, in accordance with Tender Enquiry No. 05/CE/HRI/2015 and contractor quotation dated: _____ and subsequent correspondence made between the parties.

The PSTCL has appointed the contractor as authorized contractor for supply 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 PROVIDING OF HIRING SERVICES OF VEHICLE ON MONTHLY BASIS**TYPE OF VEHICLES:-**

Cars AC, Indigo, Ford Ikon, Logan, Swift Dezire.

(*Rates in Rs. Inclusive of all taxes etc.)

Sr. No.	Type of Vehicle	Minimum KM to be covered monthly	Rate to be charged monthly (Diesel AC)	Extra KM (Rs.)
A)	Tata Indigo/Ford Ikon/ Logan/ Swift D-Zire	800		
		1000		
		1200		
		1500		
		2000		
		2500		
		3000		

Signature with Stamp of firm