


## Short Term Tender Enquiry No. 02/2023-24

### Terms and Conditions

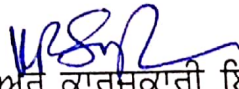
1. The Tender shall be submitted in sealed envelopes and words "Short Term Tender enquiry No. 02/2023-24 due for opening on 29-12-2023" shall be clearly written on both inner and outer cover. Earnest money should be submitted in separate envelope with tender.
2. Tenders of Contractors who do not purchase the tender document in advance till 27.12.2023 till 10.00 AM shall not be entertained.
3. Conditional Tenders, Telegraphic, Through telex, fax tender, Tenders not on prescribed form or tenders without Earnest money in required shape shall not be accepted .
4. Tender received after due date i.e.29.12.2023 at 10.00 AM shall not be entertained.
5. Sr.Xen, P&M Division, PSTCL Verpal shall reserve the right to reject any or all of the tenders without the assignment of any reasons whatsoever.
6. The Headquarter of hired vehicle shall be fixed at P&M Division PSTCL Verpal.
7. In case the date of opening of tenders happens to be a holiday, the tenders will be received and opened on the next working day at the same time.
8. Only commercial Vehicle with entry in Registration Certificate should be hired. No corporation official/employee or his family member/relative can participate in the tendering process. In case of any violation, the contract shall be cancelled and such official/employee shall be liable for disciplinary action.

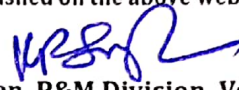
  
Sr.Xen, P&M Division,  
PSTCL, Verpal.

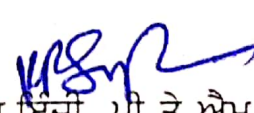
**ਸ਼ਾਰਟ ਟਰਮ ਟੈਂਡਰ ਇਨਕੁਆਰੀ ਨੰ: 02/2023-24**

**ਨਿਯਮ ਅਤੇ ਸ਼ਰਤਾਂ**

1. ਟੈਂਡਰ ਇਸ ਦਫਤਰ ਨੂੰ ਸੀਲਡ ਲਿਫਾਫਿਆ ਵਿਚ ਸਬਮਿਟ ਕੀਤੇ ਜਾਣ। ਜਮਾਨਤੀ ਰਕਮ ਦਾ ਬੈਂਕ ਡਰਾਫਟ ਇਕ ਵੱਖਰੇ ਲਿਫਾਫੇ ਵਿਚ ਸੀਲ ਬੰਦ ਕਰਕੇ ਟੈਂਡਰ ਦੇ ਨਾਲ ਸਬਮਿਟ ਕੀਤਾ ਜਾਵੇ। ਦੋਨੋਂ ਲਿਫਾਫਿਆਂ ਉੱਪਰ ਸਾਫ ਅੱਖਰਾਂ ਵਿਚ “ਸ਼ਾਰਟ ਟਰਮ ਟੈਂਡਰ ਇਨਕੁਆਰੀ ਨੰ: 02/2023-24 ਖੋਲਣ ਦੀ ਮਿਤੀ 29.12.2023” ਲਿਖਿਆ ਹੋਣਾ ਚਾਹੀਦਾ ਹੈ।
2. ਜਿਸ ਠੇਕੇਦਾਰ ਵੱਲੋਂ ਟੈਂਡਰ ਡਾਕੂਮੈਂਟ ਇਸ ਦਫਤਰ ਤੋਂ ਮਿਤੀ 27.12.2023 ਸਵੇਰੇ 10.00 ਵਜੇ ਤੱਕ ਪ੍ਰਾਪਤ ਨਹੀਂ ਕੀਤਾ ਹੋਵੇਗਾ ਉਸ ਦਾ ਟੈਂਡਰ ਸਵੀਕਾਰ ਨਹੀਂ ਕੀਤਾ ਜਾਵੇਗਾ।
3. ਸ਼ਰਤਾਂ ਵਾਲੇ, ਤਾਰ ਰਾਹੀਂ, ਫੈਕਸ ਰਾਹੀਂ ਅਤੇ ਬਿਨਾਂ ਜਮਾਨਤੀ ਰਕਮ ਦੇ ਭੇਜੇ ਗਏ ਟੈਂਡਰ ਸਵੀਕਾਰ ਨਹੀਂ ਕੀਤੇ ਜਾਣਗੇ।
4. ਟੈਂਡਰ ਖੋਲਣ ਦੀ ਮਿਤੀ 29.12.2023 ਸਮਾਂ 10:00AM ਤੋਂ ਬਾਅਦ ਪ੍ਰਾਪਤ ਹੋਏ ਟੈਂਡਰ ਸਵੀਕਾਰ ਨਹੀਂ ਕੀਤੇ ਜਾਣਗੇ।
5. ਨਿਮਨ ਹਸਤਾਖਰ ਕਰਤਾ ਨੂੰ ਬਿਨਾਂ ਕੋਈ ਕਾਰਨ ਦੱਸੇ ਇਕ ਜਾਂ ਸਾਰੇ ਟੈਂਡਰ ਰੱਦ ਕਰਨ ਦਾ ਅਧਿਕਾਰ ਹੋਵੇਗਾ।
6. ਗੱਡੀ ਦਾ ਹੈਂਡ ਕੁਆਟਰ ਪੀ ਤੇ ਐਮ ਮੰਡਲ ਪੀ.ਐਸ.ਟੀ.ਸੀ.ਐਲ. ਵਰਪਾਲ ਹੋਵੇਗਾ।
7. ਟੈਂਡਰ ਖੋਲਣ ਦੀ ਮਿਤੀ ਨੂੰ ਕੋਈ ਛੁੱਟੀ ਹੋ ਜਾਂਦੀ ਹੈ ਤਾਂ ਅਗਲੇ ਕੰਮ ਵਾਲੇ ਦਿਨ ਨੂੰ ਉਸੇ ਸਮੇਂ ਤੇ ਹੀ ਟੈਂਡਰ ਪ੍ਰਾਪਤ ਕੀਤੇ ਜਾਣਗੇ ਅਤੇ ਖੋਲੇ ਜਾਣਗੇ।
8. ਕੇਵਲ ਕਮਰਸ਼ੀਅਲ ਵਹੀਕਲ ਹੀ ਹਾਇਰ ਕੀਤੇ ਜਾਣਗੇ। ਕਾਰਪੋਰੇਸ਼ਨ ਦਾ ਕੋਈ ਵੀ ਅਧਿਕਾਰੀ / ਕਰਮਚਾਰੀ ਜਾਂ ਉਸ ਦਾ ਫੈਮਲੀ ਮੈਂਬਰ ਜਾਂ ਉਸ ਦਾ ਰਿਸ਼ਤੇਦਾਰ ਟੈਂਡਰ ਪ੍ਰੀਕ੍ਰਿਆ ਵਿਚ ਸ਼ਾਮਿਲ ਨਹੀਂ ਹੋ ਸਕਦਾ ਹੈ। ਜੇਕਰ ਕੋਈ ਉਲੰਘਣਾ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਤਾਂ ਕੰਟਰੈਕਟ ਖਾਰਜ ਕਰ ਦਿੱਤਾ ਜਾਵੇਗਾ ਅਤੇ ਉਸ ਅਧਿਕਾਰੀ / ਕਰਮਚਾਰੀ ਤੇ ਬਣਦੀ ਵਿਭਾਗੀ ਕਾਰਵਾਈ ਕੀਤੀ ਜਾਵੇਗੀ।

  
ਸੀਨੀਅਰ ਕਾਰਜਕਾਰੀ ਇੰਜੀਨੀਅਰ,  
ਪੀ ਤੇ ਐਮ ਮੰਡਲ ਵਰਪਾਲ।

<p><b>pstcl</b> PUNJAB STATE TRANSMISSION CORPORATION LIMITED ( Regd Office PSEB Head Office The Mall Patiala-147001, Corporate identity number U40109PB2010SGC 033814,Website: <a href="http://www.pstcl.org">www.pstcl.org</a> O/O Sr.Xen, P&amp;M Division Verpal, Tel:96461-18237 E-mail: <a href="mailto:srxen-pm-verpal@pstcl.org">srxen-pm-verpal@pstcl.org</a></p>	
Sr.No.	<p align="center"><b>Notice Inviting Short Term Tender.</b> <b>T.E. No. 02/2023-24</b></p>
1	<p>Hiring of one No. Mahindra Scorpio /Xylo / Mahindra Bolero / TUV 300 Or equivalent price Vehicle of model not older than 5 years from the date of NIT for Sr. Xen, P&amp;M Division, Verpal for one year on fixed charges ( inclusive of 1000 KM) and outstation night halt charges for vehicle (10:00 PM to 06:00 AM) Short Term Tender Enquiry No. 02/2023-24.</p>
<p>Date of issue of tender documents upto 27.12.2023 upto 10:00 AM. Last date of submission of price bid: 29.12.2023 upto 10:00 AM. Date/ Time for bid opening : 29.12.2023 at 11:00 AM Note:- Any Corrigendum to the tender notice shall be published on the above website only.</p>	
<p align="right"> Sr. Xen, P&amp;M Division ,Verpal</p>	

<p><b>pstcl</b> PUNJAB STATE TRANSMISSION CORPORATION LIMITED ( Regd Office PSEB Head Office The Mall Patiala-147001, Corporate identity number U40109PB2010SGC 033814,Website: <a href="http://www.pstcl.org">www.pstcl.org</a> O/O Addl.S.E. P&amp;M Division Verpal, Tel:96461-18237 E-mail: <a href="mailto:srxen-pm-verpal@pstcl.org">srxen-pm-verpal@pstcl.org</a></p>	
ਸੀ.ਨੰ:	<p align="center"><b>ਸ਼ਾਰਟ ਟਰਮ ਟੈਂਡਰ ਨੋਟਿਸ ਇੰਨਕੁਆਰੀ ਨੰ: 02/2023-24</b></p>
1	<p>ਇੱਕ ਨੰ: ਮਹਿੰਦਰਾ ਸਕਾਰਪੀਓ/ ਜ਼ਾਈਲੋ / ਮਹਿੰਦਰਾ ਬੋਲੈਰੋ/ TUV 300 ਜਾਂ ਇਸ ਦੇ ਬਰਾਬਰ ਡੀਜ਼ਲ ਗੱਡੀ ਜਿਸਦਾ ਮਾਡਲ NIT ਦੀ ਮਿਤੀ ਤੋਂ 5 ਸਾਲ ਤੋਂ ਪੁਰਾਣਾ ਨਾ ਹੋਵੇ, ਸੀਨੀਅਰ ਕਾਰਜਕਾਰੀ ਇੰਜੀਨੀਅਰ, ਪੀ ਤੇ ਐਮ ਮੰਡਲ, PSTCL, ਵਰਪਾਲ ਲਈ ਇੱਕ ਸਾਲ ਲਈ ਕਿਰਾਏ ਤੇ ਲੈਣ ਲਈ, ਕਿਰਾਏ ਭਾੜੇ ਤੇ ਪ੍ਰਤੀ ਮਹੀਨਾ ਪੱਕਾ ਖਰਚਾ (ਸਮੇਤ 1000 ਕਿ:ਮੀ: ) ਅਤੇ ਰਾਤ ਠਹਿਰਣ ਦਾ ਖਰਚਾ (10:00 PM to 06:00 AM) ਸ਼ਾਰਟ ਟਰਮ ਟੈਂਡਰ ਇੰਨਕੁਆਰੀ ਨੰ: 02/2023-24</p>
<p>ਟੈਂਡਰ ਦਸਤਾਵੇਜ਼ ਜਾਰੀ ਕਰਨਾ : 27.12.2023 ਸਵੇਰੇ 10:00 ਵਜੇ ਤੱਕ। ਬਿੱਡ ਪਾਉਣ ਦੀ ਅੰਤਿਮ ਮਿਤੀ: 29.12.2023 ਸਵੇਰੇ 10:00 ਤੱਕ। ਬਿੱਡ ਖੋਲਣ ਦੀ ਮਿਤੀ/ ਸਮਾਂ: 29.12.2023 ਸਵੇਰੇ 11:00 ਵਜੇ। ਟੈਂਡਰ ਦੇ ਵੇਰਵੇ <a href="http://www.pstcl.org">www.pstcl.org</a> ਤੇ ਵੇਖੇ ਜਾਣ। ਨੋਟ: ਟੈਂਡਰ ਦੇ ਕਾਰੀਜੈਂਡਮ ਕੇਵਲ ਦਰਸਾਈ ਗਈ website ਵਿਖੇ ਹੀ ਪ੍ਰਕਾਸ਼ਿਤ ਕੀਤੇ ਜਾਣਗੇ।</p>	
<p align="right"> ਸੀ.ਕਾ.ਕਾ.ਇੰਜੀ, ਪੀ ਤੇ ਐਮ ਮੰਡਲ, ਵਰਪਾਲ।</p>	

**Short Term Tender Documents/Specification**

**Tender Enquiry no 02/2023-24**

To whom issued : \_\_\_\_\_

Dated:

Proposed Terms & Conditions for Hiring of 01 No. Mahindra Scorpio/Xylo/Mahindra Bolero/TUV 300 or Equivalent Segment Vehicle for one Year for office of Sr.Xen, P&M Division, PSTCL, Verpal.

Sealed Tenders are invited for hiring of 01 No. Mahindra Scorpio/Xylo/Mahindra Bolero/TUV 300 or Equivalent Segment Vehicle (Model not older than 5 years from date of NIT) for one year and extendable on year to year basis for a further period of 3 years, on the satisfactory performance of the vehicle / Service provider subject to condition that the vehicle can continue in the department upto the 7 years of its life (as per Para 2(C)(iv) of PSTCL Transport Policy-2023), with all India Transport Registration/Northern India Transport Registration for Punjab State Transmission Corporation Ltd. on Monthly basis. The Service provider will quote the rates in three parts in "Schedule of Prices" as under:

- Monthly Fixed Charges (including 1000 Kmt).
- Per Kilometre Running Charges beyond 1000 Kmt.
- Outstation Charges (per night halt after 10:00 PM to 06:00 AM)

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

- 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 a separate small envelope & all the three small envelopes shall further be submitted in a large envelope. This sealed large envelope shall be super scribed with "Short Term Tender for hiring of Vehicle" clearly on top of the envelope, addressed to Sr. Executive Engineer/P & M Division, PSTCL, Verpal must reach this office up to 10:00 AM on 29.12.2023.
- 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 (EMD) of 2% of the total tender value rounded off to a multiple of Rs.10 on higher side, or minimum Rs.5000/-, whichever is higher** in form of demand draft, in favour of Sr. Executive Engineer / P & M Division, PSTCL, Verpal payable at Amritsar. The envelope **Part-I - 'Earnest Money'** shall be submitted in a separate envelope on which the "**Earnest money against Short Term /Tender Notice No. 02/2023-24 due for opening on 29.12.2023**" shall be clearly written. 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 envelope marked **Part-II - 'Bidder Information/Profile'** would consist of Bidder Information/Profile to be provided in the Performa Annexure-'A'. The price bid would be opened only in respect of those 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 along with the required documents described elsewhere in this tender enquiry.

### C. PART.III - PRICE BID:

The envelope marked **Part-III - 'Price Bid'** would consist of rate quoted for each item under Annexure 'B' for hiring of vehicle on monthly basis.

- 3) Detail of the vehicle provided for hiring i.e. Vehicle No., copy of Commercial Registration Certificate, Copy of valid pollution certificate, Copy of Insurance & Copy of All India Permit will be provided along with the Part-II - 'Bidder Information/Profile' of the tender/quotation. Without these documents the tender will not be accepted.
- 4) The EMD Security submitted is liable to be forfeited on the following grounds:
  - On revocation of tender and/or change in the same without consent of PSTCL.
  - On non-completion of work.
- 5) In case of withdrawal of vehicle from service of PSTCL, the Contractor will have to inform to PSTCL by serving 30 days of notice in advance.
- 6) The Work order for outsourced vehicle, for vehicle not more than 5 years old, shall be initially for a period of 1 year and same shall be extendable on year to year basis, for a further period of three years, subject to the performance of the Vehicle/Service Provider/Market rates and Life/kms of the vehicle.
- 7) Only commercial Vehicle with entry in Registration Certificate should be hired. No corporation official/employee or his family member/relative can participate in the tendering process. In case of any violation, the contract shall be cancelled and such official/employee shall be liable for disciplinary action.
- 8) All matters relating to any halt charges, penalty including challan, damages, court case, police case, transportation, traffic police and local administration will be dealt by the Contractor himself at his own cost.
- 9) The undersigned on behalf of PSTCL reserves the right to reject any or all the tenders so 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.
- 10) Any conditions that may be imposed by transport policy of PSTCL (along with changes from time to time) shall be applicable and supersede the conditions mentioned herein or elsewhere in this document.
- 11) The tenderer should quote rate of all items. The tender must be complete in all respects.
- 12) No overwriting should be made in the quotation. Any cutting must be attested by full signature.
- 13) The rates must be quoted on letter pad of the firm. Tender documents once submitted shall not be returned.
- 14) 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. Conditional, incomplete, without the required amount of EMD or not properly sealed tenders and tenders received telegraphically/ through fax/ late due to any reason whatsoever will be rejected. Tenders shall be signed by the owner or person holding power of attorney by him to do so.
  1. Terms and conditions for hiring of vehicle - Page 3 - 6
  2. Bidder information/profile - Annexure 'A'
  3. Schedule of prices - Annexure 'B'
  4. Contract agreement form - Annexure 'C'

**Terms and conditions for hiring of vehicle - Mahindra Scorpio/Xylo/Mahindra Bolero/TUV 300 or Equivalent Segment Vehicle :**

**A) Terms and Conditions For Vehicles:**

1. The contractor will depute Mahindra Scorpio/Xylo/Mahindra Bolero/TUV 300 or Equivalent Segment Vehicle of Model not more than 5 years old as on the date of opening of tender. The vehicle will be used as conveyance by PSTCL and will be stationed at Verpal for journeys/travel at Amritsar as well as outside Amritsar, usually in the State of Punjab and UT of Chandigarh. In very special case the vehicle can travel to the state of Haryana, Himachal Pradesh, Rajasthan and J&K. The vehicle can travel on any or all days of the month. The necessary permit, in this regard, will be arranged by the Contractor. Interstate permit charges shall be the responsibility of contractor.
2. Outstation night halting charges (10:00 pm to 06:00am) @ Rs. 300/- shall be paid extra by PSTCL.
3. Toll Tax/Parking charges etc. whenever paid shall be reimbursed by the PSTCL as per actual, subject to the production of its receipts.
4. The cost of consumables, in addition to Diesel, like Mobile Oil, Lubricants, coolant etc. will be borne by the Contractor. Variation on account of diesel escalation is allowed.
5. Maximum 4 days off in a month shall be allowed including for service/ repair and upkeep of vehicle without any deduction of payment provided vehicle has been regularly in use prior to the service. This would be permitted on prior intimation and consent from the concerned officer. Service shall be planned on Saturday/Sunday or public holidays.
6. 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 vehicle. Otherwise double amount of the proportionate amount of monthly hiring charges shall be deducted from the monthly bill for the period when the vehicle is not in working condition.
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. 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 per day shall be leviable.
9. The vehicle shall report to the Sr. Xen/ P & M Division, Verpal and shall move as per their instructions.
10. The vehicle shall be required at any hour of the day and the Contractor shall be liable to provide the same.
11. The vehicle shall be provided with proper and adequate tools, spares, spare tyre and consumable in order to attend minor repairs while travelling.
12. Service provider/contractor shall ensure that sufficient diesel/fuel is available in the vehicle to enable urgent outstation journey. Also the service provider/contractor shall be intimated about fuel requirements and he shall ensure the same without any delay.
13. Contractor/service provider should also have valid pollution certificate for the vehicle and the same should be available with the driver and will be produced on demand.
14. The contractor/service provider shall obtain the passing/fitness certificate and update Registration of vehicle from the concerned registering authority at his own cost.

15. In case of accident, any type of challan, halt charges, penalty, damages, court case, police case etc. the sole responsibility will be of the Service provider/contractor of the vehicle and PSTCL will not be party in such cases.
16. The seats shall be well cushioned and should have fine, neat and clean seat covers and vehicle shall also have rubber floor mats.
17. Log Book shall be provided by the PSTCL and maintained by the service provider.
18. All the entries of each journey like Date, Place ('from' as well as 'to'), Time of departure & arrival. Initial/final Kilometres 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.
19. The vehicles shall be insured comprehensively, including insurance for driver, passengers and third party, during the period of engagement with PSTCL. Insurance premium shall be borne by the Contractor. Lodging and settlement of any insurance claim shall be the contractor's responsibility.
20. The road tax and all other related expenses shall be paid regularly and kept updated by the Contractor.
21. 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.
22. Variation of 08 Paise 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 the 1st day of the subsequent month.

**B) 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 will be 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 including EPF, ESI etc shall be borne by the Contractor.
2. The driver shall maintain a log book and the log book will be signed by the Officer/authorized official using the vehicle on the completion of journey. However, the log book will be verified from time to time by the SrXen, P & M Division Verpal or any other Authorized Officer of the PSTCL.
3. 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 times during the contract period.
4. The driver of the vehicle shall hold valid license to drive in plain as well as on the hills and will keep the same at all times during duty hours.
5. Service Provider shall ensure mobile facility to the driver at its own cost and local contact no. i.e phone no., mobile no. and address should be intimated to this office immediately before deputing him on the vehicle.
6. The driver shall be available on all days of the week. However one weekly off shall be given to the driver.
7. 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.

8. No lodging and boarding facilities will be provided to the driver of the vehicle by PSTCL.

### **C. Terms and Conditions for the monthly payment of bill of the vehicles:**

1. Tax shall be deducted by the PSTCL as per income tax Rule/Act as applicable from time to time.
2. 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.
3. TDS shall be payable by the service provider and service receiver as per instructions issued and applicable by the Govt. from time to time.
4. In the event of default on the part of the service provider/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.
5. PSTCL reserves the right to terminate the contract of the vehicle without assigning any reasons, if the services or the condition of the vehicle is not satisfactory at any point of time during the contract period.
6. 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.
7. The kilometre run for the journeys, which are not verified / signed by the concerned officer, shall not be payable.
8. A copy of Bank Pass book showing Bank Account number and IFSC is to be deposited in which payment of bill will be made vide NEFT/RTGS mode.

### **D. Paying Authority:**

The paying authority will be the concerned Senior XEN, P & M Division, PSTCL, Verpal.

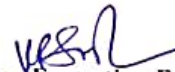
### **E. General Conditions:**

1. Details of the vehicle provided for hiring i.e. Vehicle Registration No., copy of registration book, copy of insurance, copy of permit (Taxi) , GST number of firm , PAN card are to be provided along with the tender/ quotation. Tenders without the fore-mentioned documents shall not be considered.
2. The contractor is required to submit an Earnest Money Deposit (EMD in shape of DD or pay order drawn in favour of Senior Executive Engineer, P&M division PSTCL, Verpal. Tenders without EMD will not be accepted. The EMD will be adjusted towards Security deposit.
3. Rates will be inclusive of all taxes, duties etc. No other charges shall be paid extra.
4. GST shall be payable by the service provider and service receiver as per instructions issued and applicable by the Govt. from time to time.
5. All matter relating to transportation, traffic police and local administration will be dealt by the Contractor himself at his own cost.
6. 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.



7. The bidder has to quote the rates on the "Schedule of Prices" enclosed as annexure-B along with terms and conditions duly signed on each page. Any deviation to the terms and conditions of NIT shall be specifically mentioned on schedule of prices sheet with signature of bidder and submitted along with the bid.
8. In case the date of issue/receipt of tender declared happens to be holiday, the tender will issued/received and opened on the next working day at same time.
9. Please do not forget to super scribe the envelope with the name of tender and due date of opening of tender.
10. 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-C. Bill would be paid only after signing of Contract agreement.
11. In case services of Service Provider are not satisfactory on any account, the contract can be terminated by giving 15 days' notice.
12. The PSTCL reserves the right to cancel the contract any time, without assigning any reason by giving 15 days' notice.
13. If at any time any question, dispute or difference, what so ever shall arise between the contractor 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.
14. JURISDICTION: All legal proceedings against this contract shall be in the jurisdiction of Civil Court at Amritsar.

The tenders will be accepted up to 10.00 AM on 29.12.2023 and will be opened on the same day in the presence of Contractor/Bidder at 11.00 AM who may choose to be present in the office of the Sr. Xen / P & M Division, PSTCL, Verpal.

  
Senior Executive Engineer,  
P & M Division, PSTCL,  
Verpal.

**ANNEXURE-'A' BIDDER INFORMATION/PROFILE FOR PROVIDING SERVICES OF VEHICLES**

S. No.	Description	Detail to be provided by bidder
1.	Name of Organization/ Firm	
2.	Registered office address	
3.	Details of Offered Vehicle 1. Registration 2. Pollution Certificate 3. Permit Type 4. Driving license	
4.	Past experience of handling hiring services. Nature of Govt/Autonomous Organization served.	
5.	PAN No.	
6.	GST No.	
7.	Affidavit (if any)	
8.	Name and address & Telephone/Mobile No./e-mail of the contractor / service provider	
9.	Any additional information	
10.	All terms given in NIT acceptable (Yes/No)	
11.	List of mandatory documents enclosed as per the Notice Inviting Short Term Tender no 02/2023-24	

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

(signature)

**SCHEDULE OF TYPE OF VEHICLE AND PRICES**

Out sourcing of one No. Mahindra Scorpio/Xylo/Mahindra Bolero/TUV 300 or Equivalent Segment Vehicle Model not more than 5 years old as on the date of opening of tender, for 1 year for office of Sr XEN P&M Divn. PSTCL, Verpal

**SCHEDULE A**

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

**SCHEDULE B**

SR.NO.	PARTICULARS OF ITEM	RATES/CHARGES IN Rs .
1	Monthly Fixed Charges (Lump Sum) including 1000 Kms.	
2	Per Kilometre Running Charges beyond 1000 Kms.	
3	Outstation Charges (Per Night Halt After 10.00 pm to 06:00 am)	

I have read all the terms and conditions of the NIT (Short Term Tender Enquiry No 02/2023-24) which are acceptable to me & have quoted the Rate/Charges as above in accordance with all the stipulated terms and conditions.

Company Seal

Signature of the Contractor Designation

Company name &amp; Address \_\_\_\_\_

Date \_\_\_\_\_

Place \_\_\_\_\_

Phone \_\_\_\_\_

## 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 Limited hereinafter called PSTCL and \_\_\_\_\_ hereinafter called "Service provider/contractor" for supply of 1 No. Mahindra Scorpio/Xylo/Mahindra Bolero/TUV 300 or Equivalent Segment Vehicle on monthly basis to Punjab State Transmission Corporation Limited on the rates mentioned in the enclosed Annexure B for one year with immediate effect, in accordance with Short Term Tender Enquiry No.02/2023-24 and service provider/contractor quotation dated: \_\_\_\_\_ and subsequent correspondence made between the parties.

The PSTCL has appointed the service provider/contractor as authorized service provider/contractor for supply of 1 No. Mahindra Scorpio/Xylo/Mahindra Bolero/TUV 300 or Equivalent Segment Vehicle on monthly basis to Punjab State Transmission Corporation Limited vide PSTCL Contract No \_\_\_\_\_ dated \_\_\_\_\_ mentioning therein detailed terms and conditions. The service provider/contractor while acknowledging Contract dated \_\_\_\_\_ has agreed to comply with the same.

This agreement contains pages \_\_\_\_\_.

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

SERVICE PROVIDER/CONTRACTOR

PSTCL

WITNESSES