



Punjab State Transmission Corporation Limited

REGD. OFFICE : P.S.E.B. HEAD OFFICE, THE MALL, PATIALA-147001

Corporate Identity No. U40109PB2010SGC033814 www.pstcl.org

Office of : Sr.XEN / Protection Division, Shakti Sadan, Jalandhar.

Telephone/Fax No. 0181-2223678 E-mail:- srxen-pm-prot1-jld@pstcl.org

Notice Inviting Tender

Short Term Tender Enquiry No. 01 / 2023-24

Date: 30-01-2024

Office	Sr. XEN, Protection Division, PSTCL, Jalandhar
Tender Enquiry No.	01/2023-24
Issuing Authority	Sr. XEN, Protection Division, PSTCL, Jalandhar.
Address	Room No.110, Shakti Sadan, Jalandhar
Place	Jalandhar
Short Description	Hiring of One No. Scorpio/Xylo (Diesel) or vehicle equivalent in price not older than 5 years from the date of NIT for the office of Sr. XEN, Protection Division, PSTCL, Jalandhar
Eligibility Criteria	As per Terms & Conditions
Last Date for Bid Submission	15-02-2024 upto 11.00 Hrs
Bid Opening Time	15-02-2024 at 12.00 Hrs
Earnest Money Deposit	@2% of Cost of tender value (for total limit of 4000 kms) rounded off to a multiple of 10 on the higher side subject to minimum Rs 10000 payable by Demand Draft in favour of PSTCL (Payable ay Jamsher)
Contact Person Name: Phone Number:	Er. Pankaj Yadav, Sr.Xen 9646118231
E-MAIL :	srxen-pm-prot1-jld@pstcl.org
URL for Additional Information	www.pstcl.org
Tender Documents Attachment	1. Soft Copy of the document. 2. Print out of Web NIT 3. Annexure-1 4. Terms and Conditions
Tender Information in detail	<p>In case the date of opening the tender as shown above happen to be holiday then the tender shall be open on the next working day at same place and time.</p> <p>A set of tender documents containing Technical specifications, General Instructions and Terms & Conditions etc. can be downloaded from the web site www.pstcl.org</p> <p>All the Terms and conditions of Amended Corporate Transport Policy of PSTCL shall be applicable which is available at www.pstcl.org</p> <p>All tenders must be accompanied by Earnest Money at the rate prescribed in the tender document except in the case of those tenderers who are specifically exempted thereunder.</p> <p>Telegraphic quotations and conditional quotations shall not be accepted.</p> <p>The tenders must be valid for 120 days from the date of opening.</p>

Sr. XEN
Protection Division
PSTCL, Jalandhar

Annexure-I

SCHEDULE OF TYPE OF VEHICLE & PRICES

Outsourcing of one No Scorpio/Xylo or equivalent model (Diesel) not older than 5 years from the date of NIT for the office of Sr. XEN, Protection Division, PSTCL, Jalandhar

Tender Enquiry No. 01 / 2023-24

Dated: 30-01-2024

SCHEDULE (A)

Make and Model of Vehicle to be specified by the Tendered	<u>Make</u>
	<u>Model</u>

SCHEDULE (B)

SR.NO.	PARTICULARS OF ITEM	RATES/CHARGES IN Rs.
1	Monthly Fixed Charges (Lump Sum) including 1000 Km.	
2	Per Kilometer Running Charges beyond 1000 Kms @ diesel rate of Rs. _____ (Rate of Diesel on the date of Floating of Tender)	
3	Outstation Charges (Per Night Halt) from 10:00 pm to 6:00 am	

The above rates are inclusive of all taxes.

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

Date _____

Signature of the Contractor _____

Place _____

Designation _____

Phone _____

Company _____

Terms and conditions for hiring of vehicle - Scorpio/Xylo or equivalent in price.

For Hiring, following Terms & Conditions will be applicable:-

A) Terms and Conditions For Outsourced Vehicles:

1. The contractor will depute **Scorpio/Xylo or equivalent in price** (not more than 5 years old). The vehicle will be used as conveyance for employees and carrying necessary testing equipments by PSTCL and will be stationed at Jalandhar for local journeys/travel at Jalandhar as well as outside, usually in the State of Punjab and UT of Chandigarh. In very special case the vehicle can travel to the state of Himachal Pradesh, J&K, Rajasthan Delhi and Haryana. 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. The Work Order for out-sourcing of vehicles for the vehicles not more than 5 years old, shall be initially for a period of one year and the same shall be extendable, on year to year basis, for further three years, on the satisfactory performance of the vehicle/service provider subject to the condition that the vehicle can continue in the department up to the 7 years of its life. Hence the maximum period for which a vehicle can be hired is 4 years. After a period of 4 years, a new tender needs to be floated.
3. 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.
4. Vehicles shall be available for use round the clock, for utilization at our offices in Punjab, Chandigarh, and Delhi and also for deputing to the neighbouring States of Haryana, Himachal Pradesh, Rajasthan and J&K.
5. The vehicle shall be insured comprehensively, including insurance for driver, passengers and third party 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.
6. Road tax for the vehicle shall be paid regularly and kept updated by the service provider.
7. The Service Provider shall have valid pollution certificate for the vehicles and the same should be available with the driver to be produced on demand.
8. The service Provider shall obtain the passing/ fitness certificate and update Registration of vehicle from the concerned authority at his own cost.
9. 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.
10. 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.
11. Any Halt charges, penalty including challan, damages, court case, police case, accidental cases etc. shall be the sole responsibility of the service provider and PSTCL shall not be party in such cases.
12. Vehicles shall possess an All India Permit. No liability for the Inter-State permit charges would be borne by PSTCL.
13. Toll Tax/Parking charges, etc. wherever paid, shall be reimbursed as per actual, subject to the production of original receipts.
14. 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.
15. 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.

16. The 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.
17. 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 and consent 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 (equivalent in price) shall be provided.
18. 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.
19. In case of non-availability of vehicle on daily basis, the same can be hired from the market by the concerned officer(s)/ office(s) subject to the maximum of rates as per 2(B) above.
20. Service provider shall ensure mobile facility to the driver at its own cost.
21. Log book should be maintained by the service provider.
22. 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.
23. Payment shall be made by cheque on monthly basis on the basis of Log Book, duly certified by the concerned officer. No advance payment on any account shall be made.
24. Variation of 05 Paise for cars and Variation 08 Paise for every Rs. 1/- variation in diesel cost shall be applicable for any vehicle with 7 seater capacity and having cc more than 2000, under Clause 2(6) (b) at sr. no. XXX of PSTCL Amended Transport Policy memo no 5843/48 dated 24.04.23, taking the base rate of diesel as that on the tender floating date, shall be applicable on actual kilometres run, effective from the 1st day of the subsequent month.
25. GST shall be payable by the service provider as per the instructions issued by the Central Govt. from time to time.
26. If at any time any question, dispute or difference, what so-ever, shall arise between the Vendor and PSTCL, upon or in relation to, or in connection with the Order/Contract, he may go for arbitration as per Arbitration clause contained in Works Regulations 1997, as amended from time to time.
27. In case of lockdown or any other such type of situation, the rate of extra Kilometre will be charged recovered for less kilometre run from monthly minimum kilometre.
28. In the future if the Indian Govt. Ban on Diesel Vehicle, in such situation, if the contractor provides the equivalent Petrol vehicles at the same diesel rate and same Terms & Conditions as mentioned in the Policy, then it shall be acceptable.
29. Work regulation 1997 Term & Condition amended time to time applied.
30. The kilometre 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.
31. The vehicle shall report to the Sr.Xen, Protection Division, Jalandhar and shall move as per their instructions.
32. 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.
33. The seats shall be well cushioned and should have fine, neat and clean seat covers and vehicle shall also have rubber floor mats.
34. All matter relating to transportation, traffic police and local administration will be dealt by the Contractor himself at his own cost.
35. 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.

36. 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.

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, Protection Division Jalandhar or any other Authorized Officer of the PSTCL.
3. The Contractor shall also make available the Commercial 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 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.
9. The driver shall be punctual and polite and shall not be under the influence of any intoxicating drink or drug any tin. 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.

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. 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.
4. 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.
5. The concerned officer of the PSTCL shall make payment within 30 days from the date of submission of bill of previous month on verification of the entries in the logbook.

6. The kilometer run for the journeys, which are not verified / signed by the concerned officer, shall not be payable.

D. Paying Authority:

The paying authority will be Sr. XEN, P & M Division, Jamsher.

E. General Conditions:

1. The contractor is required to submit an Earnest Money Deposit (EMD) Equal to 2% of the contract value (for total limit of 4000 kms) with minimum of Rs. **10000/-** in shape of DD in favour of PSTCL, payable at Jamsher. Tender/ offers without EMD will not be accepted.
2. 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.
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 by the concerned authority from time to time.
5. The contract will be initially for a period of one year, which may be extended on mutual consent as per policy of PSTCL.
6. The bidder has to quote the rates on the "Schedule of Prices" enclosed as annexure-1 along with terms and conditions duly signed on each page, which can be downloaded from www.pstcl.org. 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.
7. 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.
8. Please do not forget to super scribe the envelope with the name of tender and due date of opening of tender.
9. In case services of Service Provider are not satisfactory on any account, the contract can be terminated by giving 15 days notice.
10. The firm/Service provider shall bring all the original documents at the time of submission of application for issuing the tender documents. Also attach the self-attested photo copies of the same with tender/quotation as under:
11. The following self-attested documents are to be provided along with the tender/quotation:
 - I. Valid copy of Enlistment (if applicable).
 - II. Registration certificate of vehicle (permit).
 - III. Insurance cover renewed up to date.
 - IV. Valid driving license of the driver for running of vehicle.
 - V. PAN card/GSTIN certificate.
 - VI. Valid pollution certificate.
 - VII. Up dated road tax/passing/fitness certificate of vehicle issued by the appropriate authority.
 - VIII. Affidavit that the firm/service provider is not blacklisted by any Govt./Semi Govt. Deptt./Board/Corporation.

In case contractor is willing to provide new vehicle, then he should be considered only after qualifying the terms & conditions of the specification subjected to submission of all documents as listed above within two weeks from the date of issue of intimation letter from this office to him.

12. **JURISDICTION:** All legal proceedings against this contract shall be in the jurisdiction of Civil Court at Jalandhar.
13. Service provider/contractor having default in completion of service under PSTCL shall be rejected.
14. **Any conditions that may be imposed by transport policy of PSTCL dated 24.04.2023 (along with changes from time to time) shall be applicable and supersede the conditions mentioned herein or elsewhere in this document.**
15. Tender will have to comply with all the rules and regulations under Factory Act 1948, Industrial dispute Act, EPF Act, Labour Law and Bonus Act & Retrenchment Compensation etc. In case service provider is registered under MSMED Act 2006 he should Documentary Evidence for the registration as such.
16. 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.

The tenders will be accepted upto 11.00 A.M. on 15-02-2024 and will be opened on the same day in the presence of Contractor/Bidder at 12.00 noon, who may choose to be present, in the office of the Sr. Xen / Protection Division, PSTCL, Jalandhar.



Sr. Xen
Protection Division
PSTCL, Jalandhar