



## Punjab State Transmission Corporation Ltd.

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

OFFICE OF Sr.XEN Technical Audit (Electrical)

Flat No.2, Officers flat Near 23 No. Crossing Patiala – 147001

Corporate Identity Number: U40109PB2010SGC033814, Web Site: [www.pstcl.org](http://www.pstcl.org)

Contact Nos.96461-11054,0175-2366007, Fax-0175-2367490, Email: [srxentae@gmail.com](mailto:srxentae@gmail.com)

### SHORT TERM NOTICE INVITING TENDER

Office of	Sr. XEN, Technical Audit (Electrical), PSTCL, PATIALA .
Tender Notice	Outsourcing of one No. Mahindra Scorpio/ Xylo/ Bolero, Tavera, <u>Innova</u> or equivalent Diesel vehicle Model not earlier than 2012, for 1 year
Tender Enquiry No.	01/2015-16
Date for Sale of Tender	20.07.2015 to 27.07.2015 time up to 14:00 hrs
Date for Receipt of Tender	30.07.2015 time up to 11:00 hrs.
Date for Opening of Tender	30.07.2015 at 11:30 hrs
Cost of Specification	Rs. 500/- ( Non-refundable)
Earnest Money	Rs. 8000/- in the shape of demand draft in favour of Addl. S.E. Protection Division PSTCL, PATIALA.

Detail of NIT may be down loaded from PSTCL web site [www.pstcl.org](http://www.pstcl.org).

Sr. XEN, Technical Audit (Electrical),  
PSTCL, PATIALA



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## ਸ਼ਾਰਟ ਟਰਮ ਟੈਂਡਰ ਮੰਗਣ ਦਾ ਨੋਟਿਸ

ਦਫਤਰ ਦਾ ਨਾਂ	ਸੀ. ਕਾ. ਕਾ. ਇੰਜ. ਟੈਕਨੀਕਲ ਆਡੀਟ (ਇਲੈਕਟ੍ਰੀਕਲ) ਪੀ.ਐਸ.ਟੀ.ਸੀ.ਐਲ., ਪਟਿਆਲਾ।
ਟੈਂਡਰ ਨੋਟਿਸ	ਇੱਕ ਨੰਬਰ ਮਹਿੰਦਰਾ ਸਕੋਰਪੀਓ/ਜ਼ਾਈਲੋ/ਬੋਲੋਰ, ਟਵੇਰਾ, ਇਨਵਾ ਜਾਂ ਬਰਾਬਰ ਡੀਜ਼ਲ ਵਾਹਨ ਇੱਕ ਸਾਲ ਲਈ ਆਊਟਸੋਰਸਿੰਗ ਤੇ ਲੈਣ ਲਈ ਜਿਸ ਦਾ ਮਾਡਲ 2012 ਤੋਂ ਪੁਰਾਣਾ ਨਾ ਹੋਵੇ।
ਟੈਂਡਰ ਇੰਨਕੁਆਰੀ ਨੰਬਰ	01/2015-16
ਟੈਂਡਰ ਵੇਚਣ ਦੀ ਮਿਤੀ ਅਤੇ ਸਮਾਂ	20.07.2015 ਤੋਂ 27.07.2015 ਸਮਾਂ 14:00 ਵਜੇ ਤੱਕ
ਟੈਂਡਰ ਪ੍ਰਾਪਤ ਕਰਨ ਦੀ ਮਿਤੀ	30.07.2015 ਸਮਾਂ 11:00 ਵਜੇ ਤੱਕ
ਟੈਂਡਰ ਖੋਲਣ ਦੀ ਮਿਤੀ ਅਤੇ ਸਮਾਂ	30.07.2015 ਸਮਾਂ 11:30 ਵਜੇ
ਸਪੈਸੀਫਿਕੇਸ਼ਨ ਦੀ ਕੀਮਤ	500/- ਰੁਪਏ (ਨਾ ਵਾਪਸੀਯੋਗ)
ਬਿਆਨਾ ਰਕਮ	8000/- ਰੁਪਏ ਜੋ ਕਿ ਡਿਮਾਡ ਡਰਾਫਟ ਦੇ ਰੂਪ ਵਿੱਚ ਵਧੀਕ ਨਿਗਰਾਨ ਇੰਜੀ./ ਪ੍ਰੋਟੈਕਸ਼ਨ ਮੰਡਲ, ਪੀ.ਐਸ.ਟੀ.ਸੀ.ਐਲ. ਪਟਿਆਲਾ ਦੇ ਨਾਮ ਤੇ ਹੋਵੇ।

ਟੈਂਡਰ ਨੋਟਿਸ ਦੇ ਵੇਰਵੇ ਪੀ.ਐਸ.ਟੀ.ਸੀ.ਐਲ. ਦੀ ਵੈਬਸਾਈਟ [www.pstcl.org](http://www.pstcl.org) ਤੇ ਡਾਊਨਲੋਡ ਕੀਤੇ ਜਾ ਸਕਦੇ ਹਨ।

ਸੀ. ਕਾ. ਕਾ. ਇੰਜ. ਟੈਕਨੀਕਲ ਆਡੀਟ (ਇਲੈਕਟ੍ਰੀਕਲ),  
ਪੀ.ਐਸ.ਟੀ.ਸੀ.ਐਲ. ਪਟਿਆਲਾ

**(A) General Conditions for Outsource Vehicle:**

1. The following documents are to be provided along with the tender/quotation:
  - a) Registration copy of the vehicle.
  - b) Route permit.
  - c) Receipt of Tax/LCV Tax certificate.
  - d) Copy of Insurance.
  - e) PAN card of Prop:
  - f) Copy of driving license.

In case the 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.

2. The contractor is required to submit an Earnest Money Deposit (EMD) of **Rs. 8000/-** in the shape of demand draft in favour of Addl. S.E. Protection Division, PSTCL, PATIALA. Tender offers without EMD will not be accepted. The EMD will be adjusted against the 5% security & the same will be released after three months after expiry of contract period. The EMD deposited by unsuccessful bidders will be returned after allotment of work to the successful bidder within one month. Under any circumstances, PSTCL will not be liable to pay any interest on the EMD.
3. The EMD/Security submitted is liable to be forfeited on the following grounds. On reservation of tender and/or change in the same without consent.
4. In case of withdrawal of vehicle from service of PSTCL, the contractor shall have to inform to PSTCL, **30 days** in advance otherwise **30 days** payment shall be deducted from their bill/security as penalty. However, the vehicle can be disengaged by PSTCL by serving **30 days** notice in advance to the contractor.
5. The contract shall be initially for a period of one year, which may be extended on mutual consent at the same rates, terms and conditions as per the prevailing rules.
6. The undersigned reserve the right to reject any or all the tenders so received without assigning any reason.
7. Tender received telegraphically/fax/conditional tender without earnest money shall not be accepted.
8. All matter relating to transportation, traffic police and local administration will be dealt by the Contractor himself at his own cost.
9. The bidder has to quote the rates on the "schedule of Prices" enclosed as **Annexure-I** and any deviation to 'The NIT' conditions shall be specifically mentioned on separate sheet with signature of bidder along with the bid.
10. The Contractor is required to deposit the tender fees amounting of **Rs. 500/- (Non refundable)** before submitting the tender in shape of BA-16 or Bank Draft in favour of Addl. S.E. Protection Division, PSTCL, PATIALA. Without tender fees, the tender will not be accepted at any circumstance.
11. In case any holiday declared by Govt./ Other natural hazards, the tender will be opened on the next working day.
12. All the rates should be quoted by the contractor himself with ink writing.
13. On successful completing the contract agreement will be extendable for the next financial year on same conditions with the permission of higher authority.
14. The Rates should be valid for **120 days**.

15. The tenders shall be accepted up to **11:00 hrs. Dt. 30.07.2015** and shall be opened on the same day at **11:30 hrs.** in the presence of contractors/bidders, who may choose to be present in the office of Sr. XEN, Technical Audit (Electrical), PSTCL, PATIALA.
16. Tenderer do not forget to super scribe the envelop (s) with the name of firm & detail of tender and due date of opening of tender.

**(B) TERMS AND CONDITIONS FOR OUTSOURCING OF VEHICLES**

Sealed tenders are invited in duplicate for the Outsourcing of one No. Mahindra Scorpio/ Xylo/ Bolero, Tavera, Innova or equivalent Diesel vehicle Model not earlier than **2012**, for 1 year.

The contractor will quote the rates in three parts in "Schedule of Prices" as under:

- a) Monthly fixed charges up to 1000 KMs.
- b) Per Kilometer running charges above 1000 KMs.
- c) Outstation charges (per night halt after 00:00 hrs).

**(B-1) Terms and Conditions for Vehicles:**

1. The contractor will depute Mahindra Scorpio/Xylo/Bolero, Tavera, Innova or equivalent Diesel vehicle Model not earlier than **2012**, for 1 year. The vehicle will be used as conveyance by PSTCL and will be stationed at Officer's Flat, Near 23 No. Railway Crossing, Patiala for journey/travel at Patiala as well as outside Patiala usually in the State of Punjab, H.P., J & K and UT of Chandigarh or beyond that as per requirement.
2. The necessary permit, in this regard, will be arranged by the Contractor. The toll Tax/Toll Barrier if applicable at any route, will be paid by the PSTCL on production of actual receipts.
3. The cost of consumables, in addition to Diesel, like Mobile Oil, Lubricants, etc. will be borne by the contractor.
4. The vehicle shall be duly ensured comprehensively including third party insurance 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.
5. 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 Punjab State Transmission Corporation Ltd. will be not be party in such case.
6. The contractor can send the vehicle for minor repairs, if needed, once in a month for one day preferably on holidays without any deduction. But the vehicle will be sent with the consent of Controlling Officer provided the vehicle has been in use for full month. One day extra at the end of every six months will be given for the renewal of Taxi Permit or for any other formalities without any deductions sole at the discretion of controlling officer.
7. 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 of same type or equivalent, otherwise double the amount of proportionate amount of monthly Outsourcing charges shall be deducted from the monthly bill for the period not in working condition.
8. 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.



9. The vehicle shall report to the Sr. XEN, Technical Audit (Electrical), PSTCL, PATIALA and shall move as per the instructions of the Sr. XEN, Technical Audit (Electrical), PSTCL, PATIALA.
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 step in tools, spares, spare tyre and consumable in order to attend minor repairs while traveling.
12. The seats shall be well cushioned and should have fine, neat and clean seat covers and vehicle shall also have rubber floor mats.
13. Log Book shall be provided by the PSTCL.
14. The vehicle shall be duly insured comprehensively including third party insurance during the currency of the contract. Insurance premium shall be borne by the Contractor. Loading & settlement of any insurance claim shall be of contractor's responsibility. The road tax and all other related expenses / taxes shall be borne by the contractor.
15. 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.

**(B-2) 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 is 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 shall be borne by the Contractor and any deduction relating to EPF and other Taxes and Levis applicable from Time to time will be borne by the contractor.
2. 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 time during the contract period.
3. The Driver shall maintain a Log-book & the log-book will be signed by the PSTCL's authorized official using the vehicle on the completion of the journey. However Log-book will be verified from time to time by the Sr.XEN or any officer of the Division.
4. The Driver should have his own Mobile Phone with SIM of reputed company i.e. Vodafone, Airtel, BSNL etc.
5. The driver of the vehicle shall hold valid driving license to drive in, plain as well as on the hills and will keep the same at all times during duty hours.
6. No lodging and boarding facilities will be provided to the driver of the vehicle by PSTCL.
7. Alternative replacement of the driver shall be the responsibility of the Contractor of the vehicle in case driver proceeds on leave or not available.

**(C) Terms and conditions for the monthly payment of bill of the vehicles:**

1. Income tax at source shall be deducted as per prevailing rates while clearing the bills for payment. The service tax will pay as per the prevailing instructions of centre/state Govt. and amendments thereof from time to time by PSTCL.
2. Security deposit equivalent to 5% of the running bill shall be deducted by the PSTCL from the monthly bills (excluding fuel charges) and the same shall be refunded after successful completion of the contract period after Three months.

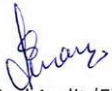
3. The charges on account of driver's salary and all other incidental charges shall be borne by the contractor including EPF and allied charges and the contractor shall submit documentary proof of timely payment of salary and any other dues to the driver.
4. The concerned officer of the PSTCL shall make payment within a month from the date of submission of bill of previous month on verification of the entries in the logbook.
5. The payment of hired vehicle on the monthly basis would be made at the end of the month. For journeys beyond fixed monthly limit, the payment will be made at the rates mentioned for extra kilometers or the rate fixed for the next slab which-ever is less.
6. **OFF set variation in prices of diesel:**  
Variation (+/-) of 8 paisa per Rs 1 Variation (+/-) of Diesel Prices shall be applicable on variable km s. by taking diesel price as on the day of issuance of work order as base rate. No variation shall be allowed in Monthly Fixed Charges (Lump Sum) up to 1000 Kms.

**(D) Paying Authority**

The paying authority will be Additional S.E./Protection Division, PSTCL, Patiala.

**(E) JURISDICTION**

All legal proceedings against this contract shall be in the jurisdiction of Civil Courts at Patiala.

  
Sr. XEN, Technical Audit (Electrical)  
PSTCL, PATIALA