

## OPEN TENDER ENQUIRY NO. 12-2023/24

### (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 registered as commercial vehicle.
  - b) All India Route permit.
  - c) Receipt of Tax/LCV Tax certificate.
  - d) Copy of Insurance.
  - e) Copy of PAN card of Prop.
  - g) Copy of GST Registration Number
  - h) Copy of Enlistment Certificate Either in PSPCL/PSTCL.
2. The contractor is required to submit an Earnest Money Deposit (EMD) of minimum **Rs. 8000/-** in the shape of cash/demand draft in favour of XEN GM, P&M Division PSTCL, Sri Muktsar Sahib. Earnest money shall be submitted in separate envelope on which "**Earnest money against NIT/Tender Notice No. 12/2023-24 due for opening on 25.09.2023** shall be clearly written". Tender offers without EMD will not be accepted. The EMD will be adjusted against the 5% security & the same will be released after completion of successful 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 service of service provider is not satisfactory on any account, the contract can be terminated by giving 15 days notice.
5. The work order for outsourcing of vehicles for the vehicle 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 a further period of two years, subject to the performance of the vehicle/Service Provider. Hence the maximum period for which a vehicle can be hired is 3 years 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. In case any holiday declared by Govt./ Other natural hazards, the tender will be opened on the next working day.
11. On successful completing the contract agreement will be extendable for the next financial year on same conditions with the permission of higher authority.
12. The tenders shall be accepted up to **11:30am Date: 25.09.2023** and shall be opened on the **25.09.2023 at 12:30 am** in the presence of contractors/bidders, who may choose to be present in the office of Sr.Xen - 400 KV S/S, PSTCL, Sri Muktsar Sahib.
13. 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.
14. Other terms and conditions will remain applicable as per of PSTCL Corporate transport policy and work regulations of PSTCL and its Amendments.





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

Sealed tenders are invited for Hiring One No. Outsourced Vehicle LCV Canter/Tata-407 2.5 Ton or equivalent for 01 year (**Vehicle not more than 04 years old**) for office of AEE/TL S/D, PSTCL, Sri Muktsar Sahib .

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

- a) Monthly fixed charges.
- b) Per Kilometer running charges.
- c) Outstation charges (per night halt after 10:00 pm to 6:00 am).
- d) GST Rates (If applicable).

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

1. The vehicle will be used as conveyance by PSTCL and will be stationed at 400 KV Sub Station Sri Muktsar Sahib for utilisation at our offices Punjab, Chandigarh, Delhi and also for deputing to the neighbouring states of Haryana, Himachal Pradesh, Rajasthan and J&K.
2. Vehicles shall possess an Valid Permit. No liability for te Inter-State permit charges would be borne by PSTCL. The toll Tax/Toll Barrier if applicable at any route, will be paid by the PSTCL on production of actual receipts.
3. 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.
4. The vehicle shall be duly ensured comprehensively including insurance of driver and passengers, 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 will be the responsibility of Service Provider.
5. Any Halt charges, Penalty including Challan, Damage, Court Case, Police Case etc. shall be the sole responsibility of the Service Provider and Punjab State Transmission Corporation Ltd. will be not be party in such case.
6. Maximum upto 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.
7. The vehicle shall report to the AEE/TL S/D PSTCL, Sri Muktsar Sahib and shall move as per the instructions of the AEE/TL S/D PSTCL, Sri Muktsar Sahib.
8. The vehicle shall be required at any hour of the day and the Contractor shall be liable to provide the same.
9. The Service Provider shall provide a reliable spare tyre, tools, spares and consumable, with every vehicle, in order to attend minor repairs while traveling.



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10. The seats shall be well cushioned and should have fine, neat and clean seat covers and vehicle shall also have rubber floor mats.

### (B-2) Terms and Conditions for the Driver of the Vehicles:

1. 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.
2. Logbook should be maintained by the service provider.
3. Service Provider shall ensure mobile facility to the driver at its own cost.
4. 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.
5. 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. GST shall be payable by the service provider and service receiver as per the instructions issued by the Central Govt. from time to time.
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.
3. 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.
4. 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.
5. Payment shall be made by RTGS/NEFT on monthly basis on the basis of Log Book, duly certified by the AEE/TL S/D PSTCL, Sri Muktsar Sahib. No advance payment on any account shall be made.
6. Variation of 05 paise for Cars & 08 paise for others vehicles, for every Rs.1/- variation in diesel cost taking the base rate of diesel cost, taking the base rate of diesel@90.25 as on 01.04.2022, shall be applicable on actual kilometers run, effective from 1<sup>st</sup> day of subsequent month .

### (D) Paying Authority

The paying authority will be Sr.Xen, P&M Division, PSTCL, Sri Muktsar Sahib.

### (E) JURISDICTION

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

  
Sr.Xen  
400 kV S/S, PSTCL,  
Sri Muktsar Sahib.



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## SCHEDULE OF TYPE OF VEHICLE AND PRICES

Hiring One No. Outsourced Vehicle LCV Canter/Tata-407 2.5 Ton or equivalent for 01 year (**Vehicle not more than 04 years old**) for office of AEE/TL S/D, PSTCL, Sri Muktsar Sahib .

### SCHEDULE (A)

Make and Model of Vehicle to be specified by the tenderer	<b>Make</b>	
	<b>Model</b>	

### SCHEDULE (B)

SR.NO.	PARTICULARS OF ITEM	RATES/CHARGES IN Rs.
1	Monthly Fixed Charges.	
2	Per Kilometer Running Charges.	
3	Outstation Charges (Per Night Halt After 10:00 pm)	
4	GST Rates (if applicable )	

**The above rates are inclusive of all Taxes.**

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

Date \_\_\_\_\_

Signature of the Contractor

Phone \_\_\_\_\_

Company Address

  
Sr. Xen  
400 kV S/S, PSTCL  
Sri Muktsar Sahib