

PUNJAB STATE TRANSMISSION CORPORATION LIMITED

(Regd. Office L PSEB Head Office, The Mall Patiala-147001

C I N :U40109PB2010SGCO33814

0/0 Addl.SE,P&M Division, Wadala Granthian email-srxen-pm-wg@pstcl.org



(NOTICE INVITING TENDER)

Office :- ASE/P&M Division, PSTCL, Wadala Granthian.

Tender Notice:- Hiring one number Scorpio/Xylo/Mahindra or equivalent vehicle for one Year Under the office of ASE/P&M Division, PSTCL, Wadala Granthian on fixed monthly charges (All inclusive of 1st 1000 kms), per km. variable charges & out station night halt charges

Tender Enquiry No:- 04/ 2023-24.

Quantity :- One No. Vehicle.

Date & Time

1. Receipt of Tenders :- 11-10-2023 at 11.00 AM

2. Opening of Tenders :- 11-10-2023 at 11.30 AM

For further detail PSTCL,wb side www.pstcl in may be referred

ASE/P&M Division,
PSTCL,Wadala Granthian

Tender Documents/Specification

Tender Enquiry no 04/2023-24

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.

- 1) 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 "Tender for hiring of Vehicles" clearly on top of the envelope, addressed to Addl. SE /P & M Division, PSTCL, Wadala Granthian must reach this office up to 11:00 AM on 11.10.2023.
- 2) 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, Wadala Granthian payable at Batala. The envelope **Part-1 - 'Earnest Money'** shall be submitted in a separate envelope on which the "**Earnest money against NIT/Tender Notice No. 04/2023-24 due for opening on 11.10.2023** 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:

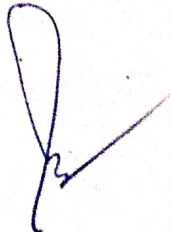
The envelope marked **Part-III - 'Price Bid'** would consist of rate quoted for each item under Annexure 'B' for hiring of vehicle on monthly basis.

- 3) Detail of the vehicle provided for hiring i.e. Vehicle No., copy of Commercial Registration Certificate, Pan, License Copy of valid pollution certificate, Copy of Insurance & Copy of Valid 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 notice in advance.
- 6) The Work order for outsourced vehicle, for vehicle not more than 4 years old, shall be extendable on year to year basis, for a further period of two years, subject to the performance of the Vehicle/Service Provider/Market rates and Life/kms of the vehicle .

ਵਧੀਕ ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ
ਪੀ ਡੇ ਐਮ ਮੰਡਲ ਪੀ.ਐਸ.ਟੀ.ਸੀ ਐਸ
ਵਡਾਲਾ ਗ੍ਰਾਂਥੀਆ ।

- 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.

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|---|---|--------------|
| 1. Terms and conditions for hiring of vehicle | - | Page 4 – 6 |
| 2. Bidder information/profile | - | Annexure 'A' |
| 3. Schedule of prices | - | Annexure 'B' |
| 4. Contract agreement form | - | Annexure 'C' |


ਵਧੀਕ ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ
ਪੀ ਤੇ ਐਮ ਮੰਡਲ ਪੀ.ਐਸ.ਟੀ.ਸੀ ਐਸ
ਵਡਾਲਾ ਗ੍ਰਾਂਥੀਆ

Terms and conditions for hiring of vehicle --: One number Scorpio/Xylo/Mahindra or equivalent vehicle not more than 4 years old as on the date of opening of tender.

A) Terms and Conditions For Vehicles:

1. Limited tender/ open tenders as per relevant Purchase Work Regulations and Delegation of Powers for hiring of vehicles on monthly/daily basis for official purpose shall be floated by HOD/Dy CEs/SEs concerned. The open tenders shall be invited through Newspapers in brief only. The detailed terms, conditions and specifications of Limited tender/open tenders shall be uploaded on PSTCL website to avoid any financial burden on the corporation. The competency to approve the rates shall lie with concerned HODs up to upper limit of rates fixed as per policy.
2. HODs shall be competent to allow variation up to +10% of the rates already fixed for hiring outsourced vehicles for official purpose.
3. Concerned Director shall be competent to allow variation beyond *10% of rates already fixed for hiring outsourced vehicles for official purpose.
4. The work order for out-sourcing of vehicles, for the vehicles not more than 4 year old, shall be initially for a period of one year and same shall be extendable on year basis, for a further period of two year, subject to performance of the vehicle/ Service Provider. Hence the maximum period for which a vehicle can be hired is 3 year. After a period of 3 years, a new tender needs to be floated.
5. Vehicle shall be available for use round the clock, for utilization at our office in Punjab, Chandigarh, Delhi and also for deputing to the neighbouring states of Haryana, Himachal Pradesh, Rajasthan and J&k.
6. Expenses towards fuel, Mobil oil, service charges and other repairs and maintenance of vehicles shall be borne by the Service Provider and the vehicle shall be always kept on good running condition. In Case of breakdown of vehicle, alternate vehicle shall be made promptly available by the service provider.
7. Cost of vehicle 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 kilometers, if any, shall be paid by PSTCL.
8. Vehicle shall possess an Valid Permit No. liability for the Inter-State permit charges would be borne by PSTCL.
9. Total liability including third party, if any in case of the accident of the vehicle or due to any kind of act of commission shall be of the service provider, PSTCL, directly or indirectly, shall not be responsible.
10. In case of non-availability of vehicle on daily basis, the same can be hired from the market by the concerned officer / office subject to the maximum of rates as per 2(B)
11. Monthly return of all the vehicles shall be submitted to the HoD concerned and Quarterly return of vehicle on the prescribed proforma shall be sent to General section, PSTCL by concerned HOD
12. 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

13. It shall be the responsibility of the officer-in-charge of the vehicle to ensure timely payment to the service provider, not later than 30 days after submission of bill by service provider.
14. GST shall be payable by the service provider and service receiver as per the instructions issued by the Central Govt. from time to time.
15. In case services of service provider are not satisfactory on any account, the contract can be terminated by giving 15 days notice
16. 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 Regulation 1997 as amended from Time to Time
17. In case of lockdown or any other such type of situation, the rate of extra kilometers will be charged for less kilometer run from the monthly Minimum Kilometer

This condition will be Part of NIT at the Time of Tender

18. The Head of the office, for which the outsourced vehicle has been hired and the officer/official in charge of the vehicle shall be held directly responsible for non-compliance/non-implementation of these instructions
19. In the future if the Indian Govt. impose ban on Diesel Vehicles, in such situation, if the Contractor provide the equivalent petrol vehicle at the same Diesel rate and same Terms and Conditions as mentioned in the Policy, then it shall be acceptable.
20. Outstation night halting charges (10:00 pm to 06:00am) @ Rs. 300/- shall be paid extra by PSTCL.
21. Toll Tax/Parking charges etc. whenever paid shall be reimbursed by the PSTCL as per actual, subject to the production of its receipts.
22. 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. In case of non-availability of vehicle due to breakdown/servicing on any working day, alternate vehicle shall be provided.
23. 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.
24. The service provider shall provide a reliable adequate tools, spares, spare tyre and consumable with every vehicle, in order to attend minor repairs while travelling.
25. 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.
26. The contractor/service provider shall obtain the passing/fitness certificate and update Registration of vehicle from the concerned registering authority at his own cost.
27. Any halt charges, penalty including challan, damages, court case, police case etc. the sole responsibility will be of the Service provider/contractor of the vehicle and PSTCL shall not be party in such cases.
28. Log Book shall be provided by the PSTCL and maintained by the service provider.
29. 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.

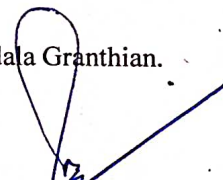
30. The vehicles shall be insured comprehensively, including insurance for driver, passengers and third party, during the period of engagement with PSTCL. Insurance premium shall be paid by the Contractor. In case of any eventuality, Lodging insurance claims with the insurance company shall be the responsibility of the service provider.
31. The road tax and all other related expenses shall be paid regularly and kept updated by the Contractor.
32. Variation of 05 Paisa for cars and 08 paisa for other vehicle, for every Rs. 1/- variation in Diesel cost, taking the base rate of diesel 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 Vehicle:

1. 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.
2. Service Provider shall also ensure that the Drivers possess valid drivers license. Validity of Drivers license and fitness of driver should be ensured from time to time.
3. The Driver shall be punctual and polite and shall not be under the influence of any intoxicating drink or drug. 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.
4. Service provider shall ensure mobile facility to the driver at its own cost.

C. Paying Authority:

The paying authority will be the concerned Sr Xen, P & M Division, Wadala Granthian.



ASE/P & M Division,
PSTCL, Wadala Granthian

ANNEXURE-'A'

BIDDER INFORMATION/PROFILF FOR PROVIDING SERVICES OF VEHICLES

S. No.	Description	Detail to be provided by bidder
1.	Name of Organization	
2.	Year of establishment	
3.	Registered office address	
4.	Hiring service provider license details.	
5.	Nos. of fleet of vehicles available make/model	
6.	Nos of fleet of vehicles he can arrange from local market at his own level.	
7.	Past experience of handling hiring services. Nature of Govt/Autonomous Organization served along with performance certificate.	
8.	PAN No.	
9.	GSTNo.	
10.	Income Tax clearance certificate	
11.	Name and address & Telephone/Mobile No./e-mail of the contractor / service provider	
12.	Any additional information	
13.	List of mandatory documents enclosed as per the Notice Inviting Tender no 04/2023-24	

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

(signature)

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ANNEXURE-'B'

SCHEDULE OF TYPE OF VEHICLE AND PRICES

Out sourcing of one number Scorpio/Xylo/Mahindra or equivalent vehicle Model not more than 4 years old as on the date of opening of tender, for 1 year under the office of Addl.SE P&M Division. PSTCL, Wadala Granthian

SCHEDULE A

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

SCHEDULE B

SR.NO.	PARTICULARS OF ITEM	RATES/CHARGES IN Rs .
1	Monthly Fixed Charges (Lump Sum) up to 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 (Tender Enquiry No 04/2023-24) 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 & Address _____

Place _____

Date _____
Phone _____

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ANNEXURE-'C'

CONTRACT AGREEMENT

(To be entered on a Non-Judicial Stamped Paper of Rs. 100/-)

This Contract Agreement has been executed today on _____ between Punjab State Transmission Corporation hereinafter called PSTCL and _____ hereinafter called "Service provider/contractor" for supply of different type of vehicles on monthly basis to Punjab State Transmission Corporation Limited on the rates mentioned in the enclosed B for one year with immediate effect, in accordance with Tender Enquiry No..... 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 different type of vehicles 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