



PUNJAB STATE TRANSMISSION
CORPORATION LIMITED

PUNJAB STATE TRANSMISSION CORPORATION LIMITED

(Regd. Office : PSEB Head Office, The Mall, Patiala – 147001, Punjab, India)

(Corporate Identity Number : U40109PB2010SGC033814)

(O/O DY. CE/HR & Admn., Shakti Sadan, Patiala)

(Tel. No. 0175-2225907 - FAX No. 0175-2220054)

TENDER ENQUIRY NO. 01/2014-15

Sealed Tenders are invited from the experienced Taxi Operator / firm/transporters for hiring of diesel driven vehicles/cars namely Indica, Beat & equivalent make, Balero, Tata Sumo, Tavera, or equivalent, Tata Indigo, Ford Ikon, Logan, Swift Dezire or equivalent on monthly/daily basis against Tender Enquiry No. 01/2014-15. Schedule of rates etc. to be quoted on performa Annexure-B-1 & B-2 and profile of firm to be given on Annexure-'A' attached along-with specification, tender documents and other terms & conditions.

TELEPHONE NOS.	CHIEF ENGINEER/HRPI	0175-2300426
	DY.CE/HR & ADMN.	0175-2225907
	FAX NO. (DY.CE/HR & ADMN.)	0175-2220054

i. Last date & time for sale of tender document	11:00 AM on 15.12.2014
ii. Last date & time of receipt of tender	11:00 AM on 18.12.2014
iii. Date and time of opening of tender	11:30 AM on 18.12.2014

PRICE OF TENDER DOCUMENTS Rs. 500/-

The tender shall be submitted in three parts i.e. Part-I, Part-II & Part-III. Each part will be closed in separate envelopes & all the three envelopes will be further enclosed in a larger envelope. This sealed envelop with "Tender for hiring of Vehicles" clearly written on top of the envelope, addressed to Dy. CE/HR&Admn., PSTCL, Patiala must reach the office up to 11:00 AM on 18.12.2014.

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 Rs. 30,000/- in the form of demand draft/pay order in favour of AO/Cash, PSTCL, Patiala. In case earnest money is not found in order Part-II & Part-III will not be considered.

B. PART-II (BIDDER INFORMATION/PROFILE):

The 2nd part would consist of Bidder Information/Profile to be provided in the Performa Annexure-'A'. The price bid/commercial bid would be opened only in respect of those tenderers/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.

C. PART-III (PRICE BIDS/COMMERCIAL BIDS):

The 3rd part will consist of rate quoted for each item under Annexure- B-1 & B-2 for hiring of different type of vehicles on monthly and daily basis respectively.

TENDER DOCUMENTS

Sr. No.	Item	Page No.	REMARKS
1.	Terms & Conditions of Contract/Tender		
2.	Annexure-'A' & along-with specification		Bidder Information/Profile of firm
3.	Annexure, B-1 & B-2		Price Bid for hiring of vehicles on monthly/daily basis.

DETAILED TERMS & CONDITIONS FOR OUTSOURCES/HIRING OF VEHICLE FROM OPEN MARKET

1. Rates will be inclusive of all taxes, duties and no charges shall be paid extra. Headquarter of the vehicles taken on monthly basis could be fixed any-where in Punjab, Delhi or U.T./Chandigarh/Mohali.
2. The payment of hired vehicles on monthly/daily basis would be made at the end of the month. For journeys beyond fixed monthly limit, the payment would be made at the rates mentioned for extra kilometers or the rate fixed for the next slab which-ever is less.
3. In respect of the vehicles hired on daily basis, the bill would be submitted after every 15days.
4. For journey from Patiala upto 40 KMs, 160 KMs & 250 KMs and for extra KMs the rates will be charged as per (Annexure-B-2).
5. If the vehicle hired on daily basis upto 40 KM and come back before 12.00 Noon the contractor will ensure that same very vehicle shall remain at the disposal of Punjab State Transmission Corporation Limited on the very same day.
6. In case vehicle stays outside head quarter, the rates shall be paid as per Annexure (B-2).
7. Night halt charges will be as quoted by the contractor.
8. Vehicles in very good running condition should normally not be more than 04 years old models.
9. The rate shall be valid for a period of one year and any increase during the period of contract in the taxes, levies, shall be borne by the Contractor at his risk and cost. No reimbursement on this account shall be given by the department.
10. If the performance of contractor will found satisfactory the contract of period can be extended.
11. Expenses towards fuel service charges, Mobil oil and other repairs and maintenance of vehicles will be borne by the Contractor and the vehicles shall be kept in perfect, running condition and incase of break-down of vehicle alternative vehicle shall be made promptly available.
12. Road tax for the vehicle shall be paid regularly and kept updated by the Contractor.
13. The vehicle shall be duly insured 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.
14. Contractor should also have valid pollution certificate for the vehicles and the same should be available with the driver and will be produced on demand.
15. The vehicles shall be utilized at our various offices in Punjab, U.T., Chandigarh/Mohali and Delhi and also for deputing to the State of Haryana, Himachal and J&K.
16. Vehicle should possess an All India Permit. No liability for Inter-State permit charges would be borne by the PSTCL.
17. The vehicles hired on monthly basis will be released for servicing and maintenance for two days as and when necessary 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. The service should be managed preferably on Saturday/Sunday or Gazetted holiday. Alternate vehicle shall be provided during servicing/maintenance/repair of vehicle.
18. An efficient & healthy driver possessing a valid license for running the vehicle shall be provided by the contractor at his own cost. The driver should be very polite/ punctual and under no circumstances driver of the vehicle under the influence of any intoxicating drink or drug. The supplier shall be responsible for the conduct of the driver. The Corporation shall have the right to discontinue hiring of vehicle if in the opinion of the officers of the Corporation by whatever

designation such officer is called (the expression "office of the Corporation here-in-after shall convey by same meaning) the behavior of the driver is found objectionable, and his opinion in this regard shall be final and binding on the Supplier. In the event of emergency, the driver would inform the officer concerned before proceeding on leave and alternative arrangement will be made by the contractor in consultation with General Section.

19. The vehicle shall be provided with reliable spare tyre, tools, spares and consumables in order to attend to minor repairs while traveling.
20. The charges on account of driver's salary and all other incidental charges shall be borne by the contractor.
21. **TERMS OF PAYMENT:** Payment shall be made by cheque on monthly and fortnightly basis of the vehicles engaged on monthly and daily basis respectively after the presentation of the bill. Payment will be made monthly on the basis of Log Book, duly certified by the concerned officer. No advance payment on any account will be made.
22. The vehicle on monthly basis can be dis-engaged by the Punjab State Transmission Corporation Limited by giving 15days notice in case vehicle/services of driver are not found satisfactory.
23. Income tax at source shall be deducted as per prevailing rates while clearing the bills for payment. The Contractor himself will pay Service Tax/any other tax, if any.
24. The PSTCL reserves the right to cancel the contract any time, without assigning any reason by giving 10days notice.
25. 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. 500/- per day of delay shall be leviable subject to a maximum of Rs.2000/- for each requisition not complied with.
26. 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 PSTCL will not be party in such cases. This office shall not be responsible for any third party claims, any challan and disobeying of Traffic Rules caused by the driver.
27. Alternative replacement of the driver shall be the responsibility of the Contractor of the vehicle incase driver proceeds on leave or not available on medical grounds.
28. The Contractor at his own cost will get done, passing/obtaining fitness certificate and updating of Registration of vehicle from the concerned registering authority.
29. Parking charges/toll tax if any during execution of journey will be paid by the Punjab State Transmission Corporation Limited, as applicable subject to production of actual receipts.
30. **SECURITY DEPOSIT:**
 - i. Amount of security Rs.45,000/- deposited for faithful execution of this contract, amount of earnest money i.e. Rs.30,000/- already deposited shall be retained as security deposit.
 - ii. In the event of default on the part of the 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/Board 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.
31. **JURISDICTION:** All legal proceedings against this contract shall be in the jurisdiction of Civil Court at Patiala.
32. The local Contact No. i.e. Phone No., Mobile No. and address should be intimated to this office immediately.

33. The service tax (as per Service Tax rules) and any other tax, if levied will be borne by the contractor himself.
34. Only Light Commercial Vehicle (L.C.V.) should be hired with Yellow Name Plate entry of the same must be in R.C.
35. The driver shall be provided with mobile facility by the contractor.
36. The contractor will execute Contract Agreement on Non-judicial Stamp paper worth Rs. 25/- within 10days from the issue of this contract. A specimen of the contract agreement to be executed is attached herewith as Annexure-B.
37. **ARBITRATION:**
 - a) If at any time any question dispute or difference, what-so-ever shall arise, between the Corporation and the contractor, upon or in relation to or in connection with contract, either party may forthwith give to the other notice in writing of the existence of such question dispute or difference and the same shall be referred for sole arbitration of a nominee of the Corporation, who shall give a reasoned/speaking award. The award of the sole arbitrator shall be final and binding on the contractor under the provisions of the Indian Arbitration Act, 1996 and of the rules, there under. Any statutory amendment, modification or re-enactment thereof or the time being in-force, shall be deemed to apply and be incorporated in the contract. It will not be objectionable if the Sole Arbitrator as an officer of the PSTCL and he has expressed his views on all or any of the matter in question of dispute or difference.
 - b) Upon every or any such reference, the cost of and incidental to the reference and award respectively shall be at the discretion of the sole arbitrator so appointed who may determine the amount there-of or direct the same to be fixed as between solicitor and client or as between party and party shall direct by whom& to whom and in what manner the same is to be borne and paid.
 - c) The work under the contract shall, if reasonably possible continue/during the arbitration proceedings and no payment due or payable by the PSTCL shall be with- held on account of such proceedings.
38. The operator/vehicle shall possess Registration of Central Excise Deptt; No liability or any charges would be borne by the PSTCL in this regard.
39. To change the rate by five paisa for Group-'A' & C vehicles (Tata Indica/Beat Indigo/Ford Ikon/Logan/ Swift D-Zire or equivalent) and 8paisa for Group-'B' (Balero/Tata Sumo/Tavera or equivalent & as per actual KM run for every increase or decrease, as the case may be, in the rate of diesel by rupee one taking the prevailing market rate at the time of Agreement should be the base rate of diesel per liter.

Specification for ANNEXURE-'A'

1. Nos. of fleet of Vehicle available make/model	Indica, Beat, & equivalent make, Tata Sumo, Tavera, or equivalent, Indigo, Ford Ikon, Logan, Swift Dezire or equivalent make etc.	=nos. =nos. = nos.
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2. Nos of fleet of vehicles he can arrange from local market at his own level. -Do-

3. Past experience of handling hiring services. Name of Govt/ Autonomous Organization served along with performance certificate. = Three years' experience of providing vehicles to any Govt./Corpn./Bank etc.

4. Finance out turn of the firm for the past 3 years. = Not less than 20 lac per year (Attach documentary proof)

5. Income Tax clearance certificate = Last three years (Attach documentary proof)

6. UNDERTAKING:

I/We undertake that I/we have carefully studied all the terms and conditions and understood the parameters of the proposed work of the Punjab State Transmission Corporation and shall abide by them.

I/We further undertake that the information given in this tender are true and correct in all respect and I/we hold the responsibility for the same.

Dated:

Place:

(Signature with stamp of firm)

Name : _____

Telephone No. _____

Address: _____

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

BIDDER INFORMATION/PROFILE FOR PROVIDING SERVICES OF VEHICLES

1. Name of Organization = _____
2. Year of establishment = _____
3. Registered office address = _____
4. Hiring service provide license = _____
details.
5. i) Nos. of fleet of vehicles = _____
available make/model
- ii) Nos of fleet of vehicles he = _____
can arrange from local market
at his own level.
6. Past experience of handling = _____
hiring services. Name of Govt/
Autonomous Organization
served along with performance
certificate.
7. PAN No. = _____
8. Service Tax No. = _____
9. Finance out turn of the firm for = _____
the past 3 years.
10. Income Tax clearance certificate = _____
11. Name of addressee & telephone = _____
Mobile No. of the contractor
12. Telegraphic/Fax address if any = _____
13. Any additional information = _____
14. Central Excise Registration No. = _____

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

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 hereinafter called PSTCL and _____ hereinafter called "Contractor" for supply of different type of vehicles on daily/monthly basis to Punjab State Transmission Corporation Limited on the rates mentioned in the enclosed Annexure-BI to B-II for one year with immediate effect, in accordance with Tender Enquiry No. 01/2014-15 and contractor quotation dated: _____ and subsequent correspondence made between the parties.

The PSTCL has appointed the contractor as authorized contractor for supply of different type of vehicles on daily/monthly basis to Punjab State Transmission Corporation Limited vide PSTCL Contract No..... dated _____ mentioning therein detailed terms and conditions. The contractor while acknowledging Contract dated _____ has agreed to comply with the same.

This agreement contains _____ pages.

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

CONTRACTOR

PSTCL

WITNESSES

PRICE BID FOR PROVIDING OF HIRING SERVICES OF VEHICLE ON MONTHLY BASIS FOR ANY STATION IN PUNJAB

TYPE OF VEHICLES:-

Cars (Diesel) AC, Indica, Beat, & equivalent make, Balero, TataSumo, Tavera, or equivalent, Indigo, Ford Ikon, Logan, Swift Dezire or equivalent make etc.

(*Rates in Rs. Inclusive of all taxes etc.)

Sr. No.	Type of Vehicle	Minimum KM to be covered monthly	Rate to be charged monthly (Diesel AC)	Extra KM
A)	Tata Indica/ Beat & equivalent make	800		
		1000		
		1200		
		1500		
		2000		
		2500		
		3000		
B)	Balero,Tata Sumo/ Tavera/ or equivalent make	800		
		1000		
		1200		
		1500		
		2000		
		2500		
		3000		
C)	Tata Indigo/Ford Ikon/ Logan/ Swift D-Zire or equivalent make	800		
		1000		
		1200		
		1500		
		2000		
		2500		
		3000		

Night Charges (after 10:00PM): Rs. _____ .

Signature with Stamp of firm

PRICE BID FOR PROVIDING OF HIRING SERVICES OF VEHICLE ON DAILY BASIS**(The term "daily basis" includes requisition for a vehicle for more than one day)****TYPE OF VEHICLES:-**

Cars (Diesel) AC, Indica, Beat, & equivalent make, Balero, Tata Sumo, Tavera, or equivalent, Indigo, Ford Ikon, Logan, Swift Dezire or equivalent make etc.

(*Rates in Rs. Inclusive of all taxes etc.)

Sr. No	Type of Vehicle	Daily rate upto 40 KMs (Diesel AC)	Daily rate upto 160Kms (Diesel AC)	Daily rate upto250 KMs (Diesel AC)	Extra per KM
1.	Tata Indica/ Beat & equivalent make				
2.	Balero,Tata Sumo/ Tavera or equivalent make				
3.	Tata Indigo/Ford Ikon/ Logan/ Swift D-Zire or equivalent make				

Night Charges (after 10:00PM): Rs. _____ .

Signature with Stamp of firm