

 <b>PUNJAB STATE TRANSMISSION CORPORATION LIMITED</b> (Regd. Office: - PSEB Head Office, The Mall Patiala-147001) Corporate Identity Number: - U40109PB2010SGC033814 O/o Sr. XEN, P&M Division Patti, Tel. No- 9646118242 & E-Mail: - srxen-pm-patti@pstcl.org	
<b>SHORT TERM TENDER NOTICE (T.E. No.-02/2023-2024)</b>	
Detail of Tender Notice	Hiring of one no. Vehicle like <b>Scorpio/Xylo/Mahindra Bolero/TUV 300</b> or Vehicle equivalent in price for one year, model not earlier than oct 2019, for Sr. XEN, P&M division PSTCL Patti
<b>LAST DATE &amp; TIME FOR</b>	
Sale of Tender Document	Upto 08.09.2023 5.00 P.M.
Receipt of Tenders	11.09.2023 at 11.00 a.m.
Opening of Tenders	11.09.2023 at 11.30 a.m.

Note:-Any corrigendum (if needed) related to the tender notice shall be published on website only. Detail of NIT can be downloaded from PSTCL website [www.pstcl.org](http://www.pstcl.org). Sd/- Sr. XEN, P&M Division, PSTCL, Patti

 <p>ਪੰਜਾਬ ਰਾਜ ਟਰਾਂਸਮਿਸ਼ਨ ਕਾਰਪੋਰੇਸ਼ਨ ਲਿਮਟਿਡ (ਰਜਿ. ਦਫ਼ਤਰ:-ਪੀ.ਐਸ.ਈ.ਬੀ. ਰੋਡ ਆਫਿਸ, ਦੀ ਮਾਲ ਪਟਿਆਲਾ-147001) ਦਫ਼ਤਰ:- ਸੀਨੀਅਰ ਕਾਰਜਕਾਰੀ ਇੰਜੀਨੀਅਰ, ਪੀ ਤੇ ਐਮ ਮੰਡਲ ਪੱਟੀ ਟੈਲੀਫੋਨ ਨੰ:- 9646118242 &amp; ਈ-ਮੇਲ: - srxen-pm-patti@pstcl.org</p>	
<p><b>ਸ਼ਾਰਟ ਟਰਮ ਟੈਂਡਰ ਨੋਟਿਸ (ਟੈਂਡਰ ਇਨਕੁਆਰੀ ਨੰਬਰ-02/2023-24)</b></p>	
<p>ਟੈਂਡਰ ਦਾ ਵੇਰਵਾ</p>	<p>ਸੀਨੀਅਰ ਕਾਰਜਕਾਰੀ ਇੰਜੀ: ਪੀ ਤੇ ਐਮ ਮੰਡਲ ਪੱਟੀ ਲਈ ਇਕ ਨੰਬਰ ਸਕੋਰਪਿਓ/ਅਗਜ਼ਾਈਲੋ/ਮਹਿੰਦਰਾ ਬਲੈਰੋ/ਟੀ.ਯੂ.ਵੀ 300 ਗੱਡੀ ਜਾਂ ਇਸ ਦੇ ਬਰਾਬਰ ਦੇ ਰੇਟ ਦੀ ਗੱਡੀ ਇਕ ਸਾਲ ਲਈ ਕਿਰਾਏ ਤੇ ਲੈਣ ਬਾਰੇ। ਮਾਡਲ ਅਕਤੂਬਰ 2019 ਤੋਂ ਪੁਰਾਣਾ ਨਹੀਂ ਹੋਣਾ ਚਾਹੀਦਾ ਹੈ।</p>
<p><b>ਆਖਰੀ ਮਿਤੀ ਤੇ ਸਮਾਂ</b></p>	
ਟੈਂਡਰ ਫਾਰਮ ਵੇਚਣ ਦੀ ਮਿਤੀ	08-09-2023 ਸ਼ਾਮ 05.00 ਵਜੇ ਤੱਕ
ਟੈਂਡਰ ਪ੍ਰਾਪਤ ਕਰਨ ਦੀ ਮਿਤੀ	11-09-2023 ਸਵੇਰ 11.00 ਵਜੇ ਤੱਕ
ਟੈਂਡਰ ਖੋਲਣ ਦੀ ਮਿਤੀ ਤੇ ਸਮਾਂ	11-09-2023 ਸਵੇਰ 11.30 ਵਜੇ

ਨੋਟ:- ਟੈਂਡਰ ਦਾ ਕੋਰੀਜੈਂਡਮ (ਜੇ ਲੋੜੀਂਦਾ ਹੋਇਆ) ਮਹਿਕਮੇ ਦੀ web-site ਤੇ ਹੀ ਪ੍ਰਕਾਸ਼ਿਤ ਕੀਤਾ ਜਾਵੇਗਾ। ਟੈਂਡਰ ਸਬੰਧੀ ਕਿਸੇ ਵੀ ਅਪਡੇਟਸ ਅਤੇ ਵਧੇਰੇ ਜਾਣਕਾਰੀ ਲਈ ਮਹਿਕਮੇ ਦੀ ਵੈਬ ਸਾਈਟ [www.pstcl.org](http://www.pstcl.org) ਨੂੰ ਚੈਕ ਕੀਤਾ ਜਾਵੇ। ਸਹੀ/ਸੀਨੀਅਰ ਕਾਰਜਕਾਰੀ ਇੰਜੀਨੀਅਰ, ਪੀ ਤੇ ਐਮ ਮੰਡਲ, ਪੱਟੀ।

## **PROPOSED TERMS AND CONDITIONS FOR HIRING OF VEHICLE (MAHINDRA GENIO TWIN CABIN OR EQUIVALENT)**

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 Sr. Executive Engineer/P & M Division, PSTCL, Patti must reach this office up to 11:00 AM on 11.09.2023.
- 2) The following procedure will be adopted for the opening of the Tenders: -

### **PART-I - EARNEST MONEY:**

The first part will consist of **Earnest Money Deposit (EMD)** @2% of the total bill amount of one year subject to minimum of Rs 5000/- in the form of demand draft in favour of "Sr. Executive Engineer/P & M Division, PSTCL, Patti" payable at Patti. The envelope **Part-1 - 'Earnest Money** 'shall be submitted in a separate envelope on which the "**Earnest money against NIT/Tender Notice No. 02/2023-24 due for opening on 11.09.2023**" shall be clearly written. In case earnest money is not received along with tender, Part-II & Part-III will not be considered.

### **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.

### **PART-III - PRICE BID:**

The envelope marked **Part-III - 'Price Bid'** would consist of rate quoted for each item prescribed on the Tender document.

For hiring the vehicles, following terms and conditions will be applicable: -

### **A) Terms and Conditions For Vehicles: -**

- 1) The contractor will provide vehicle **Scorpio/Xylo/Mahindra Bolero/TUV 300** or vehicle equivalent in price, having model not earlier than Oct 2019. The vehicle will be used as conveyance by PSTCL and will be stationed at Patti for local journey/travel at Patti as well as outside Patti usually in the State of Punjab and UT of Chandigarh. In special cases the vehicle can be used for deputing to the neighboring states of Haryana, Himachal Pradesh, Rajasthan and J&K.

- 2) Vehicle shall possess a valid Permit. No Liability for the Interstate permit charges would be borne by PSTCL.
- 3) Only Commercial vehicle with yellow number plate, entry in registration certificate can be hire. 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. If the contractor does not supply yellow number plate vehicle, then its security will be forfeited and he will be black listed.
- 4) Toll Tax/Parking charges etc. wherever paid, shall be reimbursed as per actual, subject to the production of its receipts.
- 5) 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/contractor. PSTCL, directly or indirectly, shall not be responsible.
- 6) The cost of consumables, in addition to Diesel, like Mobile Oil, Lubricants etc. will be borne by the contractor.
- 7) The contractor can send the vehicle for minor repairs, if needed, once in a month for one day only 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.
- 8) 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 proportionate amount of monthly hiring charges shall be deducted from the monthly bill for the period not in working condition.
- 9) 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.
- 10) The vehicle shall report to the Sr. XEN, P&M Division, 220KV Substation, Assal Road, Patti and shall move as per the instructions of that office.

- 11) The vehicle shall be required at any hour of the day and the Contractor shall be liable to provide the same.
- 12) The vehicle shall be provided with step in tools, spares, spare tyre and consumable in order to attend minor repairs while travelling.
- 13) The seats shall be well cushioned and should have fine, neat and clean seat covers and vehicle shall also have rubber floor mats.
- 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 their responsibility. The road tax and all other related expenses shall be borne by the contractor.
- 15) The vehicle shall be parked at suitable place provided by the PSTCL. In case the contractor/drivers park 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.
- 16) In case of non-Deputing of vehicle on receipt of requisition from the requisition officer or delay in sending the vehicle, a penalty of Rs 1000/- per default shall be leviable.
- 17) In case of lockdown or any other such type of situation, the rate of extra kilometers will be charged (recovered) for less Kilometers run from the monthly minimum Kilometers.

**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 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 Sr. XEN, P&M, Division, 220KV Substation, Assal Road, Patti or any other authorized Officer/Official of the PSTCL.

- 3) The Contractor shall also make available the Registration Certificate of the vehicle in his name/firm 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 the time during the contract period.
- 4) The driver of the vehicle shall hold valid license to drive in plain as well as on the hills and will keep the same at all times during duty hours.
- 5) In case the driver proceeds on leave or is not available on medical grounds or any other ground, alternate replacement shall be the responsibility of the contractor.
- 6) 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) Tax shall be deducted by the PSTCL as per income tax Rule/Act as applicable from time to time.
- 2) Variation of 05 Paise for cars and 08 paise for other vehicles, for every Rs. 1/- variation in diesel cost, taking the base rate of diesel mention on page no. 9 (i.e. Rs 90.25/-) in new Transport Policy issued by PSTCL on 24/04/2023, shall be applicable on actual kilometers run, effective from the 1<sup>st</sup> day of the subsequent month.
- 3) Security deposit equivalent to 5% of the running bill shall be deducted by the PSTCL from the monthly bills and the same shall be refunded after successful completion of the contract period.
- 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 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 the concerned of Sr. XEN, P&M Division, 220KV Substation, Assal Road, Patti.

E) **General Conditions:**

- 1) Tender documents can be obtained from the office of Sr. XEN, P&M Division, PSTCL Patti on or before 08/09/2023 (upto 05:00 PM) by giving written request in the office.
- 2) The bidder has to quote the rates on the tender document.
- 3) Details of the vehicle provided for hiring i.e. Vehicle No. copy of registration book, copy of insurance, copy of permit (Taxi), Pollution Certificate are to be provided along with the tender/quotation.
- 4) The contractor is required to submit an Earnest Money Deposit (EMD) @ 2% of the total bill amount of one year subject to minimum of Rs 5000/- in the shape of demand draft in favour of **“Sr. XEN, P&M, Division, PSTCL Patti”** payable at Patti. Tender/offer without EMD will not be accepted.
- 5) 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.
- 6) In case the services of service provider are not satisfactory on any account, the contract can be terminated by giving 15 days notice in advance to the contractor.
- 7) Any Halt charges, penalty including challan, damages, court case, police case etc. shall be the sole responsibility of the service provider and PSTCL shall not be party in such cases.

Any other terms & conditions mentioned in new Transport Policy issued by PSTCL on 24/04/2023 will be fully applicable on this tender.

The tender shall be received upto 11:00Hrs on 11/09/2023 and shall be opened at 11:30a.m. on the same day in the presence of contractors, who may choose to be present in the office of Sr. XEN, P&M Division, 220KV Substation, Assal Road, Patti.

Please do not forget to super scribe the envelop (s) with the name of tender and due date of opening of tender.

---sd---  
Sr. XEN, P&M Division,  
P&M Division,  
PSTCL, Patti

## ANNEXURE-'A'

**BIDDER INFORMATION/PROFILE FOR PROVIDING SERVICES OF VEHICLES**

Sr. No.	Description	Detail to be provided by bidder
1)	Name of Organization/Firm	
2)	Complete Address	
3)	Details of offered Vehicle:- 1) Registration 2) Pollution certificate 3) Permit 4) Driving License	
4)	Past experience of handling hiring services. Nature of Govt./Autonomous Organization served	
5)	Affidavit/Self Declaration (if Applicable)	
6)	PAN No.	
7)	GST No.	
8)	Telephone/Mobile No./e-mail of the contractor / service provider	
9)	All terms given in NIT acceptable Yes/No	

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

Authorized Signatory