

To whom issued:

Dated:

Proposed Term & Conditions for hiring of One No. vehicle Scorpio/Xylo/Mahindra Bolero/TUV 300 or equivalent in price for one year and extendable on year for the O/o Sr.Xen/Addl. SE, P&M Division, PSTCL, Moga.

Sealed tender are invited in duplicate for the hiring of One No. Scorpio/Xylo/Mahindra Bolero/TUV 300 or equivalent in price model not more than four years old as on the date of opening of tender, for 1 year and extendable on year to year basis for further two years subject to the performance of the vehicle/service provider, with All India Transport Registration/Northern India Transport Registration for Punjab State Transmission Corporation Ltd. on Monthly basis. The service provider will quote the rated in three parts in "Schedule of Prices" (Annexure-1) as under:

- a) Monthly Fixed charges (Including 1000 K.M.)
- b) Per Kilometer running charges (Beyond 1000 K.M.)
- c) Outstation charges (per night halt from 10:00 P.M. to 06:00 AM)

For hiring of vehicles, following terms & conditions will be applicable:

(A) Terms and Conditions for Vehicles:

1. The service provider will depute a Scorpio/Xylo/Mahindra Bolero/TUV 300 or equivalent in price model not more than four year old from date of opening of tender. The vehicle will be used as conveyance by Punjab State Transmission Corporation Ltd., and will be stationed at Moga for local journeys/travel at Moga as well as outside Moga usually in the State of Punjab and UT of Chandigarh. In very special case the vehicle can travel in the State of Haryrana, Himachal Pardesh, Rajasthan, J&K & Delhi. The vehicle can travel on any or all days of the month.
2. Only Commercial vehicle with yellow number plate, entry in Registration Certificate should be hired. 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 his security will be forfeited and he will black listed.
3. The vehicle shall be insured comprehensively, including insurance for driver & passengers during the period of engagement with PSTCL. Insurance premium shall be paid by service provider. In case of any eventuality, lodging insurance claims with the insurance company shall be the responsibility of the service provider.
4. Road Tax of the vehicle shall be paid regularly and kept updated by the service provider.
5. Service provider shall have valid pollution certificate for the vehicles and same should be available with the driver to be produced on demand.
6. The service provider shall have valid pollution certificate for the vehicles and the same should be available with the driver to be produced on demand.

7. Vehicle shall possess a valid Permit & State registration number. No liability for the interstate permit charges would be borne by PSTCL. Vehicle should have Fastag enabled. Toll Tax, Parking charges etc. wherever paid, shall be reimbursed as per actual along with monthly bill, subject to production of Statement/Receipts.
8. Expenses towards fuel, mobile oil, service charges and other repairs and maintenance of vehicle 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.
9. Cost of vehicle's 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.
10. Any Halt charges, penalty including challan, damages, court case, police case etc. shall be sole responsibility of the service provider and PSTCL shall not be party in such cases.
11. 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. PSTCL, directly or indirectly shall not be responsible.
12. The service provider shall provide a reliable spare tyre, tools, spares and consumables, with every vehicle, in order to attend to minor repairs while travelling.
13. Maximum up to 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.
14. Log book should be maintained by the service provider.
15. All the entries of each journey like Date, Place ('from' as well as 'to'), Time of departure & arrival, Initial/final Kilometers 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 logbook.
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 Regulations 1997, as amended from time to time.
17. In the future if the Indian Govt. imposes ban on Diesel Vehicles, in such situation, if the contractor provides the equivalent Petrol vehicles at the same Diesel rate and same Terms & Conditions as mentioned in the policy, then it shall be acceptable.

(B) Terms & Conditions for the Driver of the Vehicle:

1. 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. If Service provider will be unable to provide another driver, the Punjab State Transmission Corporation Ltd. has the right to terminate the contract awarded to the Service provider. The salary and other expenses of the driver shall be borne by the Service provider.

2. 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 logbook.
3. The service provider 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, pollution certificate etc. necessary to keep the vehicle running of the road at all time during contract period.
4. 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 Punjab State Corporation Limited.
6. In case any driver proceeds on leave or is not available on medical grounds or any other ground, alternate replacement shall be the responsibility of the service provider.
7. Service provider shall ensure mobile facility to the driver at its own cost.

(C) Term & Conditions for the monthly payment of bill of the Vehicle:

1. Tax shall be deducted by the Punjab State Corporation Ltd. As per income tax Rule/Act as applicable from time to time.
2. GST shall be payable by the service provider and service receiver as per instructions issued by the Central Govt. from time to time.
3. Security deposit equivalent to 5% of the running bill shall be deducted by the Punjab State Transmission Corporation Ltd. from the monthly bills (excluding fuel charges) and the same shall be refunded after successful completion of the contract period.
4. The concerned officer of the Punjab State Transmission Corporation Ltd. shall make payment within 30 Days after submission of bill by the service provider.
5. Payment shall be made by NEFT/RTGS by Punjab State Transmission Corporation Ltd. on monthly basis on the basis of Log Book, duly certified by concerned officer. No advance payment on any account shall be made.
6. Variation of 05 Paise for cars and 08 paise for other vehicle with 7-Seater capacity and having cc more than 2000, for every Rs.1/- variation in diesel cost, taking the base rate of diesel @90.25 as on 01.04.2022 shall be applicable on actual kilometer run, effective from the 1st day of the subsequent month.
7. 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 shall be leviable.
8. **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.**

(D) Paying Authority:

The paying authority will be the Addl.SE/P&M Division, PSTCL, Moga.

(U) General Conditions:

1. The firm/Service Provider shall bring all the original documents at the time of submission of application for issuing the tender documents. Also attach the photo copies of the same with application as under:
 - I. Valid Copy of Enlistment.
 - II. Registration Certificate of Vehicle (Permit).
 - III. Insurance cover renewed upto date.
 - IV. Valid driving license of the driver for running of vehicle.
 - V. PAN Card/GSTIN certificate.
 - VI. Valid Pollution Certificate.
 - VII. Updated road tax/passing/fitness certificate of vehicle issued by the appropriate authority.
 - VIII. Affidavit that the firm/service provider is not blacklisted by any Govt./Semi Govt. Deptt./Board/Corporation.
2. The service provider is required to submit an Earnest Money Deposit (EMD) of **@2% of the contract value subject to minimum Rs. 10000/-** in the shape of demand draft in favor of **Sr.Xen/P&M Division, PSTCL, Moga**. Tender offers without EMD will not be accepted. The EMD will be adjusted against the 5% security & the same will be released after successful completion of contract period. The EMD deposited by unsuccessful bidders will be returned within one month from the date of award of contract to successful bidder. 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:
 - I. On revocation of tender and/or change in the same without consent of PSTCL.
 - II. On Non-completion of work & service provider fails to provide service as per term and conditions of the contract/work order.
4. **The Performa for price schedule shall be duly typed and prices written by hand shall not be accepted and any overwriting, erasing, cutting etc. should be avoided.**
5. In case services of the service provider are not satisfactory on any account, the contract can be terminated by PSTCL by giving 15 days notice in advance to service provider.
6. 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 on year to year basis for further two year with the approval of competent authority subject to the performance of the vehicle/service provider.
7. All matters relating to transportation, traffic police and local administration will be dealt by the Service Provider himself at his own cost.
8. The bidder has to quote the rates on the "Schedule of Prices" (See Annexure-01) and any deviation to the 'NIT' conditions shall be specifically mentioned on separate sheet with signature of bidder along with the bid.
9. Tender received telegraphically/fax/conditional tender/without earnest money shall not be accepted.
10. The tenderer are required to submit tender in two separate envelopes. First Containing deposit of earnest money and the second containing tender quotation. The envelope containing the earnest money shall be opened first and if it is found in order then second envelope containing the tender quotation shall be opened. 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.

11. The tender shall be accepted at 10:30 Hrs. on due date and shall be opened on the same date 11:00 Hrs. in the presence of the service provider/firm, whom may choose to present in the office of Addl. SE., P&M Division, PSTCL, Moga. In case due date for opening of tender happens to be a holiday/other natural hazards, then tender would be received & opened on the next working day at the same time.



**Addl. SE/P&M Division,
PSTCL, Moga.**