


## Terms & Conditions for Enlistment of Contractors in P&M Division, PSTCL, Bathinda

 <b>PUNJAB STATE TRANSMISSION CORPORATION LIMITED</b>	
Department Name	Punjab State Transmission Corporation Limited
Enquiry No.	08/2023-24
Issuing Authority	Addl.S.E. P&M Division, PSTCL, Bathinda
Address details of issuing authority	O/o Addl.S.E. P&M Division, PSTCL, Bathinda at Kothi No. D-307, Thermal Colony, Bathinda.
Short Description of Works	Various mechanical / electrical works on labour rate basis such as dismantlement / repair / replacement / installation of CT, PT, Breaker, NCT, Battery bank, Battery charger, DCDB, ACDB, Isolator, Marshalling Boxes, C&R Panel, Capacitor Bank and their Cells, Lighting arrestor and other electrical equipments installed at various 220 /132 KV Sub-Stations including refilling of fire extinguishers/replacement of worn out parts , Repair and Maintenance of departmental vehicles and Supply of manpower for cleaning & sweeping activities at sub-stations/offices.
Notice Publication	As per standard norms of the PSTCL in Punjabi and English newspapers like Punjabi Jagran, Hindustan Times, Times of India, The Tribune etc.
Eligibility Criteria	As specified in NIT para-4
Period of Enlistment	Two Years
Enlistment Fees	Rs. 590/- (Non-refundable)
Eligibility Value for Works	Up to Rs. 02 lacs
Last date and time for submitting the applications	Dated: 15.09.2023 Time: 16:00 Hrs
Payment Mode.	Online Bank Transfer/Demand Draft
Payment in favour of	PSTCL, Bathinda
Contact person name	Er. Fateh Pal Singh , Addl.S.E. P&M Division, PSTCL, Bathinda.
Contact phone no.	0164-2921670, 96461-18248
E-Mail ID	srxen-pm-bti@pstcl.org

### 1. SCOPE OF NOTICE:

This notice has been issued for inviting the contractors for enlistment. The enlisted contractors will be eligible for submitting their application for carrying out the Dismantlement/ Repair/Replacement/ Installation works at 220/132 KV Sub-stations under P&M division, PSTCL, Bathinda. The brief scope of the works is explained in clause 1.1. Contractor can apply for registration for the works of value up to Rs 02 lacs.

#### 1.1. SCOPE OF GRID SUB-STATION WORKS.

- a) Various mechanical / electrical works on labour rate basis such as dismantlement / repair / replacement / installation of CT, PT, Breaker, NCT, Battery bank, Battery charger, DCDB, ACDB, Isolator, Marshalling Boxes, C&R Panel, Capacitor Bank and their Cells, Lighting arrestor and other electrical equipments including refilling of fire extinguishers installed at various 220 /132 KV Sub-Stations under P&M Division, PSTCL, Bathinda. All equipments /materials required for the execution of the work will be supplied by the PSTCL and contractor as per requirement.

- b) Cleaning & sweeping activities at sub-stations/offices.
- c) Repair and Maintenance of departmental vehicles
- d) Dismantled material will be reused where provided in the estimate.
- e) Surplus dismantled material if any will be handed over to the PSTCL.
- f) Work will be executed P&M Division wise or grid sub-station wise and work permits will be arranged by concerned Officers/ Officials and due safety precautions will be taken by the contractors (through supervisor duly licensed by CEI Punjab) during the work. The contractors shall execute work in such a fashion that supply to customers is not disturbed unnecessarily. Press note for planned shutdowns will be issued by the concerned Officer.
- g) All the estimated work should be done in the presence of concern SSE/Er. in Charge.

## **2. PERIOD OF ENLISTMENT.**

Period of the enlistment will be for two years. However, PSTCL reserves the right to cancel the enlistment of non-performing Contractors at any time as per the PSTCL regulations. PSTCL will continue to enlist the contractors as required for the execution of works.

## **3. PERIOD FOR SUBMISSION OF APPLICATION FOR ENLISTMENT.**

The application with requisite documents may be submitted within the time frame (i.e. up to 15.09.2023 up to 16:00 Hrs.). Though the enlistment will continue even after the due date and the interested Contractors may submit their applications even after the due dates, but PSTCL intend to invite the bids for the sub-station works for next year from the enlistment contractors only. So the late enlistment contractors may become ineligible to quote for the bid.

## **4. QUALIFYING REQUIREMENT FOR CONTRACTORS FOR ENLISTMENT.**

- 4.1 Contractor/ Firm shall submit documentary proof for having B-Class contractor (electrical certificate) from CEI Punjab under Indian Electricity Rule 1956 Clause-45, for carrying out such type of jobs and submit a copy of the valid license along with the request for purchase of tender documents.
- 4.2 Contractor/ Firm will supply its employees Provident Fund code no. and copy of EPF registration, labour license/ exemption certificate from labour department.
- 4.3 The contractor should have suitable Technical ability and financial soundness alongwith the income tax clearance certificate for the last 3 years.
- 4.4 The contractor must have PAN.
- 4.5 The registration fee is Rs. 590/- (Non-refundable) which can be paid through Online/Bank Transfer/Demand draft. The demand draft of this amount made in favor of **PSTCL, Bathinda.**
- 4.6 The firm will also comply with the provisions of Goods & Service Tax Act (undertaking to be given).
- 4.7 Registration does not mean in any way that the contractor is automatically qualified for issue of tender documents. For issue of tender documents, other conditions of NIT have to be fulfilled and he will have to complete with other eligible contractors to get the work order.

- 4.8 The registration authority reserves the right to refuse for registration without assigning any reasons. In case of any dispute, the decision of CE/P&M, PSTCL, Ludhiana shall be final.
- 4.9 Registration shall be valid for **two year** from the date of registration.
- 4.10 Contractor/Firm should have GSTIN issued by concerned department.
- 4.11 Contractor/Firm should have to provide the latest 03 year relevant work experience certificate at time of enlistment.

## 5. SUBMISSION OF APPLICATION & ENLISTMENT PROCEDURE

- 5.1 The contractors shall submit the application as per annexures enclosed with carrying all mandatory details and relevant information i.e. name, address, GSTIN/PAN/ EPF/ ESI/ CEI Numbers/ etc. (all statutory requirements which ever applicable), phone/mobile numbers, email addresses, name of contact person etc.
- 5.2 Any other information if required can be asked by PSTCL as and when required.
- 5.3 Application fees shall be sealed in separate envelope and the application will be entertained after deposit of application fees only.
- 5.4 PSTCL will verify the documents submitted by the contractors and the enlistment will be carried out as per PSTCL guidelines. Enlisted contractors will be informed and enlistment number will be allotted.

### **Note:-**

- a) *The decision of PSTCL regarding enlistment will be final.*
- b) *Rejected contractors can re-submit the applications after fulfillment of the conditions.*
- c) *Mere Enlistment will not ensure the allotment of the work, and the enlistment contractor will have no claim over the allotment, which will be governed by the rules/regulations given in the specifications of the works.*
- d) *PSTCL reserves the right to cancel the enlistment of non-performing Contractors at any time as per the PSTCL regulations.*
- e) *Contractors blacklisted by PSTCL/ any other state department or the contractors against whom proceedings for Black listing have been initiated will not be considered for enlistment.*
- f) *PSTCL may also bar those contractors from enlistment, who were allotted the work in previous years, but did not carry out the works with requisite pace/ quantity or quality. All such contractors will be considered as non performers and will not be considered for fresh enlistment until & unless the PSTCL is convinced about their credibility.*

  
**Addl. S.E.,  
P&M Division,  
PSTCL, Bathinda.**

**PUNJAB STATE TRANSMISSION CORPORATION LIMITED  
APPLICATION FOR ENLISTMENT AS CONTRACTOR/FIRM**

The contractor/firm should study carefully the Instruction of Enlistment and the list of documents to be annexed with the application form. Application found deficient in any respect is liable to be rejected without any further correspondence.

	Class	<input type="text"/>	Category	<input type="text"/>
1.	Name of the applicant	Shri/M/s _____		
2.	Nationality	Indian	<input type="text"/>	Other <input type="text"/>
3.	Address Regd. Office	_____ _____ _____		
4.	Telephone Number	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
	Fax Number	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
	E-mail	_____		
5.	Constitution	Individual	<input type="checkbox"/>	
		Sole Proprietorship	<input type="checkbox"/>	
		Partnership Firm	<input type="checkbox"/>	
		Public Limited Company	<input type="checkbox"/>	
		Private Limited Company	<input type="checkbox"/>	
6.	If partnership firm, names of the partners/if company, name of directors			
	(i)	_____		
	(ii)	_____		
	(iii)	_____		
	(iv)	_____		

7. Is the individual/sole proprietor/any partner/directors of company:

- |    |                                                                                           |     |                          |    |                          |
|----|-------------------------------------------------------------------------------------------|-----|--------------------------|----|--------------------------|
| a) | Dismissed Government Servant                                                              | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| b) | Removed from approved list of contractors                                                 | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| c) | Demoted to a lower class of contractor                                                    | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| d) | Having business banned/suspended by any government in the past                            | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| e) | Convicted by a court of law                                                               | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| f) | Retired engineer/official from engineering Government of Punjab within last 3 years       | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| g) | Director or partner of any other company/firm enlisted with PSTCL or any other department | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| h) | Any contractor abandoned or action taken by any public authority                          | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

If answer to any of the above is 'Yes', furnish details on a separate sheet

8. a) Name of person holding power of attorney \_\_\_\_\_
- b) Nationality                      Indian                          Other
- c) Liabilities                      \_\_\_\_\_

9. Name of Bankers with full address \_\_\_\_\_  
\_\_\_\_\_

10. Place of business  
\_\_\_\_\_

11. Full time technical staff in applicant's employment Nos:

- a) Graduate Engineers \_\_\_\_\_ (trade) with \_\_\_\_\_ years experience: \_\_\_\_\_
- b) Graduate Engineers \_\_\_\_\_ (trade) with \_\_\_\_\_ years experience: \_\_\_\_\_  
[excluding (a) above]
- c) Diploma Engineers \_\_\_\_\_ (trade) with \_\_\_\_\_ years experience: \_\_\_\_\_

d) Diploma Engineers\_\_\_\_\_ (trade) with \_\_\_\_\_ years experience: \_\_\_\_\_  
[excluding (a) above]

e) ITI of \_\_\_\_\_ years experience: \_\_\_\_\_

(As per requirements mentioned in the instructions regarding Enlistment for the class & category applied for (Attached details on separate sheet)

12. Does the applicant have sufficient T&P, machinery, equipment and workshop as per requirements mentioned in the instructions regarding enlistment for the class & category applied for :

Yes  No

13. Does the applicant possess valid Electrical License (for electrical enlistment only)

Yes  No

14. a) Whether already enlisted with PSTCL or any other state department

Yes  No

b) If yes, give details:

(i) Name of department \_\_\_\_\_

(ii) Class & Category \_\_\_\_\_

(iii) Enlistment Authority & Address \_\_\_\_\_

(iv) Enlistment No. & Date \_\_\_\_\_

(v) Date of validity \_\_\_\_\_

(vi) Tendering limit \_\_\_\_\_

15. Is any person working with the contractor is a near relative of the officer/official of PSTCL.

Yes  No

If yes, give details \_\_\_\_\_

16. Enlistment fee paid (through demand draft/ NEFT/RTGS): \_\_\_\_\_

17. Details of works completed and in progress during the last 3 years (to be filled in Performa as given in Annexure III). This list should include all works whose gross amount of work done is more than the required magnitude for the class in which registration is required:

Yes  No

18. Certificate from Clients in original as per Performa given in Annexure IV for all eligible works:

Yes  No

19. Certificate:

- i) I certify that I has read the instructions for Enlistment of Contractors in PSTCL as amended upto date and shall abide by them.
- ii) I certify that the information given above is true to the best of my knowledge.
- iii) I also understand that if any of the information is found wrong or concealed, my application shall not be considered and I am liable to be debarred.
- iv) I certify that I will not get myself registered as contractor in the PSTCL under more than one name:
  - (a) I certify that I did not retire as an Engineer of Gazetted rank or as a Gazetted Officer employed on Engineering or administrative duties in any Engineering Department of the Government of Punjab during the last three years.
  - (b) I also certify that I have neither such a person given under my employment nor I shall employ any such person within three years of his retirement except with the prior permission of the Government. (for individuals seeking enlistment in their own name.)
- v) I shall make available any additional information it may find necessary or required to supplement or authenticate the information supplied.
- vi) I certify that in the last three years, i have neither failed on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on part of partner/director(s).
- vii) I acknowledge the right of the Enlistment Authority to reject my application without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account what so ever.

Signature(s) of applicant(s)

Name

Signature

Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ANNEXURE-II**

<b>S. No.</b>	<b>Document</b>	<b>Yes</b>	<b>No</b>
1	Proof of constitution (S. No. 5 of application form) :		
	a) In case of sole proprietorship: an affidavit executed before a 1 <sup>st</sup> Class Magistrate that the applicant is the sole proprietor of the firm.	<input type="checkbox"/>	<input type="checkbox"/>
	b) In case of private/public Ltd. Co. Article of Association duly attested by Notary Public.	<input type="checkbox"/>	<input type="checkbox"/>
2.	Power of Attorney, if any (S. No. 8 of application from), attested by Notary Public		
3.	Solvency certificate from scheduled bank in the Performa given in Annexure-VI. The certificate should be on the bank's letter head and in sealed cover and shall be addressed to the concerned Enlistment Authority (S. No. 9 of application form).	<input type="checkbox"/>	<input type="checkbox"/>
4.	Technical Staff: (S. No. 11 of application form).		
	i) List of full time technical staff/Designers with qualification and experience of each	<input type="checkbox"/>	<input type="checkbox"/>
	ii) Attested copies of the degrees/diplomas of the technical staff/Designers	<input type="checkbox"/>	<input type="checkbox"/>
	iii) Declaration from the technical staff/Designer that they are employed with the applicant.	<input type="checkbox"/>	<input type="checkbox"/>
5.	Attested copy of valid Electrical License (S. No. 13 of application form). (For electrical category enlistment)	<input type="checkbox"/>	<input type="checkbox"/>
6.	Attested copy of Enlistment order (S. No. 14 of application form)	<input type="checkbox"/>	<input type="checkbox"/>
7.	List of all near relatives working in PSTCL, including their addresses (S. No. 15 of application form). See para 18 of Instructions regarding Enlistment.	<input type="checkbox"/>	<input type="checkbox"/>
8.	Receipt of Enlistment Fee paid (S. No. 16 of application form)	<input type="checkbox"/>	<input type="checkbox"/>
9.	Original or attested copies of certificates, for works done, from concerned clients, in Performa as given in Annexure-IV	<input type="checkbox"/>	<input type="checkbox"/>
10.	Attested copies of award letters for works included in Annexure-III.	<input type="checkbox"/>	<input type="checkbox"/>
11.	Attested copy of PAN, latest Income Tax Return and/assessment orders.	<input type="checkbox"/>	<input type="checkbox"/>
12.	Attested copy of VAT No., latest GST/VAT Return and/assessment orders.	<input type="checkbox"/>	<input type="checkbox"/>





**Annexure-IV**

Name & Address of the Client :

\_\_\_\_\_

Details of works executed by Shri/ M/s

\_\_\_\_\_

- |     |                                                                                                                |                              |
|-----|----------------------------------------------------------------------------------------------------------------|------------------------------|
| 1.  | Name of work with brief particulars                                                                            | _____                        |
| 2.  | Agreements No. and date                                                                                        | _____                        |
| 3.  | Date of commencement of work                                                                                   | _____                        |
| 4.  | Stipulated date of completion                                                                                  | _____                        |
| 5.  | Actual date of completion                                                                                      | _____                        |
| 6.  | Details of compensation levied for delay, if any                                                               | _____                        |
| 7.  | Tendered amount                                                                                                | _____                        |
| 8.  | Gross Amount of the work completed                                                                             | _____                        |
| 9.  | Name and address of the authority under whom works executed                                                    | _____                        |
| 10. | Whether the contractor employed qualified Engineer/Junior Engineer during execution of work ?                  | _____                        |
| 11. | (i)Quality of work (indicate grading)<br>(ii) Amount of work paid on reduced rate basis, if any                | Outstanding/V.Good/Good/Poor |
| 12. | (i) Did the contractor go for arbitration?<br>(ii) If yes, total amount of claim<br>(iii) Total amount awarded | _____                        |
| 13. | Comments on the capabilities of the contractor                                                                 |                              |
|     | (a) Technical Proficiency                                                                                      | Outstanding/V.Good/Good/Poor |
|     | (b) Financial Soundness                                                                                        | Outstanding/V.Good/Good/Poor |
|     | (c) Mobilisation of adequate T&P                                                                               | Outstanding/V.Good/Good/Poor |
|     | (d) Mobilisation of manpower                                                                                   | Outstanding/V.Good/Good/Poor |
|     | (e) General behavior                                                                                           | Outstanding/V.Good/Good/Poor |

(Note : All Columns should be filled in properly)

Signature of the Reporting Officer  
With Official Seal

Countersigned (Officer of the rank  
of Addl. S.E. or equivalent)