



Punjab State Power Corporation Limited

Regd. Office: PSEB Head Office, The Mall, Patiala : 147001
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(O/o ADDL., S.E./Op., City Center Division, Amritsar.)
Mobile No. 9646114499 E-mail:- xencentre@gmail.com

Enq No. 01/City Center Divn/2023-24

Dated:-

Memo No.....

Dated:-.....

Sub:- **Offer for hiring 01(One) Nos. vehicle along with driver.**

Dear Sir,

You are requested to quote your competitive rates in performa (Annexure-A) attached with for hiring of vehicle along with driver on the terms & conditions given below. Your quotation must reach this office on or before/2023 upto 05:00 PM and the same shall be opened (In the presence of Service Providers/Contractors who would like to be present) in the office of Addl. S.E, City Center Division/op, PSPCL, Amritsar at 11.00 AM on the same day.

Sr. No.	Description	Qty.
1	1 No. Mohindra Bolero/TUV 300/Xylo or Equivalent in price along with Driver.	1 No.

Price of Tender Documents Rs.1000/- + GST as applicable

The quotation/tender shall be submitted in two parts i.e Part-I & Part-II. Each part will be enclosed in separate envelopes.

- Part-I(Earnest Money):-** The 1st part will consist of earnest money deposit in the shape of DD/BA-16 in favour of **PSPCL**. In case earnest money is not found in order Part-II will not be considered.
- Part-II(Bidder Information/Profile/Price of bid):-** The 2nd part would consist of Bidder's information /profile along with price of bid to be provided.
- The envelop (s) should be super scribed the with the name of firm & detail of tender and due date of opening of tender.
- The undersigned reserves the right to reject any or all the tenders so received without assigning any reason.
- Tender received telegraphically/e-mail/fax/conditional shall not be accepted. Also tender without earnest money shall not be accepted.

DA/Terms and Conditions

Addl. Superintendent Engineer,
City Center Division/op., Amritsar.

General Terms and Conditions for Hiring of Outsourced Vehicles:

- 1) **The Service Provider/Contractor is required to submit an earnest money deposit (EMD) equal to 2% of the contract value with minimum of Rs. 5000/- deposited in favour of PSPCL.**
- 2) The Work Order for out-sourcing of vehicle, for the vehicle not more than 4 years old, shall be initially for a period of one year and the same shall be extendable on year to year basis for a further period of two years, subject to the performance of the Vehicle/ Service Provider/Contractor. Hence the maximum period for which a vehicle can be hired is 3 years.
- 3) 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 Service Provider/Contractor does not supply yellow number plate vehicle then his security will be forfeited and he will black listed.
- 4) Vehicle shall be available for use round the clock, for utilization at our offices in Punjab, Chandigarh, Delhi and also for deputing to the neighboring States of Haryana, Himachal Pradesh, Rajasthan and J&K.
- 5) The vehicle shall be insured comprehensively, including insurance for driver and passengers, during the period of engagement with PSPCL. Insurance premium shall be paid by the Service Provider/Contractor. In case of any eventuality, lodging insurance claims with the insurance company shall be the responsibility of the Service Provider/Contractor.
- 6) Road tax for the vehicle shall be paid regularly and kept updated by the Service Provider/Contractor.
- 7) Service Provider/Contractor shall have valid pollution certificate for the vehicles and the same should be available with the driver to be produced on demand.
- 8) The Service Provider/Contractor shall obtain the passing/ fitness certificate and update Registration of vehicle from the concerned authority at his own cost.
- 9) Expenses towards fuel, Mobil oil, service charges and other repairs and maintenance of vehicles shall be borne by the Service Provider/Contractor 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/Contractor.
- 10) Cost of vehicle's registration, insurance, serviceable/repair, road tax, Commercial Tax, salary/emoluments/allowances of the driver or any other charges will be borne by the Service Provider/Contractor. Only fixed amount and variable charges for extra running kilo meters, if any, shall be paid by PSPCL.
- 11) Any Halt charges, penalty including challan, damages, court case, police case, etc. shall be the sole responsibility of the Service Provider/Contractor and PSPCL shall not be party in such cases.
- 12) Vehicle shall possess valid Taxi permit. No liability for the Inter-state permit charges would be borne by PSPCL.
- 13) Toll Tax/Parking charges, etc. wherever paid, shall be reimbursed as per actual subject to the production of its receipts.
- 14) 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. PSPCL, directly or indirectly, shall not be responsible.

- 15) The Service Provider/Contractor shall provide a reliable spare tyre/stepney, tools, spares and consumables, with every vehicle, in order to attend to minor repairs while traveling.
- 16) The seats shall be well cushioned and should have fine, neat and clean seat covers and vehicle shall also have rubber floor mats.
- 17) Service Provider/Contractor shall also ensure that the Drivers possess valid drive license. Validity of Driver's license and fitness of driver should be ensured from time to time.
- 18) The driver shall be punctual and polite and shall not be under the influence of any intoxicating drink or drug. The Service Provider/Contractor 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.
- 19) 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/Contractor.
- 20) 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 of vehicle 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 should be provided by Service Provider/Contractor.
- 21) 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 liable.
- 22) Service Provider/Contractor shall ensure mobile facility to the driver at its own cost.
- 23) Log book should be maintained by the Service Provider/Contractor. Which will be provided by Service Receiver.
- 24) 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 log book.
- 25) Payment to the Service Provider/Contractor will be paid within 30 days after submission of bill by the service provider, subjected to the condition of availability of funds with concerned paying DDO office.
- 26) Income Tax at sources & Labour cess shall be deducted as per prevailing rates while clearing the bills for payment.
- 27) 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.
- 28) Variation of 08 paisa for every Rs. 1/- variation in diesel cost, taking the base price of diesel @ Rs. 90.25/- shall be applicable on actual kilometers run, effective from the 1st day of the subsequent month.
- 29) GST shall be payable by the Service Provider/Contractor and service receiver as per the instructions issued by the Central Govt. from time to time.
- 30) In case services of Service Provider/Contractor are not satisfactory on any account, the contract can be terminated by giving 15 days, notice.
- 31) If at any time any question, dispute or difference, what so-ever, shall arise between the Vendor and PSPCL, 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.

- 32) 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.
- 33) Outstation Night halting charges shall be applicable from 10.00 pm to 06.00 am.
- 34) In the future if the Indian Govt. imposes if ban on Diesel Vehicles, In such situation, the Service Provider/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.
- 35) The charges on account of driver's salary, EPF & ESI and etc., if applicable and other incidental charges shall be borne by Service Provider/Contractor. The copy of challan vide which the amount of EPF and etc. deposited shall be produced as proof at the time of submission of next bill.
- 36) The Service Provider/Contractor can park their vehicle at their own risk in PSPCL complex after duty hours. In case the driver parks the vehicle at any other suitable place of their choice, then the mileage from that place to the place of duty place or vice-versa will not be paid to the Service Provider/Contractor.
- 37) SECURITY DEPOSIT:-
- (i) Security shall be deducted from the running bill as per instructions issued by PSPCL from time to time.
 - (ii) The EMD/Security deposited submitted is liable to be forfeited on revocation/withdrawal of offer or change in the same without consent of PSPCL or non-completion of work.
 - (iii) In the event of default on the part of the Service Provider/Contractor in the faithful execution of contract, your bill shall not be paid.
- 38) The year shall be construed as financial year i.e. from 1st April to 31st March
- 39) **JURISDICTION:-**All legal proceedings against this contract shall be in the jurisdiction of civil court at Amritsar being HQ.
- 40) In case of withdrawal of vehicle from service of PSPCL, Service Provider/Contractor shall have to inform to PSPCL, 2(Two) months in advance otherwise EMD/Security deposited/ should be forfeited and the current bill will not be paid.
- 41) Other terms/conditions as contained in Dy CE/Personal Patiala office letter memo No.3304/4203/GB/V-612 Dt. 31/01/2023 or its amendment issued (if any) will remain applicable.

Note: In case, on the day of tender opening date if there is any holiday declared by PSPCL/Local Administration or any type of calamity, the same shall be opened on next working day.

Addl. Superintendent Engineer,
City Center Division/op., Amritsar.

Annexure-A

RATES QUOTING PERFORMA

Name of work:- Offer for hiring 01(One) Nos. vehicle along with driver.

Tender Enquiry no:- 01 /City Center Divn./op.,Asr./2023-24

Dated:- /2023

Sr. no.	Description	Monthly fixed charges (Including 1000 KM)	Rate per KM (Beyond 1000KM)	GST (%)	GST (amount in Rs.)	Night Charges
1	1 No. Mohindra Bolero/TUV300/Xylo or Equivalent in price along with Driver.					

Date:

Signature of Service Provider/Contractor

Mobile No.-

Address: