(Enquiry No: $493 /$ P.3/Erypw-124gated: $\quad 13 / 10 / 23$

## TENDER DOCUMENTS

FOR
Outsourcing of 1 No. Truck (Capacity 9.0 MT) along with 1 No. Driver and 1 No. Unskilled Worker

## AT

G.G.S.S.T.P. P.S.P.C.L. RUPNAGAR

OFFICE OF THE
DY.CE/HQ,
GGSSTP, RUPNAGAR

## MAIN INDEX

NAME OF WORK - Outsourcing of 1 No . Truck (Capacity 9.0 MT) along with 1 No. Driver and 1 No. Unskilled Worker in GGSSTP, Rupnagar.

Name of Circle- Mechanical Mitc. Circle-I, GGSSTP, Roopnagar.

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## PUNJAB STATE POWER CORPORATION LTD (GURU GOBIND SINGH SUPER THERMAL PLANT, RUPNAGAR) NOTICE INVITING TENDER

Tenders are invited on behalf of PSPCL, for execution of following job:-

| Sr. | Description of Work | No. of <br> Vehicles |
| :---: | :---: | :---: |
| No. | Outsourcing of 1 No. Truck (Capacity 9.0 MT) along <br> with 1 No. Driver and 1 No. Unskilled Worker in <br> GGSSTP, Rupnagar. | 1 |



## PUNJAB STATE POWER CORPORATION LTD (GURU GOBIND SINGH SUPER THERMAL PLANT, RUPNAGAR) <br> TENDER NOTICE OPEN PRESS TENDER



## Note:-

 Allditions from the office of DY. CE/HQ,GGSSTP, P.O. Ghanaull, Rupnagar-140113All tenders must be accompanied by the earnest money at the rates prescribed in the there from.
3. Tenders received through telegraph tole conditional tenders shall not be consid, telex, fax, hand written and late, incomplete \&
4. Tenders of such biddill not be considered at ali. be opened.
6. PSPCL Works Regulations 1997 clauses amended up to date shall also be applicable.


1. For the vehicles not more than 5 years old, work order 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 three years, on the satisfactory performance of the vehicle/service provider subject to condition that the vehicle can continue in the department upto the 7 years of its life. Hence the maximum period for which a vehicle can be hired is 4 years.
2. Only Commercial Vehicle with yellow number plate entry in Registration Certificate shall be hired.
3. If the contractor does not supply yellow number plate vehicle then his security will be forfeited and he will be black listed.
4. The vehicle should have valid RC, Insurance and Pollution certificate and the renewal of the same shall be the responsibility of the firm.
5. Vehicles 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.

## ELIGIBILITY CONDITIONS:

i) Tenderer should not be blacklisted by any Govt./Public Sector Utility during last three years. A self-attested undertaking will be furnished by them in this regard.
ii) Tenderer should have the vehicle registered on his/her/firm's name.
iii) Photocopies of valid Driving License of Driver must be supplied.
iv) Photocopy of the Insurance copy of vehicle must be supplied.
v) Copy of valid PAN issued by Income tax department must be supplied.
vi) Copy of GST registration must be supplied.
vii) Copies of registration certificate of the vehicle must be supplied.
viii) The firm should have independent EPF \& ESI account no. issued from concerned department if applicable.
ix) Tenderer should have minimum 1 no. truck of capacity 9.0 MT , along with driver and 1 No. Unskilled Worker for use of transportation of materials.


Addl.SE/S\&T
GGSSTP,Ropar
(1) RATES. Rates should be quoted on firm basis as below

Lump sum monthly rates including first 1200 KM per month shall the quoted. These monthly lump-sum charges shall be payable per "Irntht irrespective of the mileage during the month Rate should be quoted on firm basis inclusive of GST as applicable. GST shall be payable by the services provider and service receiver as per the instructions issued by the central Govt. from time to time
The rates shall remain firm during the contract period and any increase during the period of contract in the GST shall be borne by the owner at his risk and cost. No reimbursement on this account shall be given by PSPCL

Beyond the Ms to be covered in the lump-sum rates, fuel cost shall be reimbursed as per following:-

Fuel cost for extra Ms beyond 1200 KM shall be Rs. 19.33 per KM at Diesel cost of Rs. 87/-per litre as on 31/05/2022. Variation of 22 paise per Re. $1 /$ in diesel cost shall be applicable from $1^{\text {st }}$ day of the subsequent month for the vehicle.
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.

## (2) PAYMENT:

Payment of Monthly rental on lump sum basis and mileage charges on KM basis, shall be made by DY.CAO,GGSSTP Office on monthly basis on the presentations of the bill approved by the concerned officer/ ASE-S\&T in the succeeding month. Payments will be made through monthly running bills duly verified and approved by the Engineer-In-Charge of PSPCL. The contractor shall submit the monthly bill complete in all respect in first week of subsequent month. PSPCL will release the payment to contractor preferably with 15 days after submission of complete bill. The contractor will not be paid any extra amount for delay in release of payment by PSPCL, if any. The contractor will be bound to make payments to his labor as per provision of labor laws even if payment by PSPCL gets delayed because of any reason.
No advance payment on any account will be made. The payment of permit/any other fees \& levies at the interstate barrier etc. shall be paid by the firm. Bank Charges if any shall be borne by contractor/ owner of vehicle Income tax at the prevailing rates shall be deducted while clearing the bills for payment.

## (3) CONDITIONS REGARDING VEHICLE:

1. The contract period shall be initially for a period of one year and the same shall be extendable on year to year basis
ii. Only Commercial Vehicle with yellow number plate, entry in Registration Certificate should be hired.
iii. No Corporation employee or his family member/relative can participate in the tendering process. In case of any violation the contract shall participate in the such employee shall be liable for disciplinary, the contract shall be cancelled and iv. If the contractor does not supply yellow numb action.
be forfeited and he will black listed.
v. Vehicles shall be available for use round the clock for utilization at our offices in Punjab, Chandigarh, Delhi and also for deputing to the neighbouring States of Haryana, Himachal Pradesh. Rajasthan and J\&K.
vi. The vehicle shall be insured comprehensively, including insurance for driver, unskilled worker and passengers, during the period of engagement with PSPCL. Insurance premium shall be paid by the service provider. In case of any eventuality, lodging insurance claims with the insurance company shall be the responsibility of the service provider.
vii. Road tax for the vehicle shall be paid regularly and kept updated by the service provider.
viii Service Provider shall have valid pollution certificate for the vehicles and the same should be available with the driver to be produced on demand.
ix. The service Provider shall obtain the passing/ fitness certificate and update Registration of vehicle from the concerned authority at his own cost.
x. Expenses towards fuel, Mobil oil, service charges and other repairs and maintenance of vehicles 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.
xi.Cost of vehicle's registration, insurance, service/repair, road tax, salaryl emoluments/allowances of the driver or any other charges will be borne by the service provider. Onlv fixed amount and variable charges for extra running kilo meters, if any, shall be paid by PSPCL.
xii Any Halt charges, penalty including challan, damages, court case, police case, etc. even in case of accidents shall be the sole responsibility of the service provider and PSPCL shall not be party in such cases.
xiii. Vehicles shall possess valid permit. No liability for the Inter-state permit charges would be borne by PSPCL.
xiv. Toll Tax/Parking charges, etc. wherever paid, shall be reimbursed as per actual, subject to the production of its receipts.
$\times v$. 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 and driver should be well versed with minor repairs of the vehicle.
xvi. The seats should be well cushioned and have fine, neat and clean seat covers and vehicle should have rubber floor mats.
xvii.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.
xviii. The driver and unskilled worker 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 and unskilled worker. In case of any complaint regarding the conduct of the driver and unskilled worker, he shail be replaced immediately.
xix. In case any driver or unskilled worker proceeds on leave or is not available on medical grounds or any other ground, alternate replacement shall be the responsibility of the service provider.
$x x$. Miaximum up to 4 days off in a month shall be allowed including for service and up keep 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.
xxi. 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.
xxii. Service provider shall ensure mobile facility to the driver and unskilled worker at its own cost. xxiii. Log book should be maintained by the service provider.
xxiv. 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
xxv. It shall be the responsibility of the officer-in-charge of the vehicle to ensure timely
payment to the service provider, not later than 30 days after submission of bill by
the service provider. The service provider shall continue to provide its services
even if payment made by PSPCL gets delayed because of any reason
xxvi Payment shall be made by cheque/NEFT/RTGS on monthly basis on the basis of
Log Book. duly certified by the concerned officer. No advance payment on any
account shall be made
xxvii Variation of 22 Paisa,for every Rs.1/- variation in diesel cost, taking the base rate of diesel (a) 87/- as on date 31/05/2022 shall be applicable on actual kilometers run, effective from the $1^{\text {st }}$ day of the subsequent month.
xxviii In case services of service provider are not satisfactory on any account, the contract can be terminated by giving 15 day's notice.
xxix. Outstation Night halting charges from 10.00 pm to 06.00 am shall be Rs. 300/-
xxx. 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.
xxxi. In the future if the Indian Govt. imposes any ban on Diesel Vehicles, In such situation, the contractor provides the equivalent petrol vehicles at the same Diesel rate and same Terms \& Conditions.
xxxii. In case of breakdown of vehicle during journey, alternate vehicle shall be arranged by the service provider.
xxxiii. The local contact number i.e. phone, mobile number and address should be intimated to this office immediately.
xxxiv. The onus of responsibility in case of death or injury to the diver/unskilled worker/passenger during the pendency of work or at the time of execution of work will fully lie with the contractor. PSPCL will bear o claim/responsibility in this regard whatsoever.
xxxv. 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
xxxvi.All relevant clauses of Works Regulations 1997 \& Corporate Transport Policy PSPCL issued by Dy.Secretary/General, PSPCL, Patiala vide Memo No $3304 / 4203 / G B N-612$ dated 31/0/2023 as amended from time to time shall also be applicable.
xxxvii The contractor will execute contract agreement on non judicial-stamp paper worth Rs. 100/- within 15 days from the issue of this contract. A specimen of the contract agreement to be executed is attached herewith as Annexure-C.
xxxviii ACKNOWLEDGEMENT:- The receipt of Work-Order may be acknowledged. intimating the date of receipt of Work-Order within 7 days positively to the issuing authority..

## (4) <br> CONDITIONS FOR DRIVER \& UNSKILLED WORKER:

i. Service Provider shall ensure that the Drivers possess valid driver's license. ii. Validity of Driver's license and fitness of driver should be ensured from time to time An efficient $\&$ healthy driver possessing a valid license for running the vehicle shall be provided by the tenderer at his own cost. Driver \& unskilled worker should be provided with mobile phone for communication \& uniform.
iii. The driver \& unskilled worker should be very polite and punctual and under no circumstances driver \& unskilled worker of the vehicle be under the influence of any intoxicating drink or drug. The supplier shall be responsible for the conduct of the driver \& unskilled worker. Gate pass will be issued to driver \& unskilled worker by GGSSTP authorities. Driver \& unskilled worker should not be changed without prior notice to GGSSTP authorities
iv. The PSPCL shall have the right to discontinue hiring of vehicle if the opinion of
the officers of the PSPCL by whatever designation such officer is called (the expression 'Office of the PSPCL' hereinafter shall convey by same meaning) the behavior of the driver \& unskilled workeris found objectionable. and his opinion in this regard shall be final and binding on the supplier
v Alternative replacement of driver/unskilled worker shall be the responsibility of contractor/ owner of the vehicle in case driver has to proceed on leave or not available on medical grounds etc
vi. The tenderer will send the daily attendance of driver and unskilled worker to the Engineer-in-Charge which can be checked anytime.

In case of non-deputing of vehicle/driver/unskilled worker on any account or delay in sending the vehicle/driver/unskilled worker a penalty of Rs. 1000/- per day of the delay shall be levied for each such incidence. In addition no payment of that day will be paid on pro rate basis. Contractor is liable to make available a substitute vehicle, if the vehicle on contract during transit falls under break down; in case of any inconvenience is experienced in the performance of trips, due to other reasons, failing which alternate arrangement will be made by PSPCL at the risk and cost of the contractor and the amount will be deducted from any amount due to the contractor from the PSPCL

The contractor shall on instructions of the Engineer-in-Charge immediately replace/remove from the work any person employed by him who may misbehave or cause any nuisance or otherwise in the opinion of the Engineer is not a fit person to be retained on the work and such person shall not be again employed or allowed on the work without prior written permission of Engineer-in-Charge.

## (6) SECURITY DEPOSIT:

Security @ $5 \%$ will be deducted from the running bills \& EMD will be adjusted towards security deposited and will be refunded after faithful execution of the contract.

## (7) STANDARD TERMS AND CONDITIONS:

i. Income Tax and other taxes, charges shall be deducted as per prevailing rates while clearing the bills for payment.
ii. The PSPCL will not be responsible for any expenses or losses that may be incurred by the bidder of tender in preparation of the tender.
iii. If the date of opening of tenders happens to be a holiday, the tenders shall be opened on the next working day.
iv. In case of accident, any type of challan, halt charges, penalty, damage, court case, police case etc., the sole responsibility will be of the owner of the vehicle and PSPCL will not be party in such case.
v. Non-compliance of agreement shall invite forfeiture of the earnest money of the tenderer so deposited with PSPCL.
vi. Due to negligence of driver/Un-skilled worker /firm any loss to PSPCL material/ equipment, the firm will be responsible for that and the same will be recovered from the firm.
vii. PSPCL employees and their near relatives are not allowed to bid for tenders.
viii. Earnest money deposit of unsuccessful tenders will be refunded as per rules after finalizing the tenders.
ix. No interest will be paid on the earnest money or security deposit.
$x$. The Contractors will have to execute an agreement with PSPCL on non-judicial stamp paper of Rs. 100/- for faithful execution of the work as per terms \& conditions of the work order.
xi. All legal proceedings against this contract shall be in the Jurisdiction of Court at Ropar.
xii. All other general terms \& conditions shall be as per PSPCL Works Regulations 1997 amended up to date shall also be applicable

## SPECIFIC TERMS \& CONDITIONS TO GOVERN THE CONTRACT

1. The contractor shall specify his rates valid for a period of enquiry /contract period. The rates quoted should be firm throughout the contract period and quoted both in figures and words by taking into account labor rates as per prevailing, minimum wages / DC rates as on date of opening of tender
Lump sum monthly rates including first 1200 KM per month shall be quoted (including monthly salaries of 1 no. driver and 1 No. Unskilled Worker as per current DC Rates). This monthly lump-sum rental and mileage charges on lump sum basis shall be payable per month irrespective of the mileage during the month.

Rate should be quoted on firm basis excluding GST. GST shall be payable by the service provider and service receiver as per the instructions issued by the central Govt. from time to time.

Beyond the KM to be covered in the lump-sum rates, fuel cost shall be reimbursed as per following:-

Fuel cost for extra KM beyond 1200 KM shall be Rs. 19.33 per KM at Diesel cost of Rs. 87/per litre as on 31/05/2022. Variation of 22 pase per Re. 1/- variation in diesel cost shall be applicable on 1200 KM included in base rate and extra KM beyond 1200 KMs from $1^{\text {st }}$ day of the subsequent month for the vehicle.

The rates should be quoted inclusive of all costs of diesel / lubricants, repair, route permit, insurance, registration, all other odd charges related to running of the vehicle and statutory taxes/duties/fees but exclusive of GST.

## 2. Terms of Payment:-

Payment of Monthly rental on lump sum basis and mileage charges on KM basis, shall be made by DY.CAO, Office on monthly basis on the presentations of the bill approved by the concerned officer/ ASE-S\&T in the succeeding month. No advance payment on any account will be made. Payments will be made through monthly running bills duly verified and approved by the Engineer-In-Charge of PSPCL. The contractor shall submit the monthly bill complete in all respect in first week of subsequent month. PSPCL will release the payment to contractor preferably with 15 days after submission of complete bill. The contractor will not be paid any extra amount for delay in release of payment by PSPCL, if any. The contractor will be bound to make payments to his labor as per provision of labor laws even if payment by PSPCL gets delayed because of any reason.

The payment of permit/any other fees \& levies at the interstate barrier etc. shall be paid by the firm. Bank Charges if any shall be borne by contractor owner of vehicle. Income tax at the prevailing rates shall be deducted while clearing the bills for payment.
3. The contractor will have to follow all the road safety Rules during the working, so as to avoid any accident and damage to life.
4. The contractor shall be responsible for the character / antecedents and conduct of its staff deployed, if any and shall be ready for their character verification, if so required. In case of any mis-conduct by his employees, rules, will entitle PSPCL to get them removed from the work place, and the contractor will have to comply these instructions.
5. Income-Tax or any other deduction as per prevailing rules shall be deducted from each bill of the contractor.
6. The contract can be terminated after giving 15 days notice by Engineer in charge of PSPCL without any additional liability to PSPCL without assigning any reasons, whatsoever.
7. The contractor has to enter into any agreement on a non-judicial stamp paper for Rs. 100/- as per PSPCL rules within 15 days of the award of contract. The cost of stamp papers and other documents/ completion of formalities shall be borne by contractor.
8. In case of any dispute, the decision of Chief Engineer (O\&M), GGSSTP, Ropar shall be final and binding on the contractor
9. For all disputes, the matter shall be settled within the jurisdiction of courts of Ropar.
10. The contract can be terminated and/or registration of contractor can be cancelled and/or action as per provision of contract can be taken if there is absence of vehicle/driver/unskilled worker.
11. The accommodation in Nuhon colony if available will be allotted on chargeable basis The same shall be vacated by the contractor on the completion of work and final bill be released on vacation of the same.
12. INDEMNITY:-The firm shall indemnify and keep GGSSTP/PSPCL harmless from and against all actions, suits, proceedings, costs, damages, charges, claims and demands whatsoever, either in law or equity and all costs and charges and expenses that the GGSSTP/ PSPCL may sustain or incur arising form or out of omission or commission of any Act/Acts, of the contractor, his agents, employees, assignee or sub-contractors.

The firm shall indemnify GGSSTP/PSPCL \& every officer and employee of GGSSTP/PSPCL and keep GGSSTP/PSPCL harmless and indemnified against any claim or damages or fine which becomes payable due to negligence or otherwise, in taking due precautionary safety measures by the contractor.
13. All other terms and conditions shall be as per Schedule-C attached herewith.
14. Any extra/ new taxes imposed after date of opening of tender shall be payable extra by PSPCL.
15. In case of negligence on the part of transporter to execute the contract with due diligence and expedition and to comply with any reasonable orders given in writing by the contracting agency/ PSPCL in connection with contract or any contravention in the provisions of the contract, the contracting agency/ GGSSTP may give 15 days' notice in writing to the transporter to make good the failure or neglect or contravention and if the Transporter fails to comply with the notice within time considered to be reasonable by the GGSSTP, GGSSTP will have the right to cancel the contract for full or part of the job and award the same at the risk and cost of the transporter, or cancel the contract and claim due compensation/damage from the transporter.
Further in case of such default by the Transporter the GGSSTP may also suspend business dealings with the Transporter apart from claiming reasonable compensation/damage \&
16. INSURANCE: The vehicle shall be insured comprehensively, including insurance for driver, unskilled worker and passengers, during the period of engagement with PSPCL. Insurance premium shall be paid by the service provider. In case of any eventuality, lodging insurance claims with the insurance company shall be the responsibility of the service provider.
17. CHANGES: No variation or modification or waiver of any of the terms and provisions shall be deemed valid unless mutually agreed upon in writing by both the PSPCL and the transporter.
18. SECURITY: - Security @5\% of the gross amount shall be deducted from each running bill. However the same shall be refunded after six months of faithful execution of contract. No interest on the security so deducted will be given. EMD deposited will be adjusted against security in the running bills.
19. PENALTY FOR DELAY \& POOR PERFORMANCE: In case of non-deputing of vehicle/driver on any account or delay in sending the vehicle/driver a penalty of Rs. 1000/per day of the delay shall be levied for each such incidence. In addition no payment of that day will be paid on pro rata basis. Contractor is liable to make available a substitute vehicle, if the vehicle on contract during transit falls under break down; in case of any inconvenience is experienced in the performance of trips, due to other reasons, failing which alternate arrangement will be made by PSPCL at the risk and cost of the contractor and the amount will be deducted from any amount due to the contractor from the PSPCL.


## SCOPE OF WORK

Outsourcing of 1 No. Truck (Capacity and 9.0 MT) along with 1 no. driver and 1 No. Unskilled Worker in GGSSTP, Rupnagar.

## PERFORMA FOR QUOTING RATES

| Sr. | Description of Work | Lump sum monthly charges for <br> No. |
| :---: | :---: | :---: |
| 1 | Outsourcing of 1 No. Truck <br> (Capacity and 9.0 MT) along with <br> 1 no. driver and 1 No: Unskilled <br> no. driver and 1 No. Unskilled <br> Worker in GGSSTP. Rupnagar. |  |

Authorized signatory

## NOTE: -

1. The rates should in both words and figures
2. Quoted rates should be firm and excluding GST.
3. Fuel cost for extra KMs beyond 1200 KM shall be Rs. 19.33 per KM at Diesel cost of Rs. 87/- per litre as on 31/05/2022. Variation of 22 paise per Re. 1/- variation in diesel cost shall be applicable on 1200 KM included in base rate and extra KMs beyond 1200 KMs from $1^{\text {st }}$ day of the subsequent month for the vehicle.
4. in case of lockdown or any other such type of situation the rate of extra kilometer will be charged (recovered) for less kilometer run from monthly minimum kilometer.
5. Hand written quotations shall not be accepted.

Signature of the Transporter
Along-with Stamp \& Date.

