

PUNJAB STATE POWER CORPORATION LIMITED

Guru Hargobind Thermal Plant, O&M,

Lehra-Mohabbat-151111, Distt.-Bathinda (Punjab).

Regd office: PSEB Head Office, The Mall, Patiala-147001.

Corporate Identity Number:U40109PB2010SGC033813, Website: www.pspcl.in

GSTIN 03AAFCP5120Q1ZC

OPEN TENDER NOTICE

(through e-tendering website- <https://eproc.punjab.gov.in>)

1.	Office Address	Dy. Chief Engineer / Thermal Operation Circle, GHTP, Lehra-Mohabbat – 151111, District Bathinda (Punjab). Email ID: se-th-op-lehra@pspcl.in Mobile No. 96461-17603	
2.	Tender Enquiry No.	161/Dy.C.E./Th.Op./GHTP/2024 Dated: 31/12/2024	
3.	Scope/Short Description of Work	To outsourcing / hiring of full time 01 No. vehicle Mahindra Bolero / Genio / Tata 207 or equivalent in price (double door, total five door) along with driver for one year at GHTP, Lehra Mohabbat.	
4.	Bid Submission	Start Date	07-01-2025
		Last Date	06-02-2025 Up to 11:00 Hrs
5.	Bid Opening Date & Time	06-02-2025 Up to 15:00 Hrs.	
6.	Tender Document Fee	Rs. 1000/- (Rs. One Thousand) plus GST as applicable (Presently GST is @ 18%) Total-Rs 1180/-	
7.	EMD	10,500/-	
8.	Payment of Tender Document Cost and EMD will be made in favor of	AO/ O&M, GHTP Lehra Mohabbat	
9.	<p>1) In case the due date for opening of tender happens to be a holiday, then tenders would be received and open on the next working day at the same time.</p> <p>2) Tender specifications can only be collected from the office of SE/Th.Op., GHTP Lehra Mohabbat or can be downloaded from PSPCL Website http://pspcl.in by submitting demand draft / BA-16 of Rs.1180/-.</p> <p>3) The prospective bidders are requested to get clarification from this office no. 96461-17651 in case of any difficulty regarding the tender well in time and no last minutes request for extension in the date & time for opening of tender on this account will be entertained.</p> <p>4) The prospective bidders are requested to be extra cautions in filling the tender and to get in touch with this office in case of any difficulty. Once the tender is opened, no request regarding giving relaxation or for overlooking any mistake committed by the bidder will be entertained.</p> <p>5) In case, tender process not completed due to any reason, no corrigendum will be published in newspapers. Details regarding corrigendum may be seen on PSPCL Website http://pspcl.in</p>		

**Dy. Chief Engineer,
Operation Circle,
GHTP, Lehra Mohabbat**

Terms and Conditions / Specification For Hiring of 01 No. Vehicle Mahindra Bolero / Genio, Tata 207 or Equivalent Double door total five door

GENERAL INSTRUCTIONS TO BE OBSERVED BY TENDERERS:-

1. The following instructions must be carefully observed by tenderers. Quotations/Tenders not strictly in accordance with these instructions are liable to be rejected:-
 - i) Bidders are required to submit DD for tender document Fee of Rs.1000 + GST@18% = Rs. 1180/- and EMD as applicable in single Envelope super scribed with "Tender Document Fee and EMD amount " Annexure-A also required to submit in this envelope.
 - ii) Technical Document (Annexure-B along with documents) of bidder shall be opened only, if document provided as detailed in para (i) above found in order. Annexure-B along with document required to submit in single envelope super scribed with "Technical Documents.
 - iii) Price/Financial Bid document (Annexure-C) of bidders shall be opened only, if documents provided as detailed in para (ii) above found in order found successful in (ii) above shall be opened only. Annexure-C are required to submit in single envelope super scribed with "Financial Documents".
2. Quotations/Tenders shall be enclosed in envelopes addressed to Dy. Chief Engineer / Thermal Operation, GHTP, Lehra Mohabbat, Bathinda. All envelopes shall be sealed and superscribed with tender no. as given at the right hand top corner of the enquiry or in the tender notice together with the date on which the tender is due.
3. The officer inviting tenders reserves the right to modify the schedule of requirements, technical particulars and the specifications at any time and to place the order as a whole or in part and to reject any or all the tenders received without assigning reasons. He will not be responsible for and will not pay for expenses or losses that may be incurred by tenderer in the preparations of the tenders.
4. Quotation/Tender shall be received in the office of Dy. Chief Engineer / Thermal Operation, GHTP, Lehra Mohabbat Bathinda. Up to 11.00 Hrs. on the due date 06.02.2025 given in the tender notice and shall be opened in the same office thereafter at 15.00 Hrs. on dated 06.02.2025 in the presence of Tenderers or their Agents if they like to be present. In case the due date of receiving/opening tenders happens to be a holiday, tender shall be received and opened at same place and same time on the next working day.
5. **Tender Fee: -**
Tender Fee of Rs.1000+GST@18%= Rs. 1180/- should be attached with quotations in shape of DD in favor of AO/O&M, GHTP, Lehra Mohabbat. Payable at Lehra Mohabbat which will be non-refundable.
6. **Earnest Money: -**
The contractor shall be required to pay EMD through demand draft in favor of AO/O&M, GHTP, Lehra Mohabbat Payable at Lehra Mohabbat amounting to Rs. 10,500/-.
7. Public Sector undertakings owned by Punjab Government/Central Government /other state Government are exempted from earnest money.
8. Tender received without earnest money/tender Fee as specified above shall be rejected.
9. The Tenderers shall bring all the original documents at the time of submission of applications for purchasing of tender documents and also attached attested copies of the same with Annexure-B as under:-
 - i) Proof of PAN Number.
 - ii) Affidavit Attested by the appropriate authority stating that contractor/firm is not black listed by any Government/Semi Government dept.

- iii) Bank solvency certificate or affidavit to the effect that Transporter/Tenderer is not bankrupt.
 - iv) Permanent EPF Account No. issued by the EPFO Authorities if applicable.
 - v) Valid GST No. if applicable.
10. The onus of responsibility in case of death or injury to the labour/worker during the pendency of work or at the time of execution of work will fully lie with the contractor.
 11. PSPCL will bear no claim/responsibility in this regard whatsoever.
 12. Tenderers must keep their offers valid for 120 days for acceptance and may be asked to extend the same thereafter.
 13. Negotiations, if required, shall not be held except with the lowest tenderer.
 14. All legal proceeding in connection with this tender enquiry shall be subjected to the territorial Jurisdiction of the Local Civil Court at Bathinda only.
 15. Tenderer must have permanent EPF account number issued by the EPFO authorities if applicable.

Dy. Chief Engineer /
Thermal Operation,
GHTP, Lehra Mohabbat

General Guidelines for Hiring of Outsourced Vehicles

1. Earnest Money:-

- a) The contractor shall be required to pay EMD through Demand Draft amounting to **Rs. 10,500/-**.
- b) Public Sector Undertakings fully owned by Punjab/Central Govt./Other State Governments shall be exempted from depositing earnest money.
- c) Earnest Money shall be forfeited in case of withdrawal/modification of an offer within the validity period as required in the NIT/Tender Document after opening of tenders.
- d) In case of successful tender, earnest money shall be converted as security deposit. The shortfall shall be deducted from running bills.
- e) In case of tenders not accepted, the Earnest Money shall be refunded within 30 days of the award of order/contract/LOI to the successful tenderer(s) or after the expiry of additional period whichever is later.

2. TENDER TO BE INVALIDATED: - The tender must be complete in all respects. Conditional, incomplete or not properly sealed tenders and tenders received late due to any reason whatsoever will be rejected.

3. SECURITY DEPOSIT:-

- i) Amount of earnest money already deposited shall be retained as security deposit for faithful execution of this contract. The security deposit will be deducted from the running bills at the rate of 5% of the gross value of the work done from time to time after taking into account of EMD converted as security. No interest shall be payable to the contractor into account of security deposit.
- ii) In the event of default on the part of the contractor in the execution of contract security deposit shall be forfeited. The forfeited of security deposit shall however be without prejudice to any other rights arising of acquiring to the PSPCL under relevant provisions of the contract like penalty/damages for delay in delivery including suspension of business dealing with board for a specific period. It will however be refunded after the contract has been executed faithfully.
- iii) In the event of default on the part of the contractor in the faithful execution of contract, bill of the contractor shall not be paid.

4. SINGING OF TENDERS:- Tender shall be signed by the service provider or person holding power of Attorney to do so. Necessary documents in support thereof should be enclosed with tender at the time of submission, failing which the tender may not be considered.

5. The vehicle shall solely be used for PSPCL's works during the entire contract period.

6. RATES:-

- i) Contractor will quote Monthly fixed charges for 1000 km assuming the base rate of diesel as Rs. 90.25/-.
- ii) Rates quoted should be firm and inclusive of all taxes, duties, levies etc. (excluding GST) and no extra payment shall be made by the PSPCL in this regard. Any increase during the period of contract in taxes, levies shall be borne by the service provider at his risk and cost. No reimbursement on this account shall be given by PSPCL. Rates should be quoted as per Price Quoting performa attached here with (Annexure-C) .The rates should be quoted in both words and figures.

7. GOODS AND SERVICE TAX:-

PSPCL is registered centrally in the state under GSTIN 03AAFCP5120QIZC. Deduction of GST shall be done according to GST Circular No. 01/2020Memo No.

3157/3331/GST-16 Dt. 10-6-2020 of PSPCL, Patiala according to which GST @5% shall be deducted from every monthly bill submitted and shall be deposited to Government by PSPCL under Reverse charge mechanism. Further any amendment from Govt. in GST Act in future shall be applicable. GST shall be payable by the service provider and service receiver as per the instructions issued by the Central Govt. from time to time.

- 8. PERIOD OF CONTRACT:-** The work order for out-sourcing of vehicles, for the vehicles not more than 5 years old, shall be initially for a period of one year and the same shall be extendable on year to year basis for future period of three years, on the satisfactory performance of the Vehicle/Service Provider subject to condition that the vehicle can continue in the department up to the 07 year old its life. Hence the maximum period for which a vehicle can be hired is 4 years Vide DY. Sec. General Memo No. 23851/950/GB/V-612 dated 11-07-2023.
9. 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.
10. Vehicles shall be available for use round the clock, for utilization of our office in Punjab Chandigarh, Delhi and also for deputing to the neighboring States of Haryana, Himachal Pradesh, Rajasthan and J&K.
11. 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. In case of any eventuality, lodging insurance claims with the insurance company shall be the responsibility of the service provider.
12. Road tax for the vehicle shall be paid regularly and kept updated by the service provider.
13. Service Provider shall have valid pollution certificate for the vehicles and the same should be available with the driver to be produced on demand.
14. The service Provider shall obtain the passing / fitness certificate and update Registration of vehicle from the concerned authority at his own cost.
15. 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.
16. 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 kilometres, if any, shall be paid by PSPCL.
17. Any Halt charges, penalty including challan, damages, court case, police case, etc. shall be the sole responsibility of the service provider and PSPCL shall not be party in such cases.
18. Vehicle should possess an All India permit. No liability for interstate permit charges would be borne by PSPCL.
- 19. Toll Tax/Parking charges, etc. wherever paid, shall be reimbursed as per actual, subject to the production of its receipts.**
20. 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. PSPCL, directly or indirectly, shall not be responsible.

21. 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.

22. The seats will be well cushioned and should have fine, neat and clean seat covers and vehicle should have rubber floor mats.

23. DRIVERS:-

- i) Efficient & healthy driver, possessing a valid license for running the Vehicle should be provided by the tenderer at his own cost
- ii) Validity of Driver's license and fitness of driver should be ensured from time to time.
- iii) Service provider shall ensure mobile facility to the driver at its own cost.
- iv) 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.
- v) PSPCL shall have all the rights to discontinue the hiring of vehicle if in the opinion of the officers of the PSPCL, GHTP Lehra Mohabbat the behavior of the driver is found objectionable and opinion in this regard shall be final and binding on the contractor.
- vi) The driver of the vehicle should be made available for 24 hours at the destination of vehicle and can be called at any time.
- vii) 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.

24. 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.

25. The Log book of vehicle shall be maintained as the logbooks of PSPCL vehicle are maintained.

26. 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 vehicles log book.

27. In case services of service provider are not satisfactory on any account, the contract can be terminated by giving 15 days, notice. Decision of PSPCL will be final and binding on the contractor in this regard.

28. In case of lockdown or any other such type of situation, the rate of extra Kilometers will be charged (recovered) for less Kilo meters run from the monthly Minimum Kilometers.

29. 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.

30. The bidder shall produce diesel bills in token buying diesel for the hired vehicle to check the variation in the rate of diesel each month. if he fail to produce the bills for diesel, the Engineer-in-charge will deduct the amount as applicable from the bill presented by the

contractor in case the diesel price gets decreased by one rupee or more.

- 31. PAYMENT:-** The payment shall be made on monthly basis on the presentation of the bills along with logbook duly verified and approved by concerned officer in the succeeding month by concerned ASE/Works, GHTP, Lehra Mohabbat.
- i) Through Cheque/RTGS No advance payment on any account shall be made.
 - ii) Variation of 08 paise for the vehicle, for every Rs. 1/- variation in diesel cost, taking the base rate of diesel as Rs90.25 shall be applicable on actual kilometers run, effective from the 1st day of the subsequent month.
 - iii) The Kilometers run, from the point of departure of vehicle for maintenance/repairs, the time it runs and re-joins the duties, shall not be considered for billing.
 - iv) Income tax and other taxes, charges shall be deducted as per prevailing rates while clearing the bills for payment.
 - v) Rate of diesel during the month will be decided on average basis of rates of Punjab.
 - vi) Outstation Night Halting Charges from 10.00pm to 06.00 am shall be Rs. 300/-.
- 32. PENALTY:-** In case of non-deputing of vehicle on call from the concerned officer or delay in sending the vehicle, Penalty of Rs. 1000/- per fault shall be leviable. In addition, no payment of that day will be paid.
- 33.** The vehicle should be available at head-quarter around the clock along with driver. No. extra payment will be made by PSPCL for late night use of vehicle.
- 34. EPE,** if applicable in respect of drivers engaged by the tenderer will be borne by the service provider of the vehicle. The contractors will deposit the proof of deposit of EPF in respect of previous month while submitting claim for next month.
- 35.** Non-compliance of agreement shall invite forfeiture of the earnest money of the tenderer so deposited with the PSPCL.
- 36.** Trial period shall be 30 days of operation. The order shall be confirmed thereafter subject to satisfactory performance.
- 37.** The Contractor can withdraw his vehicle by giving minimum 2 months notice to the department.
- 38.** The successful contractor will have to execute an Agreement with PSPCL on non-judicial stamp paper worth Rs. 50/- for faithful execution of the work as per Terms & Conditions of the work Allotment Order.
- 39. NEGLIGENCE & DEFAULT** In case of any negligence on the part of contractor to execute the work order/contract with due diligence and expedition and to comply with any reasonable orders, pertaining to any contravention to the provision of the work order/contract, given in writing by the PSPCL, the PSPCL may give a 15 days' notice in writing to the supplier/ contractor to make good the failure/ neglect/contravention. In the event the supplier/ contractor fails to comply with the notice within a timeframe considered to be reasonable by the PSPCL, the business dealing shall be suspended/terminated with the contractor by the PSPCL for minimum period of 3 Years or in extreme cases, the firm shall be blacklisted forever.
A part from the suspended/terminated of business dealings blacklisting of the supplier/ contractor, the PSPCL shall also forfeit the security and other pending payments of the work order/ contract against which the contractor has defaulted, in addition to PEMD/EMD lying with the concerned organization.
- 40. CANCELATION:-** The PSPCL has reserves the right to cancel the work order as a whole or in a part, at any time or in the event of default on the part of contractor by giving 15 days, notice. Decision of PSPCL will be final and binding on the contractor in this regard.

41. ARBITRATION:

- i) 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.
- ii) The work under the contract shall be continue during the arbitration proceeding and no payment due or payable by the corporation shall be withheld on account such proceedings.

42. JURISDICTION:-

All legal proceedings in connection with the purchase Order/Contract shall be subject to the territorial jurisdiction of the local Civil Courts at Bathinda (Punjab) only.

43. All relevant clauses of Works Regulations-1997& Corporation Transport Policy of PSPCL a amended from time to time shall also be applicable.

44. ACKNOWLEDGEMENT:- The receipt of Work Order may be acknowledged, intimating the date of receipt of Work-Order within 7dyas positively, otherwise normal period will be taken.

Dy. Chief Engineer /
Thermal Operation,
GHTP, Lehra Mohabbat

Annexure-A
TENDER ACCEPTANCE LETTER

To,

Dy. Chief Engineer /
Thermal Operation,
GHTP, Lehra Mohabbat

Sub:

Acceptance of Terms & Conditions of Tender.
Tender ReferenceNo:
Name of Tender /Work:- Hiring of Outsourced Vehicle

Dear Sir,

1. I/We have obtained the tender document (s) for the above mentioned 'Tender/Work' from the office. name of office "Dy. Chief Engineer / Thermal Operation Circle, GHTP Lehra Mohabbat "as per your advertisement.
2. I/We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide here by the terms /conditions /clauses contained therein.
3. The corrigendum (s) issued from time to time by your department/organization too has also been taken into consideration, while submitting this acceptance letter.
4. I/We here by unconditionally accept the tender conditions of above-mentioned tender document (s)/corrigendum (s) in its totality/entirety.
5. In case any provisions of this tender are found violated, then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full earnest money deposit absolutely.

Signature:

Name of Authorized Signatory/Owner/Tenderer

Address of Service Provider/Owner/Tenderer:

Mobile no:

Annexure-B

Details of vehicle offered by contractor for hiring by PSPCL

Sr. No.	Description	Detail
1.	1No. Mahindra Genio / Bolero Camper / Tata-207 or equivalent in price (Double Door) with driver	
2.	Year of First Registration Certificate (RC) (Should not be more than 5 years old on the last date of submission of the tender documents)	
3.	Registration number (Vehicle should be LCV with yellow name plate)	
4.	Name and address of owner	
5.	Colour of Vehicle	
6.	Name of Organization/Firm/individual, providing the vehicle	
7.	Model of Vehicle	
8.	Vehicle Registration office address	
9.	Hiring service provider license if any details	
10.	PAN No. (attach documentary proof)	
11.	GST No. (attach documentary proof)	
12.	Mobile No. of the contractor	

Note:- Please ensure to enclose the attested the photocopies of the above stated documents.

(Signature and seal of contractor)
(Name of contractor)

Declaration:-

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and in case of the above information is found to be false, i am aware that I may be held liable for it.

Place

Date

(Signature of Contractor)

ANNEXURE-C

PRICE BID FOR PROVIDING OF HIRING SERVICES OF VEHICLE ON MONTHLY BASIS FOR THE OFFICE OF DY.CHIEF ENGINEER / THERMAL OPERATION, GHTP LEHRA MOHABBAT.

TYPE OF VEHICLES:- 1No. Mahindra Genio / Bolero Camper/Tata-207 or equivalent in price (Double Door) with driver as per PSPCL Terms & Condition & tender enquiry.

Name of Contractor:- _____

PAN No.:- _____

GST No.:- _____

EPF A/C No. (if applicable) :- _____

**EMD deposited vide Cash receipt Demand Draft serial no.
Dated:-**

Sr. No.	Description of work	1 No. Mahindra Genio/Bolero Camper / Tata-207 or equivalent in price (Double Door) <u>WITH DRIVER</u> as per PSPCL Terms & Condition & NIT.
1	Fixed Monthly charges for 1000 KM inclusive of Taxes & Liabilities (Rs.)	

Note:

1. Quoted rate should be firm and inclusive of all taxes, levies, driver expenses and any other charges (excluding GST).
2. Fixed rate for monthly rental should be quoted for first 1000 KM considering base diesel rate Rs. 90.25.
3. Variable charges will be paid extra @ Rs. 10/- per km above 1000 km if any in a month (Maximum limit 600 KM Per month).
4. Variation of 08 paise for the vehicle, for every Rs. 1/- variation in diesel cost, taking the base rate of diesel as Rs. 90.25 shall be applicable on actual kilometers run, effective from the 1st day of the subsequent month.
5. Hand written quotation will not be accepted.

It is certified that the above rates are firm and inclusive of all taxes and liabilities.

(Signature and seal of contractor)

Annexure -D
CONTRACT AGREEMENT FORM

(To be entered on a Non-Judicial Stamped paper of Rsonly)

This contract agreement made this day of.....in the year..... between the Punjab State Power Corporation Ltd. hereinafter called Purchaser and M/s.....having their Regd. Office atHereinafter called 'Contractor' for the supply and delivery /construction ofin accordance with Tender Enquiry No.....dated.....and Contractor's proposal No..... dated.....

This is not a confirmation of the advance acceptance notified in the Purchaser's letter No..... wherein the Purchaser has accepted the proposal of the Contractor for the supply and delivery/Construction of as per Purchase/Work Order No.....

In view of the forgoing, the Purchaser and the Contractor have agreed to the scope of work and the terms and conditions of the order settled between them.

The NIT/Tender Specification, the Contractor's proposal and related correspondence and the Purchase Order acknowledged/accepted by the contractor from part of this agreement.

This agreement contains.....pages.

In witness where of the parties here to have affixed their signatures on the day, month and year written as above.

CONTRACTOR

PURCHASER