

**Office of Addl. SE,DS Division,Sunam**  
**Email: divsunam@gmail.co 9646111119**

<b>TENDER NOTICE(Through Open-Tendering)</b>		
1.	Tender Enquiry No.	01/2024-25
2.	Short Description	To hire the vehicle for official use of AEE S/D City Sunam
3.	Est. Cost of the work (1 year)	4.8* Lakh (Approx.)
4.	Tender Document Cost (Non-Refundable)	Rs.1180/- (Rs Five Hundred ninety only)
5.	EMD	Rs. 10000/- (Rs. Ten Thousand only)
6.	Start date with time for getting tender documents from this office	12.07.2024 10.00 AM
7.	Last Date of getting-tender	25.07.2024 03.00 PM
8.	Last Date & time of deposing tenders	26.07.2024 10.00 AM
9.	Date & time of Opening of Tender/EMD & Technical bid	26.07.2024 02.00 PM

**Note:-**

1. Detailed information regarding Tenders can be obtained from this office
2. In case tender process is not completed due to any reason, no corrigendum will be published in newspapers.
- [3. The annual estimated cost \(4.8 lacs\) has been calculated taking into consideration maximum monthly fixed charges of Rs.34,000/- \(for 1000 kms\), Rs.10/Per km \(for Additional 1000 kms/month\), estimated diesel price variation charges and taxes.](#)

**Addl. SE**  
**DS Division,Sunam**

## Annexure-A

### Terms and conditions for hiring of Outsourced Vehicle in DS Subdivision

#### PSPCL. City Sunam.

#### Tender enquiry no.01/2024-25 (DS Division Sunam)

#### A) General Conditions for Tender/Outsourced Vehicle

1) The contractor is required to deposit an Earnest Money Deposit (EMD) of Rs 10000/- (Rupees Ten thousand only) in shape of Demand Draft in favor of PSPCL SUNAM Payable at SUNAM. Along with his/her/their quotation. The Quotations without EMD will not be accepted. The EMD to non-successful bidders will be released within one month from the date of award of contract to successful bidder

2) 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 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 life Hence the maximum period for which a vehicle can be hired is 4 years. After a period of 4 years a new tender need to be floated

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 contractor does not supply yellow number plate vehicle, then his security will be forfeited and he will black listed.

4) 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

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. In case of any eventuality, lodging insurance claims with the insurance company shall be the responsibility of the service provider

6) Road tax for the vehicle shall be paid regularly and kept updated by the service provider

7) Service Provider 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 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 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.

10) 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 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 and PSPCL shall not be party in such cases.
- 12) Vehicles shall possess Valid 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 due to any kind of act of omission shall be of the service provider PSPCL, directly or indirectly, shall not be responsible.
- 15) The service provider shall provide a reliable spare tire, tools, spares and consumables, with every vehicle, in order to attend to minor repairs while travelling.
- 16) 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.
- 17) 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.
- 18) 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
- 19) 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.
- 20) 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.
- 21) In case of non-availability of vehicle on daily basis, the same can be hired from the market by the concerned officer(s)/ office(s) subject to the maximum of rates as per new transport policy
- 22) Service provider shall ensure mobile facility to the driver at its own cost.
- 23) Log book should be maintained by the service provider
- 24) All the entries of each journey like Date, Place ('from as well as to'), Time of departure & arrival, Initial/final Kilometer's 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) Monthly return of all the vehicles shall be submitted to the HOD concerned and Quarterly return of vehicles on the prescribed Performa shall be sent to General Section, PSPCL by concerned HOD.

26) 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

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 05 Paise for cars and 08 paise for other vehicles, for every Rs. 1/- variation in diesel cost, taking the base rate of diesel mentioned on Page No. 9 of new corporate transport policy issued by Dy Secy/General, PSPCL Patiala shall be applicable on actual kilometers run, effective from the 1st day of the subsequent month.

29) The monthly rate is proposed rate on base price of Diesel rate @ 90.25 as on 01.04.2022

30) GST shall be payable by the service provider and service receiver as per the instructions issued by the Central Govt. from time to time.

31) In case services of service provider are not satisfactory on any account, the contract can be terminated by giving 15 days' notice.

32) 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.

33) 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.

34) The Head of the office, for which the outsourced vehicle has been hired and the officer/official in-charge of the vehicle shall be held directly responsible for non-compliance/non-implementation of these instructions.

35) Outstation Night halting charges from 10.00 pm to 06.00 am shall be RS. 300/-.

36) 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.

37) If the Contractor wants to withdraw the Vehicle prior to the completion of the validity of the work order, He shall have to produce the 45 days written notice in advance to PSPCL otherwise his EMD & Security will be forfeited and the amount of the last bill be deducted from the final payment.

38) All other general conditions vide Memo No. 3304/4203/GB/V-612 dt. 31.01.2023, Memo No. 9904/10504/GB/V-612 dt. 17.03.2023 & Memo no. 23851/950/GB/V- 612 dt. 11.07.23 by office of Dy. CE/Personnel, PSPCL Patiala (General Section-1) and all other future amendments by PSPCL from time to time will be applicable as it is.

Addl.SE/OP  
Division Sunam

## Schedule of rates ( Annexure-B)

Tender Enquiry no 01/ADDL SE/DS/Sunam/2024-25  
11.07.2024

Dated

Sr No	Type of vehicle	Date of purchase of vehicle	Cost of the vehicle including taxes and accessories	Monthly fixed charges up to first 2000 KMs per month	Per KM charges beyond first 2000 Kms per month	Night Charges ( Per night from 10:00 PM to 06:00 AM)
1						

Signature  
of bidder

Name.....

.....  
Full Address

.....  
Con.

No.....