

Office of Senior Executive Engineer, Civil Construction & Maintenance Division, PSPCL, Jalandhar. Ph:-
96461-23609, Email: ccmdivisionjal@gmail.com

Tender Enquiry No. CCM/J/T-07/2024-25

Date: 15.07.2024

Name of Work:- Hiring of one no. outsourced vehicle for office of Sr. XEN, Civil Construction & Maintenance Division, PSPCL, Jalandhar on monthly basis for one year.

Dear Sir,

Sr. No.	Name of Work	Estimated Amount(Including GST)	Earnest Money
1	Hiring of one no. outsourced vehicle for office of Sr. XEN, Civil Construction & Maintenance Division, PSPCL, Jalandhar on monthly basis for one year.	6,23,700/-	12500

Terms & Conditions:-

1. The Cost of Tender documents Rs. 1180/- and earnest money Rs.12500/- need to be paid in the form of cash deposit receipt of any office of PSPCL or Demand Draft drawn on any schedule bank in the favour of Sr.Xen , Civil Cont. &Mtc. Div. Jalandhar Punjab State Power Corporation Ltd. payable at Jalandhar. Tender documents can be purchased from this office upto 03:00 PM on **05/08/2024**.
2. Quotation should reach in the office of the undersigned before 2 PM on or before **06/08/2024**. If this day happens to be a holiday, the quotation can be submitted on the following working day and the same shall be opened in that day .
3. The quotation received before the above-mentioned times shall be opened at 3 PM on the same day in the presence of committee of officers/officials of the department and representatives of the contractors who want to be present.
4. Quotations not accompanying the required earnest money will not be entertained.
5. The rates are inclusive of all taxes except GST as applicable. Headquarter of the vehicle will be fixed at Jalandhar.
6. The payment of hired vehicle on monthly basis would be made at the end of the month. For journeys beyond fixed limit, the payment would be made at the rates mentioned for extra kilometers as per PSPCL corporate transport policy.
7. The Work Order for out-sourcing of vehicles, for the vehicles 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

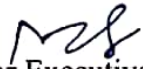
Provider. Hence the maximum period for which a vehicle can be hired is 3 years. After a period of 3 years, a new tender needs to be floated.

8. Only Light 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 be black listed.
9. Vehicles shall be available for use round the clock, for utilization at our offices in Punjab, Chandigarh, Delhi and also for deputation to the neighboring States of Haryana, Himachal Pradesh, Rajasthan and J&K.
10. 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.
11. Road tax for the vehicle shall be paid regularly and kept updated by the service provider.
12. Service Provider shall have valid pollution certificate for the vehicles and the same should be available with the driver to be produced on demand. The service Provider shall obtain the passing/ fitness certificate and update Registration of vehicle from the concerned authority at his own cost. 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.
13. In case of breakdown of vehicle, alternate vehicle shall be made promptly available by the service provider. 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 kilometers, if any, shall be paid by PSPCL.
14. 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.
15. Vehicles shall possess valid permit. No liability for the Inter -state permit charges would be borne by PSPCL. Toll Tax/Parking charges, etc. wherever paid, shall be reimbursed as per actual, subject to the production of its receipts. 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.

16. The service provider shall provide a reliable spare tyre, tools, spares and consumables, with every vehicle, in order to attend to minor repairs while traveling. Service Provider shall also ensure that the Drivers possess valid driver's license.
17. Validity of Driver's license and fitness of driver should be ensured from time to time. The driver shall be punctual and polite and shall not be under the influence of any intoxicating drink or drug.
18. 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. 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.
20. 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. 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 Clause 2(B) of New Corporate transport Policy of PSPCL.
22. Service provider shall ensure mobile facility to the driver at its own cost. Log book should be maintained by the service provider. 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.
23. 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. 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.
24. 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 Mention on page No. 9 (marked #) of

- corporate transport policy of PSPCL shall be applicable on actual kilometres run, effective from the 1st day of the subsequent month.
25. GST shall be payable by the service provider and service receiver as per the instructions issued by the Central Govt. from time to time. In case services of service provider are not satisfactory on any account, the contract can be terminated by giving 15 days, notice. 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.
26. In case of lockdown or any other such type of situation, the rate of extra Kilometres will be charged (recovered) for less Kilometres run from the monthly Minimum Kilometres. 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.
27. Outstation Night halting charges from 10.00 pm to 06.00 am shall be RS. 300/-.
28. 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.
29. SECURITY DEPOSIT:
- i) Amount of security @ 5% of Gross Amount of bills will be deducted by department, amount of Earnest Money already deposited shall be retained as Security Deposit.
- ii) In the event of default on the part of the contractor in the faithful execution of contract, his Security Deposit shall be forfeited. The forfeiture of Security Deposit shall however, be without prejudice to any other rights arising or accruing to the Corporation/Board under relevant provisions of the contract. It will, however, be refunded after the contract has been executed faithfully.
30. JURISDICTION:
- All legal proceeding against this contract shall be in the jurisdiction of courts of Jalandhar.
31. The Local Contact No. i.e. Phone No., Mobile No. and Address should be intimated to this office immediately.
32. GST and any other tax, if levied will be as per existing rules of the Corporation.
33. The driver shall be provided with mobile facility by the contractor.
34. The contractor will execute Contract Agreement on Non-Judicial stamp paper worth Rs.25/- within 10 days from the issue of allotment order.

35. The contractors will quote their rates on the prescribed price bid Performa attached as Annexure-A prepared by this office.
36. All the latest terms & conditions given in different circulars/letters of PSPCL will be applicable.
37. There will be increase/decrease of the rate by 5 paisa per KM for total Kms run (Including Minimum KM) for every increase or decrease, as the case may be, in the rate of diesel by rupee one taking Rs. 90.25 per liter as the base price as on 01.04.2022.
38. All the terms and conditions of corporate transport policy of PSPCL amended from time to time shall be applicable


Senior Executive Engineer,
Civil Const. & Mtc. Divn.,
PSPCL, Jalandhar.