

PUNJAB STATE POWER CORPORATION LTD
Office of Addl. SE/DS Division (EAST), Patiala
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TENDER NOTICE (Through Open-Tender)		
1)	Tender Enquiry No.	03/2025-26
2)	Short Description	To hire the vehicle for official use at office of Op. S/D, PSPCL, Sanour
3)	Est. Cost of the work (1 year)	5.92 Lakh (Approx.)
4)	Tender Document Cost (Non-Refundable)	Rs.1180/- (Rs One Thousand One Hundred & Eighty only)
5)	EMD	Rs. 11,840/- (Rs. Eleven Thousand Eight Hundred & Forty only)
6)	Last Date of sale of tender	23.04.2025 05.00 PM
7)	Last Date & time of submitted of tenders	24.04.2025 05.00 PM
8)	Date & time of Opening of Tender/EMD & Technical bid	25.04.2025 11.00 AM
9)	Date & time of Opening of price bid	25.04.2025 11.00 AM

Note:-

1. In case tender process is not completed due to any reason, no corrigendum will be published in newspapers. Details regarding corrigendum may be seen on PSPCL official website: www.pspcl.in
2. The annual estimated cost (₹ 5.92 lacs) has been calculated taking into consideration maximum monthly fixed charges of Rs.42,000/- (for 2000 kms), Rs. 10/-Per km (for Additional 500 kms /month), estimated diesel price variation charges and taxes.


**Addl. SE/Op. Division (EAST),
PSPCL, Patiala.**

Tender No. 03/2025-26 Opening ON 25.04.2025

TENDER DOCUMENTS

Proposed terms and conditions for hiring of vehicle (Mahindra Genius/Bolero/Tata-207/408

(Double Door) or equivalent in price)

Open tenders are invited for the hiring vehicle (Mahindra Genius/Bolero/Tata-207/408 (Double Door) or equivalent in price for Op. S/D, PSPCL, Sanour office under jurisdiction of Operation Division (EAST), PSPCL, Patiala having model not more than 4 year old on the tender opening date with All India Taxi Registration for Punjab State Power Corporation Limited, Patiala (Name of the City) where respective office is located on monthly Basis. Contractor will quote the rate in three parts in "Schedule of Price" as under:-

- a) Monthly fixed charges for (Upto 2000 KM) :
- b) Per Kilometer running charges(Above 2000 to 2500 KM) for Extra 500 KMs :
- c) Out station charges (Per Night halt) :

For hiring the vehicle, following terms and conditions will be applicable.

A) Terms and Conditions:-

- 1) The Work Order for outsourcing of vehicle, for the vehicle not more than 4 year old on the tender opening date, shall be initially for a period of one year and the same shall be extendable, on year to year basis, for the further two years, subject to the performance of the Vehicle/Service provider/Market rates and the life/Kms of the vehicle. Hence the maximum period for which a vehicle can be hired is 3 years.
- 2) 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.
- 3) Vehicle shall be available for use round the clock, for utilization at our offices in Punjab, Chandigarh, and Delhi and also for deputing to the neighboring States of Haryana, Himachal Pradesh, Rajasthan and J&K.
- 4) 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.
- 5) Road tax for the vehicle shall be paid regularly and kept updated by the service provider.
- 6) Service Provider shall have valid pollution certificate for the vehicle and the same should be available with the driver to be produced on demand.



- 7) The service Provider shall obtain the passing/fitness certificate and update Registration of vehicle from the concerned authority at his own cost.
- 8) Expenses towards fuel, Mobil oil, service charges and other repairs and maintenance of vehicle shall be borne by the Service Provider and the vehicle 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.
- 9) 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.
- 10) 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.
- 11) Vehicle shall possess valid Permit. No liability for the Inter-State permit charges would be borne by PSPCL.
- 12) Toll Tax/Parking charges, etc. wherever paid, shall be reimbursed as per actual, subject to the production of its receipts.
- 13) 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.
- 14) 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.
- 15) Service Provider shall also ensure that the Driver possess valid driver's license. Validity of Driver's license and fitness of driver should be ensured from time to time.
- 16) 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.
- 17) 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.
- 18) 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.
- 19) 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.
- 20) Service provider shall ensure mobile facility to the driver at its own cost.
- 21) Log book shall be maintained by the service provider.
- 22) 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) Timely payment to the service provider, not later than 15 days after submission of bill by the service provider.
- 24) 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.

- 25) Variation of 05 paisa for cars and 8 Paisa for other Vehicle for every Re. 1/- variation in diesel cost, taking the base rate of diesel mention as per Corporate Transport Policy of PSPCL, shall be applicable on actual kilometers run, effective from the 1st day of the subsequent month.
- 26) GST shall be payable by the service provider and service receiver as per the instructions issued by the Central Govt. from time to time.
- 27) In case services of service provider are not satisfactory on any account, the contract can be terminated by giving 15 day's notice.
- 28) 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.
- 29) Vehicle shall be parked at suitable place provided by PSPCL.
- 30) Service provider is required to submit an Earnest Money Deposit (EMD) equal to 2% of the contract value with minimum of Rs 11,840/- (Rs. Eleven Thousand Eight Hundred & Forty Only) in shape of demand draft in favour of Punjab State Power Corporation Limited Payable at Patiala. Tender/ Offer without EMD will not be accepted. The EMD will be released after the completion of three months from the date of award of contract to successful bidder.
- 31) The EMD/ security submitted is liable to be forfeited on the following grounds:-
 - i.) On revocation of tender and /or change in the same without consent of the PSPCL.
 - ii.) On non-completion of work.
- 32) In case of withdrawal of the vehicle from the service of PSPCL, the service provider shall have to inform PSPCL 30 days in advance otherwise 30 days payment shall be deducted from their bill as penalty.
- 33) In case 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) Outstation Night halting charges from 10:00 PM to 06:00 AM shall be Rs. 300/-.
- 35) 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.

➤ **RIGHT TO REJECT ALL OR ANY TENDER:**

The officer inviting Tenders/contracting agency/PSPCL reserves the right to reject any or all the tenders/without assigning reasons. He will not be responsible for and will not pay for expenses or losses that may be incurred by tender in preparation of the tender.

➤ **VALIDITY OF TENDERS:**

The tenders as submitted should be valid for acceptance for at least **120 days** from the date of opening of tenders, unless specified otherwise.

➤ **SECURITY DEPOSIT:**

- a) The successful tenderers shall be required to submit security deposit for faithful execution of the Work Order/Contract at the rate of five percent (5%) of value of works completed, rounded off to a multiple of Rs. 10/- on the higher side.
- b) Ordinarily, in the case of successful tenderers, the Earnest Money received with the tender shall be converted into security deposit. After adjusting the EMD amount, 5% deduction shall be made from the running bills as security deposit from time to time.

- c) No interest shall be paid on the Security Deposit.
- d) On faithful execution of Work order/contract agreement in all respects, the security deposit of the supplier shall be released by PSPCL.
- e) In the event of a default on the part of the contractor in the faithful execution of work order, his security deposit shall be forfeited. The forfeiture of security deposit shall however, be without prejudice to any other right arising of accruing to the PSPCL under relevant provisions of the work order like penalty /damages for delay in delivery including suspension of business dealing with PSPCL for a specific period.

➤ **PAYMENT CLAUSE:**

Payment shall be made by CHEQUE/RTGS/NEFT on monthly basis by Addl. SE/Op. Division EAST, PSPCL, Patiala. No advance payment on any account shall be made.

➤ **CANCELLATION**

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

All other General terms & conditions of PSPCL (erstwhile PSEB) Works Regulations 1997, amended up to date, and Corporate Transport Policy of PSPCL issued General Section-1, PSPCL, Patiala vide Memo No. 3304/4203/GB/V-612 Dated 31-01-2023 shall also be applicable.



Addl. SE/Op. Division (EAST),

PSPCL, Patiala

ANNEXURE-II:**SCHEDULE OF PRICES (PRICE BID)**

S. No.	Description of Work	Units	Quantity (per month)	Rate per unit (Rs.)	Total Amount (Rs.)
A	B	C	D	E	F = D x E
1	Fixed Charges for 1 month (2000 kms included)	Nos.	1		
2	Rate per km (For additional journey beyond 500 kms)	Kms	500		
3	Total in Rs. (1+2):				
4	GST@ ____ %				
5	TOTAL MONTHLY CHARGES in Rs. (3+4):				

Note:

1. L-1 bidder shall be evaluated on the basis of total monthly charges as per 5 of above table.
2. The above prices must be inclusive of driver hiring and maintenance of vehicle.

