

**PUNJAB STATE POWER CORPORATION LIMITED**  
**NOTICE INVITING TENDER**

Tender Enquiry No. 01 /2023-24

Date of Issue : 03.02.2023.

Date of Opening: 20.02.2023

1. Sealed tenders in duplicate are invited on behalf of Punjab state Power Corporation Limited from contractors/ firms for execution of following work

Enquiry No.	Description	Completion period	Cost of Tender specification (Including GST @ 18%)
01/2023-24	Hiring of Honda City/Maruti Ciaz or Equivalent in price with Driver for Company Secretary PSPCL, Patiala having yellow number plate.	12 month	Rs.1180/-

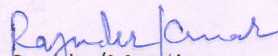
2. Tender documents shall be issued to contractors & firms who have adequate experience of carrying out similar type of work i.e. supplying of vehicles.
3. The bidders shall submit to this office request for issue of tender specification along with details of the vehicle/vehicles to be provided for hiring i.e. Vehicle No., copy of Registration Book, copy of insurance, copy of permit and experience detail etc.
- 4.
- i. The interested contractors/Firms must submit their request for issue of "Tender Specifications by 17.02.2023 till 5.00 PM along with cost of tender specification by cash or demand draft in favor of AO/Cash, PSPCL, Patiala on any scheduled bank payable at Patiala.
- ii. This payment is not refundable in case of firms/contractors who qualified for the issue of tender documents. In case of firms/contractors, who do not prequalify for issue of tender documents, half the amount deposited against cost of tender specification will be refunded.
5. The tender specifications shall be issued to eligible bidders by 17.02.2023. The detail of receipt & opening of tenders in this office are as given below:-

Receipt of Tenders 20.02.2023 upto 3.00 PM.

Opening of Tenders 20.02.2023 at 3.30 PM.

6. Tender of the contractors who do not purchase the tender documents in advance shall not be received.
7. Requests for issue of tender documents received late due to any reason including postal delays or request not carrying information/documents asked vide para 4 or request received through telex or fax or graphically shall be rejected. Conditional requests are also liable to be rejected.
8. Rates quoted in tender should be valid for 120 days.
9. Those bidders who are issued tender specification are to submit their complete tender documents on or before the last date mentioned above along with fixed earnest money Rs. (As per tender documents.) For more detailed on earnest money, tender documents may be referred.
10. Notwithstanding anything stated above, the competent authority reserves the right to assess the bidder's capabilities and capacity to execute the contract satisfactorily before deciding on issue of tender documents and even afterwards for deciding about awarding the work.
11. In case last date of receipt of request for issue of tender document, receipt and opening of completed tenders happens to be a holiday, the receipt and opening will be carried out by/on the next working day upto/ at the same time.

**This issues with the approval of Competent Authority.**

  
Supdt./Meeting,  
PSPCL,,Patiala.

### TERMS & CONDITIONS/SPECIFICATIONS

The following instructions must be carefully observed by all tenderers. Quotations/tenders not strictly in accordance with these instructions are liable to be rejected:-

- a. Tender shall be submitted in duplicate and all copies shall be separately tagged and clearly marked as 'Original' or 'Duplicate' as the case may be.
  - b. Telegraphic quotations will not be accepted.
  - c. The tender shall be sent in two separate envelopes. One envelope containing deposit of Earnest Money and the other containing the main tender in duplicate. While opening the tenders the envelope containing Earnest Money shall be opened first and only in case the deposit of Earnest Money is in accordance with the terms of Notice Inviting Tender, the second envelope containing the tender shall be opened.
1. 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 preparation of the tenders.
  2. Quotations/Tenders shall be enclosed in double covers both addressed to **Superintendent Meeting, Room No.10, 3 Storey Building, Head Office, The Mall, PSPCL, Patiala-147001**. Both (inner& outer) covers shall be sealed and superscripted with Tender No. as given at the left hand top corner of the inquiry or in the Tender Notice together with the date on which the tender is due.
  3. Quotations/Tenders shall be received in the office of **Superintendent Meeting, Room No.10, 3 Storey Building, Head Office, The Mall, PSPCL, Patiala-147001** up to 3:00 PM on the due date given in the tender notice and shall be opened in the same office thereafter at 3:30 PM 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, tenders shall be received and opened at same place and same time on the next working day.
  4. Tender specification can only be collected from the office of **Superintendent Meeting, Room No.10, 3 Storey Building, Head Office, The Mall, PSPCL, Patiala-147001**.
  5. The prospective bidders are requested to get clarification from this office number: +91-96461-19656 in case of any difficulty regarding the tender well in time and no last minute

request for extension in the date and time of opening of tender on this account will be entertained.

6. The prospective bidders are requested to be extra cautious 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.

7. 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 (Running of vehicle) will fully lie with the contractor. PSPCL will bear no claim/ responsibility in this regard whatsoever.

8. **EARNEST MONEY:**

i. The tenderer shall be required to deposit Earnest Money Rs.10,000/-in the shape of Demand Draft in favour of **AO/Cash, PSPCL, Patiala** payable at State Bank of India, Patiala in a separate sealed cover except in the following cases:-

ii. Public Sector Undertakings fully owned by Punjab Government/Central Government/Other State Govt. Provided that a certificate of Govt. Ownership shall be submitted in the envelop of EMD.

iii. Firms/Contractors having permanent Earnest Money Deposit for the requisite amount with Punjab State Power Corporation Limited.

Earnest money shall be forfeited in case of with-draw/modification of an offer within the validity period, as required in the NIT/Tender specification. In case of successful tenderer, Earnest Money shall be converted as Security Deposit.

9. **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.

10. **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 the EMD converted as security. No interest shall be payable to the contractor on the amount of security deposit.

ii. In the event of default on the part of the contractor in the faithful execution of contract, security deposit shall be forfeited. The forfeiture 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.

11. **SIGNING OF TENDERS:**

Tenders shall be signed by the owner 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.

12. Only light commercial vehicle (L.C.V.) with yellow name plate shall be hired and entry of the same must be in the Registration copy (R.C). Vehicle should possess an All India Permit. No liability for interstate permit charges would be borne by PSPCL. If contractor will not provide yellow name plate vehicle to PSPCL then his EMD will be forfeited and his firm will be blacklisted.

13. **RATES:**

- i. Contactor will quote Monthly fixed charges for 1000 km and per KM Charges beyond 1000 KM assuming the base rate of diesel @ 90.25 as on 01.04.2022.
- ii. Rates quoted should be firm and inclusive of all taxes (excluding GST), duties, levies etc. 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 owner 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 herewith(**Annexure-B**). The rates should be quoted in both words and figures.
- iii. L-1 shall be decided by considering the total journey for each month as approximately 2000 km.

14. **GOODS AND SERVICE TAX:-**

PSPCL is registered centrally in the state under **GSTIN 03AAFCP5120Q1ZC**. Deduction of GST Shall be done according to GST Circular No.01/2020 Memo No. 3157/3331/GST-16 Dt. 10/06/2020 of PSPCL Patiala. Further any amendment from Govt in GST Act (or in PSPCL GST policy) in future Shall be applicable.

- 15 The successful contractor will have to execute an Agreement with PSPCL on non-judicial stamp paper worth Rs.25/- for faithful execution of the work as per Terms & Conditions of the Work Allotment Order.(Annexure-C).

- 16 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.

- 17 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

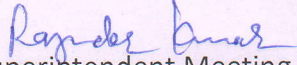
employee shall be liable for disciplinary action. If the contractor does not supply yellow number plate vehicle then his security will be forfeited and he will black listed.

18. 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.
19. 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.
20. Road tax for the vehicle shall be paid regularly and kept updated by the service provider.
21. Service Provider shall have valid pollution certificate for the vehicles and the same should be available with the driver to be produced on demand.
22. The service Provider shall obtain the passing/ fitness certificate and update Registration of vehicle from the concerned authority at his own cost.
23. 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.
24. 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.
25. 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.
26. Vehicles shall possess Valid Permit. No liability for the Inter -State permit charges would be borne by PSPCL.
27. Toll Tax/Parking charges, etc. wherever paid, shall be reimbursed as per actual, subject to the production of its receipts.
28. 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.
29. 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.
30. 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.
31. 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.

32. 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.
33. 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.
34. 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.
35. Service provider shall ensure mobile facility to the driver at its own cost.
36. Log book should be maintained by the service provider.
37. 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.
38. 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.
39. 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.
40. Variation of 05 Paise for every Rs. 1/- variation in diesel cost, taking the base rate of diesel @90.25 AS ON 01.04.2022 shall be applicable on actual kilometers run, effective from the 1<sup>st</sup> day of the subsequent month.
41. GST shall be payable by the service provider and service receiver as per the instructions issued by the Central Govt. from time to time.
42. In case services of service provider are not satisfactory on any account, the contract can be terminated by giving 15 days' notice.
43. 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.
44. 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.
45. Outstation Night halting charges from 10.00 pm to 06.00 am shall be RS. 300/-

- 46 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.
- 47 In case any condition is not mentioned herein then instructions mentioned in Corporate Transport Policy of PSPCL issued vide memo No. 3304/4203/GB/V-612 Dt. 31.01.2023 shall be applicable.
- 48 Jurisdiction of Agreement shall be at Patiala.

  
Superintendent Meeting,  
PSPCL, Patiala.



## Annexure-A

## Details of vehicle offered by contractor for hiring by PSPCL

Sr. No.	Description	Detail
1	1 No. Honda City /Maruti Suzuki Ciaz or equivalent Diesel Car along with Driver	
2	Model	
3	Year of Mfg. <b>(Should not be more than 4 years old on the last date of submission of the tender documents)</b>	
4	Registration number <b>(vehicle should be LCV with yellow name plate)</b>	
5	Name of owner	
6	Address of owner	
7	Kilometre run up to date of submission of the tender documents	
8	Cost at the time of purchase <b>(attach documentary proof)</b>	
9	Colour of vehicle	
10	Number of accidents if any with details	
11	Challans issued if any with reasons	
12	Name of Org./individual providing the vehicle	
13	Year of Establishment	
14	Regd. office/address	
15	Hiring service provider license if any details.	
16	Nos. of fleet of vehicles available make/model.	
17	No. of fleet of vehicles he can arrange from local market at his own level.	
18	Past experience of handling hiring services Name of Govt/Autonomous Organization served along with performance certificate. <b>(attach documentary proof)</b>	

19	PAN No. <b>(attach documentary proof)</b>	
20	GST No. <b>(attach documentary proof)</b>	
21	Mobile No. of the contractor	
22	Any additional information	
23	Central Excise Registration No. <b>(attach documentary proof)</b>	
24	EPF NO. <b>(attach documentary proof)</b>	
25	Affidavit attested by the appropriate authority stating that contractor/firm is not blacklisted by any Govt. / Semi Govt. Deptt. <b>(attach documentary proof)</b>	

Note: Please ensure to enclose the attested 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 any 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)

**PRICE BID FOR PROVIDING VEHICLE ON MONTHLY BASIS FOR THE OFFICE  
OF COMPANY SECRETARY, PSPCL, PATIALA.**

**TYPE OF VEHICLE:-** Hiring of 1 No. Honda City/ Maruti Ciaz or equivalent in price Diesel Car along with Driver and yellow number plate as per PSPCL Terms & Conditions & tender enquiry.

Name of Contractor.

PAN No.

GST No.

EPF A/C No.

**EMD deposited vide Cash receipt Demand Draft serial no.**

Sr. No.	Description of works	Qty	Fix monthly charges including 2000 km	Rate per KM for additional Journey beyond 2000 km	Total Charges per month Assuming the journey to be 2500 km at diesel base rate as Rs. 90.25 as on 01.04.2022
1.	1 No. Honda City /Maruti Ciaz or equivalent in price Diesel Car along with Driver	01 No.			
2	GST%				
3	GST Amount on monthly charges				
4	Total monthly charges including GST				
5	Total annual charges including GST				

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

Signature and Seal  
of Contractor

**CONTRACT AGREEMENT**

This Contract Agreement has been executed today on \_\_\_\_\_ between Punjab State Power Corporation hereinafter called PSPCL and \_\_\_\_\_ here in after called " Contractor" for supply of different type of vehicles on daily/monthly basis to Punjab State Power Corporation Limited on the rates mentioned in the enclosed Annexure-BI to B-II for two year with immediate effect, in accordance with Tender Enquiry \_\_\_\_\_ and contractor quotation dated \_\_\_\_\_ and subsequent correspondence made between the parties.

The PSPCL has appointed the contractor as authorized contractor for supply of different type of vehicles on daily/monthly basis to Punjab State Power Corporation Limited vide PSPCL Work Order No. \_\_\_\_\_ dated \_\_\_\_\_ mentioning therein detailed terms & conditions. The contractor while acknowledging Contract dated \_\_\_\_\_ has agreed to comply with the same.

This agreement contains \_\_\_\_\_ pages including Annexure A, B &C.

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

**CONTRACTOR**

**Company Secretary,  
PSPCL, Patiala.**

**WITNESSES**