

**ਪੰਜਾਬ ਸਟੇਟ ਟਰਾਂਸਮਿਸ਼ਨ ਕਾਰਪੋਰੇਸ਼ਨ ਲਿਮਿਟਿਡ**  
**ਚੀਫ. ਦਫਤਰ: ਪੀ.ਐਸ.ਈ.ਪੀ.ਓਡ ਆਫਿਸ, ਦੀ ਮਾਲ ਪਟਿਆਲਾ 147001.**  
**Corporate Identity Number U40109PB2010SGC033814**  
**ਦਫਤਰ: ਸੀਨੀ. ਕਾਰਜਕਾਰੀ ਇੰਜੀਨੀਅਰ, ਸੀ. ਓ. ਅਤੇ ਸੀ ਮੰਡਲ, ਲੁਧਿਆਣਾ**  
**ਟੈਲੀਫੋਨ ਨੰ .0161-2744450 ਈ ਮੇਲ- [srxen-pm-coc-ldh@pstcl.org](mailto:srxen-pm-coc-ldh@pstcl.org)**  
**ਮੋਬਾ: 96461-18028**  
**ਟੈਂਡਰ ਨੋਟਿਸ**

<b>ਟੈਂਡਰ ਇਨਕੁਆਰੀ ਨੰ</b>	02 /CO&C/Ldh/2022-23
<b>ਟੈਂਡਰ ਨੋਟਿਸ ਜਿਸ ਕੰਮ ਲਈ ਜਾਰੀ ਕੀਤਾ</b>	ਸੀ.ਓ ਓ ਸੀ ਉਪ ਮੰਡਲ ਜਲੰਧਰ ਲਈ ਇੱਕ ਨੰਬਰ ਮਹਿੰਦਰਾ ਜੀਨੀਓ ਡਬਲ ਕੈਬਿਨ ਜਾਂ ਇਸਦੇ ਬਰਾਬਰ ਡਬਲ ਕੈਬਿਨ ਗੱਡੀ ਇੱਕ ਸਾਲ ਲਈ ਕਿਰਾਏ 'ਤੇ ਲੈਣ ਸਬੰਧੀ (ਮਾਡਲ 4 ਸਾਲ ਤੋਂ ਪੁਰਾਣਾ ਨਹੀਂ ਹੋਣਾ ਚਾਹੀਦਾ ਹੈ)
<b>ਟੈਂਡਰ ਦਸਤਾਵੇਜ਼ ਸੇਲ/ਜਾਰੀ ਦੀ ਆਖਿਰੀ ਮਿਤੀ ਤੇ ਸਮਾਂ</b>	13/03/2023 ਸਮਾਂ 10:30 ਵਜੇ ਤੱਕ
<b>ਟੈਂਡਰ ਪ੍ਰਾਪਤੀ ਦੀ ਆਖਿਰੀ ਮਿਤੀ ਅਤੇ ਸਮਾਂ</b>	13/03/2023 ਸਮਾਂ 11:00 ਵਜੇ ਤੱਕ
<b>ਟੈਂਡਰ ਖੁੱਲਣ ਦੀ ਮਿਤੀ ਅਤੇ ਸਮਾਂ</b>	13/03/2023 ਸਮਾਂ 12:00 ਵਜੇ ਤੱਕ

ਨੋਟ: ਸੂਚਿਤ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਜੇਕਰ ਕਿਸੇ ਕਾਰਨ ਟੈਂਡਰ ਪ੍ਰਕਿਰਿਆ ਪੂਰੀ ਨਹੀਂ ਹੁੰਦੀ ਤਾਂ ਉਸ ਕੇਸ ਵਿੱਚ ਅਖਬਾਰਾਂ ਵਿੱਚ ਸੋਧ ਪ੍ਰਕਾਸ਼ਿਤ ਨਹੀਂ ਕਰਵਾਈ ਜਾਵੇਗੀ। ਸੁਧਾਰ/ਸ਼ਰਤਾਂ ਕਾਰਪੋਰੇਸ਼ਨ ਦੀ ਵੈਬਸਾਈਟ [www.pstcl.org](http://www.pstcl.org) ਤੋਂ ਡਾਊਨਲੋਡ ਕੀਤੀਆਂ ਜਾ ਸਕਦੀਆਂ ਹਨ।


ਸਹੀ/-  
ਸੀਨੀ. ਕਾਰਜਕਾਰੀ ਇੰਜੀ./ ਸੀ. ਓ. ਅਤੇ ਸੀ. ਮੰਡਲ, ਲੁਧਿਆਣਾ।

**pstcl PUNJAB STATE TRANSMISSION CORPORATION LTD.**  
**Head Office: PSEB Head Office, The Mall, Patiala 147001.**  
**Corporate Identity Number U40109PB2010SGC033814**  
**O/o Sr. Executive Engineer/ CO&C Division, PSTCL, Ludhiana**  
**Tel Ph 0161-2744450 E-mail- [srxen-pm-coc-ldh@pstcl.org](mailto:srxen-pm-coc-ldh@pstcl.org)**  
**Mob.- 96461-18028**  
**Notice Inviting Tender**

<b>Tender Enquiry No</b>	02/CO&C/Ldh/2022-23
<b>Description</b>	Hiring of One No. Mahindra Genio Double Cabin or equivalent in price vehicle for CO&C S/D Jalandhar for One Year (Model not earlier than 4 years)
<b>Last Date &amp; Time for Sale of Tender Documents</b>	13/03/2023 till 10:30 am
<b>Last Date &amp; Time for Receipt of Tender</b>	13/03/2023 till 11:00 am
<b>Last Date &amp; Time for Opening of Tender</b>	13/03/2023 till 12:00 pm

Detailed NIT/specification may be downloaded from PSTCL Website [www.pstcl.org](http://www.pstcl.org) Corrigendum, if any, will not be published in newspaper. Any update/terms and conditions may be downloaded from website [www.pstcl.org](http://www.pstcl.org).

Sd/-  
Sr. Executive Engineer/ CO&C Division, PSTCL, Ludhiana

  
**ਗੀ.ਓ. ਅਤੇ ਸੀ ਮੰਡਲ,**  
**ਪੰਜਾਬ ਰਾਜ ਟਰਾਂਸਮਿਸ਼ਨ ਕਾਰਪੋਰੇਸ਼ਨ ਲਿਮਿਟਿਡ**  
**ਲੁਧਿਆਣਾ (ਫੋਨ 161-2744450)**

# General Conditions for hiring of Outsourced Vehicle

**Tender Enquiry No. 02/CO&C/Ldh/2022-23 dt. of opening of bids:13.03.2023**

Sealed Tender are invited for hiring of One No. " Mahindra Genio Double Cabin or equivalent in price vehicle having model not older than 4 years for use by AEE/CO&C S/D, PSTCL, Jalandhar".

**A) General Conditions for hiring of Outsourced Vehicle:**

- 1) The NIT/Bid Document can be downloaded from the PSTCL's website.
- 2) Tenders shall be submitted in two parts by bidder i.e. Part-I & Part-II.  
Each part will be enclosed in a separate sealed envelope duly super scribed on the each  
Envelop as under:
  - i) Bidder Name
  - ii) Tender Specification No. etc.
  - iii) Part I, II.

**Part-I : Earnest Money Deposit : The First Part will consist of Earnest Money Deposit (EMD) In the form of demand draft in favor of Sr.xen,CO&C Division,PSTCL payable at Ludhiana.**

**Part-II: Price Bid: The Second Part will consist of the rate quoted as per Annexure-I.**

All these two envelopes will be further enclosed in a larger sealed envelope super scribed with as follows

- i) Bidder Name
  - ii) Tender Specification No. etc.
  - iii) Date & Time of Opening.
- 3) Only Commercial Vehicle with entry in Registration Certificate should be hired and 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.
  - 4) The tender shall be accepted up to date 13.03.2023 (**up to 11:00 am**) and shall be opened on the 13.03.2023 at 12:00 **pm**, in the presence of bidder/bidders, who may choose to be present in the office of Sr. Xen./ CO&C Division, PSTCL, Ludhiana. In case any holiday is declared by Govt./Other natural hazards, the tender will be opened on the next working day.
  - 5) The bidder has to quote the rates on the "Schedule of prices" enclosed as Annexure-I
  - 6) The rates/Tender should be valid for 120 days from the date of opening of tender.
  - 7) The bidder is required to submit an Earnest Money Deposit (EMD) of 2% of the tender value rounded off to multiple of Rs.10/- on the higher side subject to minimum of **Rs. 10000/-** in shape of demand draft in favor of Sr. Xen./ CO&C Division, PSTCL, payable at Ludhiana. Tender offered without EMD will not be accepted.
  - 8) Earnest Money shall be forfeited in case of withdrawal/change in the same without consent/modification of an offer within the validity period as required in the NIT after opening of Tenders.
  - 9) The EMD of successful bidder will be adjusted against the 5% Security & the same will be released after three months after expiry of contract period. The EMD deposited by unsuccessful bidders will be returned after allotment of work to the successful bidder within one month. Under any Circumstances, PSTCL will not be liable to pay any interest on the EMD.
  - 10) Tender received telegraphically/fax/conditional tender shall not be accepted.



11) The following documents are to be provided along with the tender/quotation:

- a) Registration Copy of the Vehicle.
- b) Receipt of Tax/LCV Tax Certificate.
- c) Copy of Valid insurance with passengers.
- d) PAN card of proprietor
- e) Copy of driving license of driver.
- f) Copy of valid Pollution certificate
- g) GST Registration Certificate (if applicable)

In case the bidder is willing to provide new vehicle, then it will be considered only after qualifying the terms and conditions of the specification subject to submission of all documents as listed above within Two weeks from the date of issue of intimation letter from this office to him.

13) In case of withdrawal of vehicle from service of PSTCL, the bidder shall have to inform to PSTCL, 30 days in advance otherwise 30 days payments shall be deducted from their bill/security as penalty.

14) In case services of service provider are not satisfactory on any account, PSTCL reserve the right to terminate the contract by giving 15 days' notice.

15) The under signed reserve the right to reject any of the tender so received without assigning any reason.

16) All the rates should be quoted by the contractor himself with ink writing.

17) Tenders will have to execute agreement on non-judicial stamp paper of Rs. 15 with this office within 15 days from the issue of Allotment Order.

18) Any halt charges, penalty including challans, damages, court cases, accident cases and any mishappening etc. shall be the sole responsibility of service provider. PSTCL shall not be party in any such cases. All matter will be dealt by the Bidder himself as his own cost.

19) All legal proceedings against this contract shall be in the jurisdiction of Civil Courts at Ludhiana.

**B) Terms and conditions for Outsource Vehicles:**

Sealed Tender/s are invited in duplicate for the Outsourcing of One No. Mahindra Genio Double Cabin or equivalent in price vehicle Model not older than 4 years. The Contractor will quote the rates in three parts in "Schedule of Prices" as under:

- a) Monthly Fixed Charges up to 1000 KMs.
- b) Per Kilometer running Charges Above 1000 KMs.
- c) Outstation Charges (per night halt after 22:00 hrs to 06:00 hrs)


**(B-1) Terms and Conditions for Vehicles:**

1. The Contract/WO shall be initially for a period of one year and the same will be extendable, on year to year basis, for further two years subject to the performance of the Vehicle/Service Provider/Market rates / Life/Kms of the Vehicle on mutual consent at the rates, terms and conditions as per the prevailing rules under PSTCL Corporate Transport policy with the approval of competently authority. 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.
2. Only Commercial Vehicle with 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.
3. 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.

4. Vehicle shall be insured comprehensively, including insurance for driver and passengers, during the period of engagement with PSTCL. 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. Provider shall have valid pollution certificate for the vehicles 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 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.
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 PSTCL.
10. Any halt charges, penalty including challan, damages, court case, police case, etc. shall be the sole responsibility of the service provider and PSTCL shall not be party in such cases.
11. Vehicles shall possess an All India Permit. No liability for the Inter-State permit charges would be borne by PSTCL.
12. 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 or due to any kind of act of omission shall be of the service provider. PSTCL, directly or indirectly, shall not be responsible.
15. 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.
16. 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. Service provider shall ensure mobile facility to the driver at its own cost.
22. Log book should be maintained by the service provider.



23. 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.
24. If required 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 Admn. Section, PSTCL by concerned HOD.
25. Payment shall be made by cheque/procedure adopted by PSTCL on monthly basis on the basis of Log Book, duly certified by the concerned officer. No advance payment on any account shall be made.
26. Variation of 05 Paisa for cars, for every Rs. 1/-variation in fuel cost, taking the base rate of fuel as that on the tender opening date, shall be applicable on actual kilometers run, effective from the 1st day of the subsequent month.
27. In case services of service provider are not satisfactory on any account, the contract can be terminated by giving 15 days notice.
28. All the Terms & Conditions of PSTCL's Transport Policy and other prevailing rules have to be followed.
29. If at any time any question, dispute or difference, what so-ever, shall arise between the Vendor and PSTCL, 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.
30. The incharge of sub division office, for which the outsourced vehicle has been hired and the official incharge of the vehicle shall be held directly responsible for non-compliance/non-implementation of these instructions.

  
ਵੱਡਾ ਡਿਪਟੀ ਮੈਨੇਜਰ  
ਸ਼ੀ.ਓ. ਅਤੇ ਸੀ. ਸੇਕਲ,  
ਪੰਜਾਬ ਰਾਜ ਟਰਾਂਸਪੋਰਟ ਕਾਰਪੋਰੇਸ਼ਨ ਲਿਮਿਟਡ  
ਭੁਇਆਣਾ (ਫੋਨ 161-2744450)

## ANNEXURE-I

TE No.02/CO&C/Ldh/2022-23

### SCHEDULE OF TYPE OF VEHICLE AND PRICES

Outsourcing of one No. Mahindra Genio Twin Cabin or equivalent in price vehicle for O/o AEE/ CO&C Sub-division, PSTCL, Jalandhar :-

#### SCHEDULE (A)

Make and Model of Vehicle to be specified by the tenderer (Model not older than 4 years)	Make:
	Model:

#### SCHEDULE (B)

SR.NO.	PARTICULARS OF ITEM	RATES/CHARGES exclusive of all taxes & duties in Rs.
1	Monthly Fixed Charges (Lump Sum) up to 1000 Kms:-	
2	Per Kilometer Running Charges above 1000 Kms:-	
3	Outstation Night Halting Charges from 10:00 pm to 6:00 am (per night)	

The above rates are exclusive of all Taxes.

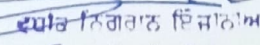
I have read all the terms and conditions of the N.I.T. & are acceptable to me and have quoted the Rate/Charges as above in accordance with the stipulated terms and conditions.

Date: \_\_\_\_\_

Signature of the Contractor \_\_\_\_\_

Phone: \_\_\_\_\_

Company Address \_\_\_\_\_

  
ਦਫ਼ਤਰ ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ  
ਸ਼੍ਰੀ. ਓ. ਅਤੇ ਸੀ ਮੰਡਲ,  
ਪੰਜਾਬ ਰਾਜ ਟਰਾਂਸਮਿਸ਼ਨ ਕਾਰਪੋਰੇਸ਼ਨ ਲਿਮਿਟਿਡ  
ਲਧਿਆਣਾ (ਫੋਨ 161-2744450)