

## TENDER NOTICE

### PUNJAB STATE TRANSMISSION CORPORATION LTD. NOTICE INVITING TENDER VIA E-TENDERING

Department Name	PSTCL
Tender Enquiry No.	07/2023-24
Tender Issuing Authority	Addl. S.E./ 400 KV S/s Rajpura
Address details of issuing authority	400 KV Sub-station, Vill. Chandua Khurd, Teh. Rajpura Distt. Patiala, 140402
Place	Rajpura
<b>Short description:</b>	Hiring of one number outsourced vehicle – Mahindra Genio Twin Cabin or equivalent, having Model not older than 4 Years from the date of NIT, for a period of 1 year for the office of AEE/TL, 400 KV Subdivision PSTCL, Rajpura
<b>Tender Publication</b>	As per standard norms of the PSTCL tender will be published in English and Punjabi newspapers. <b>Tender specification can only be downloaded from website (<a href="https://eproc.punjab.gov.in/">https://eproc.punjab.gov.in/</a>)</b> and no hard copy of the same will be issued by this office.
<b>Start date for down loading of Specification/ tender documents from web site (<a href="https://eproc.punjab.gov.in">https://eproc.punjab.gov.in</a>)</b>	<del>19</del> 18/08/2023; 09:00 AM
<b>Last date for Bid Submission</b>	18/09/2023; 11:00 AM
<b>Bid Opening date.</b>	19/09/2023; 11:00 AM
<b>Pre Bid meet Date</b>	NIL
<b>Tender Document cost.</b>	NIL
<b>Tender Processing Fee</b>	As per letter issued by Dy. C.E./IT PSTCL Patiala memo no. 576/579 dated 09.08.2022. The bidder(s) have to pay the processing fee amount directly to the implementing agency.
<b>Estimated Tender Cost</b>	Rs. 5.91 Lacs (Approx.)
<b>EMD/</b>	Rs. 12,000/- or 2% of the tender value (Incl. GST), whichever is higher, as per instruction imparted on <a href="http://www.eproc.punjab.gov.in">www.eproc.punjab.gov.in</a> website. Tender/offer without EMD will not be accepted.
<b>Payment mode.</b>	Online
<b>Payment in favour of</b>	PSTCL
<b>Contact person name</b>	Er. Sumit Moudgil, Addl. S.E./ 400 KV Substation, PSTCL, Rajpura.
<b>Contact Phone no.</b>	96461-05098
<b>Contact Email ID</b>	<a href="mailto:srxen-pm-rajpura@pstcl.org">srxen-pm-rajpura@pstcl.org</a>
<b>Tender Documents Attachment</b>	As mentioned in the specification Annex. I, II & III
<b>Tender information in details</b>	As mentioned in the specification

Addl. S.E.,  
400/220 KV Sub Station  
PSTCL, Rajpura

## GENERAL INSTRUCTIONS TO THE BIDDERS

1. The following documents should be provided with e-tender:

- a. Registration copy of the vehicle.
- b. Route permit.
- c. Receipt of Tax/LCV Tax certificate.
- d. Copy of Insurance.
- e. Copy of driving license.
- f. Copy of valid pollution certificate
- g. PAN card of Prop.
- h. Aadhaar Card.
- i. Firm should have GST number.

In case the contractor is willing to provide **new vehicle**, then he should be considered only after qualifying the terms & 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. For new vehicle contractor shall provide the quotation of the vehicle to be provided mentioning Make/Model/Capacity etc.

2. Service provider is required to submit EMD of Rs. 12,000/- or 2% of the tender value (Incl. GST), which ever is higher, as per instructions imparted on [www.eproc.punjab.gov.in](http://www.eproc.punjab.gov.in) website. Tender/offer without EMD will not be accepted.
3. Monthly fixed charges inclusive of mentioned GST by the bidders shall decide the L-1 bid for the tender. However, in case L-1 bidder is not having lowest merit for "*Per kilometer running charges upto 1000 KMs*", then cumulative L-1 will be calculated by considering *Monthly fixed charges* and *Per kilometer running charges* inclusive of GST. (taking 1000 KMs or as decided by the competent authority for variable charges calculation).
4. 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.
5. The EMD/Security submitted is liable to be forfeited, if the contractor fails to provide services as per terms and conditions of the contract/work order, revocation of tender and/or change in the same without consent of PSTCL.
6. In case contractor wants to withdraw the vehicle from service of PSTCL, the contractor shall have to inform to PSTCL, **30 days** in advance otherwise **30 days** payment shall be deducted from their bill/security as penalty. However, the vehicle can be disengaged by PSTCL by serving **15 days** notice in advance to the contractor if services of the service provider are not satisfactory on any account.
7. The contract shall be initially for a period of one year, which may be extended on mutual consent on year to year basis, for further period of two years, subject to the performance of the Vehicle/ Service Provider/ Market rates and Life/KMs of the vehicle as specified in the PSTCL's latest Transport Policy.
8. The bidder(s) have to pay the processing fee amount directly to the implementing agency.
9. The undersigned reserves the right to reject any or all the tenders so received without assigning any reason.
10. Tender received through email/telegraphically/fax/conditional tenders/without earnest money shall not be accepted.
11. All matters relating to transportation, traffic police and local administration will be dealt by the Contractor himself at his own cost.


12. The bidder has to quote online rates in excel sheet on [www.eproc.punjab.gov.in](http://www.eproc.punjab.gov.in) as per "Price Schedule" Annexure-III specimen in the tender documents.
13. If the quotations are not submitted as per mentioned NIT, then it will not be accepted.
14. In case any holiday is declared by Govt./ Other natural hazards etc., the tender will be opened on the next working day.
15. The quoted rates should be valid for **120 days**.
16. The contractor shall submit the acceptance of terms & conditions mentioned in the DNIT.
17. All other terms & conditions shall be as per PSTCL latest works regulation and latest Transport policy downloadable from [www.pstcl.org](http://www.pstcl.org).

  
Addl. S.E,  
400 KV Sub Station,  
PSTCL, Rajpura

## GENERAL TERMS AND CONDITIONS

1. E-tenders are invited for Outsourcing of one number Mahindra Genio Twin Cabin or equivalent vehicle having Model not older than four Years from the date of NIT, for a period of one year for the office of AEE/TL, 400 KV subdivision, Rajpura. The contractor will quote the rates online as per "Price Schedule specimen" enclosed as Annexure-III as under:
  - a) Monthly fixed charges (Incl. 1000 KMs)
  - b) Per Kilometer running charges above 1000 KMs.
  - c) Outstation night halting charges from 10 PM to 6 AM.
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 be black listed.
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. The 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. Service 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 monthly fixed charges and variable charges for 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 valid 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.
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. PSTCL, 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 Drivers 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 should be maintained by the service provider.
22. Addl.S.E./ 400 KV S/St. PSTCL, Rajpura or any other office of PSTCL will be the paying authority of monthly bills within 15 working days from the date of submission of bill of previous month on verification of the entire journey from logbook. The kilometer run for the journeys, which are not verified/ signed by concerned officer or his authorized subordinate Officer/ Official shall not be payable.
23. No advance payment on any account shall be made.
24. Recovery, if any, may be done from the running bills or security deposited of any excess payment (due to any reason) made to the contractor/firm.
25. Rates will be inclusive of all taxes/GST. Any other change in GST norms as per govt. instructions from time to time shall be applicable
26. TDS from the monthly bill will be deducted as per Center Govt. income tax rule and regulations.
27. GST TDS (if applicable) from the monthly bill will deducted as per the Central Govt. rules and regulation.
28. Security @ 5% will be deducted from the monthly bill as per PSTCL guidelines.
29. 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 @ Rs. 90.25, shall be applicable on actual kilometers run, effective from the 1st day of the subsequent month.
30. In case services of service provider are not satisfactory on any account, the contract can be terminated by giving 15 days notice.
31. If at any time any question, dispute or difference, what so-ever, shall arise between the contractor 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.
32. 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.
33. All other terms and conditions shall be applicable as per the latest work regulation of PSTCL and Latest Corporate Transport Policy along with amendments downloadable from the official website of PSTCL [www.pstcl.org](http://www.pstcl.org).
34. The jurisdiction for filling any suit in case of any disputes shall be the civil courts, at Rajpura.

  
Addl. S.E., 400 KV S/S,  
PSTCL, Rajpura.

Annexure-III

PRICES SCHEDULE

Hiring of one number outsourced vehicle - Mahindra Genio Twin Cabin or equivalent, having Model not older than 4 Years from the date of NIT, for a period of 1 year for the office of AEE/TL, 400 KV S/s, PSTCL, Rajpura.

(SPECIMEN ONLY; NOT TO BE FILLED)

**Item Rate BoQ**

Validate    Print    Help

Tender Inviting Authority: Addl.S.E., 400 KV Sub-station, PSTCL, Rajpura.

Name of Work: Hiring of one number outsourced vehicle - Mahindra Genio Twin Cabin or equivalent having model not older than 4 year from the date of NIT, for a period of 1 year for the office of AEE/TL, 400 KV Sub-Division, PSTCL, Rajpura

Contract No: T. Enq. No. 07/2023-24

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Name of the Bidder/  
Bidding Firm  
/ Company :

**PRICE SCHEDULE**

(This BOQ template must not be modified/replaced by the bidder and the same should be updated after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER	NUMBER	NUMBER	NUMBER	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	Monthly fixed charges (incl. 1000 KMs) Rs. P	Per Kilometer running charges above 1000 KMs	Outstation night halting charges from 10:00 PM to 06:00 AM	GST in %	GST in Rs.	TOTAL AMOUNT With Taxes in Rs. P	TOTAL AMOUNT In Words
1	2	4	5	13	14	15	16	17	53	55
1	Hiring of one number outsourced vehicle- Mahindra Genio Twin Cabin or equivalent having model not older than 4 year from the date of NIT, for a period of 1 year for the office of AEE/TL, 400 KV Sub-Division, PSTCL, Rajpura	1	Nos					0.00	0.00	INR Zero Only
<b>Total in Figures</b>									0.00	INR Zero Only
<b>Quoted Rate in Words</b>										INR Zero Only

Rate Entry  
Please enter  
Basic Rate in  
Rupees for this  
item.