



Punjab State Transmission Corporation Limited

(Registered Office: P.S.E.B. The Mall, Patiala – 147001, Punjab, India)

(Office: Addl. S.E., P&M Division, Jagraon)

(Corporate Identity Number: U40109PB2010SGC033814)

(Phone & Fax: **01624-229818**), E mail – srxen-pm-jagraon@pstcl.org)

Enquiry No:- 07/P&M-jgn/2023-24

Dated: 23-8-23

To

Memo No.

Dated:-

Sub:- Quotation required for the hiring of one no. vehicle in the office of Sr. Xen., P&M Div, PSTCL, Jagraon

Please send your quotation for the hiring of one no. Vehicle (Scorpio/ Xylo Or Equivalent Vehicle of same Cost) for the office of Sr. Xen., P&M Div, PSTCL, Jagraon for one year having model not more than four years old. The contractor will quote the rates in three parts as per Annexure-A.

1. Date & Time of Receipt of Quotation: 06.09.2023 at 10:00 Hrs.
2. Date & time of Opening of Tender: 06.09.2023 at 10:30 Hrs.
3. Tender Fee: NIL
4. Earnest Money: 9000/- in the form of Demand Draft.

Terms and conditions:-

- The following documents are to be provided along with the tender/ quotation:
 1. Registration copy of the vehicle registered as commercial vehicle.
 2. All India Route permit.
 3. Receipt of Tax/LCV Tax certificate.
 4. Copy of Insurance.
 5. GST Registration Number.
- The quotations must reach in this office on or before 10:00 AM dated 06.09.2023. The same will be opened at 10:30 AM on the same day. If on this day is holiday the quotations will be opened on the next working day.
- If the value of work exceeds Rs 50,000/- then earnest money deposit will be @2% subject to the minimum of Rs. 5000/- will be deposited in the form of DD in the favour of Sr. Xen., P&M Div, PSTCL, Jagraon. Quotations without Earnst Money will not be accepted.
- Undersigned reserves the right to cancel the above quotations without assigning any reason thereof.
- GST should be indicated separately.
- All matters relating to transportation, accident, traffic Police & Local administration will be dealt by the contractor at his own cost.
- All conditions that may be imposed by corporate transport policy of PSTCL (from time to time) shall be applicable and supersede the conditions mentioned in this document.

Attached:

1. Annexure-A
2. Terms and Conditions

Sr. Xen,
P&M Divn. PSTCL,
Jagraon.

cc: 846-47 / 23-8-23

1. Dy. CE/P&M Circle, PSTCL, Ludhiana
2. Dy. CE/IT, PSTCL, Patiala

Annexure-A

Subject:- For hiring of one no. vehicle (Scorpio/ Xylo Or Equivalent Vehicle of same Cost) model not older than 4 years for the Addl. SE P&M Division Jagraon on monthly basis for the period of one year, on fixed monthly charges (inclusive of 1st 1000km), per kilometer variable charges and outstation Night Halt Charges.

SCHEDULE (A)

Make and Model of Vehicle to be specified by the tenderer	Make	
	Model	
	Year of Registration	
	Registration No.	

SCHEDULE (B)

Sr. No.	Particulars of Item	Rates/ Charges inclusive of taxes and duties related with vehicles in Rs.
1	Monthly Fixed charges (Lump Sum) inclusive of 1st 1000 Kms.	
2	Per Kilometer running charges above 1000 kms.	
3	Outstation night halting charges from 10:00pm to 06:00 am	
4	GST Extra as applicable	

The above rates/ Charges inclusive of taxes and duties related with vehicles however GST, Toll Tax if applicable shall be paid extra by PSTCL.

I have read all term & conditions of the Tender Enquiry and Corporate Transport Policy of PSTCL & are acceptable to me & have quoted the Rate/Charges as above in accordance with stipulated Terms & Conditions.

Date:.....

Signature of Contractor with Stamp

Mob. No.....

Company Address

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TERMS AND CONDITIONS FOR OUTSOURCING OF VEHICLES

1. 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 further two years, subject to the performance of the Vehicle/ Service Provider/ Market rates and the Life/ kms of the vehicle as specified in the PSTCL's Transport Policy. Hence, 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.
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 driving 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. Local contact No./ Mobile No. and address should be intimated immediately.
21. Log book should 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. Variation of 05 Paise for cars and 08 paise for vehicle with 7 seater capacity & having cc more than 2000, for every Rs. 1/- variation in diesel cost, taking the **base rate of diesel as that on the tender opening date**, shall be applicable on actual kilometers run, effective from the 1st day of the subsequent month.
24. GST shall be payable by the service provider and service receiver as per the instructions issued by the Central Govt. from time to time.
25. In case services of service provider are not satisfactory on any account, the contract can be terminated by giving 15 days notice.
26. 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.
27. The terms & conditions of PSTCL Corporate Transport Policy will also be applicable.
28. All Legal & Arbitration proceedings in connection with the Work Order/ Contract shall be subject to the territorial jurisdiction of the local Civil Courts Ludhiana.