



PUNJAB STATE TRANSMISSION CORPORATION LIMITED

(Regd. Office : PSEB Head Office ,The Mall Patiala-147001

Corporate Identity Number :U40109PB2010SGC033814 www.pstcl.org

O/o SR.XEN/Technical Audit (Electrical), PSTCL, Patiala.

Flat No. 02 Officer Flats Near 23 No. Phatak , Patiala. Tel. No 01752220667

LIMITED TENDER ENQUIRY NO.01/XEN/TA(E)/ PSTCL/2016

Sealed Tenders are invited from the experienced Service Providers/firms/transporters for hiring of One No. Mahindra Scorpio/Xylo orequivalent in price Vehiclequoting the fixed rates upto 1500 Kms and variable rates beyond 1500 Km on monthly basis for Sr. XEN/Technical Audit (Electrical), PSTCL, Patiala stationed at Patiala.. Schedule of rates etc. to be quoted on proforma Annexure-B-I and profile of firm to be given on Annexure-'A' attached along-with specification, tender documents and other terms & conditions.

- i. Last date & Time for issue of Tender Documents 5.00 PM on 12.08.2016**
- ii. Last date & time of receipt of tender 11:00 AM on16.08.2016.**
- iii. Date and time of opening of tender 11:30 AM on 16.08.2016.**

Cost of Tender : Rs. 500/- in the form of BA-16 or demand draft in favour of AO/Cash, PSTCL, payable at Patiala is to be submitted in a separate envelope along with the tender.

***Note:** Tender specification can only be downloaded from PSTCL website and no hard copy of the same will be issued by this office*

The tender shall be submitted in three parts i.e. Part-I, Part-II & Part-III. The document(s) of each part shall be submitted in separate small envelopes& all the three small envelopes shall further be submitted in a large envelope. This sealed large envelope with "Tender for hiring of Vehicles" clearly written on top of the envelope, addressed to SR.XEN/Technical Audit (Electrical) PSTCL, Patiala must reach this office up to 11:00 AM on 16.08.2016

The following procedure will be adopted for the opening of the Tenders:

A. PART-I (TENDER COST & EARNEST MONEY):

The first part will consist of BA-16 or draft regarding cost of tender @Rs.500/- and Earnest Money Deposit (EMD) @ Rs. 9,000/- (Rupees Nine thousand only), in the form of demand draft in favor of "Accounts Officer/Cash, PSTCL, Patiala" payable at Patiala.In case, tender cost and/ or earnest money is not received along with tender, Part-II & Part-III will not be considered.

B. PART-II (BIDDER INFORMATION/PROFILE):

The 2nd part would consist of Bidder Information/Profile to be provided in the Performa Annexure-'A'. The price bid/commercial bid would be opened only in respect of those tenderers/bidders who are found eligible /capable of handling the job as per requirement of PSTCL and who consent to abide by the terms and conditions of the tender.

C. PART-III (PRICE BIDS/COMMERCIAL BIDS):

The 3rd part will consist of rate quoted for each item under Annexure B-1 for hiring of different type of vehicles on monthly basis respectively.

TENDER DOCUMENTS

| Sr. No. | Item | Page No. |
|----------------|--|-----------------|
| 1. | Terms & Conditions ofContract/Tender | |
| 2 | Annexure-'A' (Bidder Information/Profile offirm | |
| 3. | Annexure-B-I (Price Bid for hiring of vehicle on monthly basis.) | |

TERMS & CONDITIONS FOR OUTSOURCES/HIRING OF VEHICLE FROM MARKET ON MONTHLY BASIS.

1. Rates will be inclusive of all taxes (except service tax), duties and no charges shall be paid extra. However Reverse charges mechanism under service tax will be applicable
2. Vehicle should be in very good running conditions should not be more than 03(Three) years old model on the date of opening of Tender.
3. The rate shall be valid for a period of one year and any increase during the period of contract in the taxes, levies, shall be borne by the Contractor at his risk and cost. No reimbursement on this account shall be given by the department.
4. The contract shall be extendable, on year to year basis, for further two years (maximum), subject to the performance of the Vehicle/ Service Provider/ Market rates and the Life/Kms of the vehicle .
5. 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.
6. 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.
7. The vehicle shall be insured comprehensively, including insurance for driver and passengers, as well as of third party, 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.
8. Road tax for the vehicle shall be paid regularly and kept updated by the service provider.
9. Service Provider shall have valid pollution certificate for the vehicles and the same should be available with the driver to be produced on demand.
10. The service Provider shall obtain the passing/ fitness certificate and update Registration of vehicle from the concerned authority at his own cost.
11. 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.
12. 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.
13. In case of accident, 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.
14. Vehicles shall possess an All India Permit. No liability for the Inter-State permit charges would be borne by PSTCL.
15. 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.

16. 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.
17. 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.
18. The driver shall be efficient, healthy, 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.
19. In case 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.
20. 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.
21. The service provider shall be liable to keep the vehicle in good condition at all times during the contract period. In case of breakdown, he shall provide another alternative vehicle otherwise a penalty of Rs 1000/- per default shall be leviable including in case of delay in sending the vehicle.
22. Service provider shall ensure mobile facility to the driver at its own cost.
23. Log book should be maintained by the service provider.
24. All the entries of each journey like Date, Place ('from' as well as 'to'), Time of departure and 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.
25. The salary and other expenses of the driver shall be borne by the Service Provider. He shall also be responsible for compliance of all statutory laws/ Acts such as minimum wages Act, Worksmen compensation Act etc., as applicable from time to time.
26. In case services of service provider are not satisfactory on any account, the contract can be terminated by giving 15 days' notice.

27. TERMS OF PAYMENT:

- i. Payment shall be made by cheque on monthly basis after the presentation of the bill (rounding to the nearest ten) on the basis of Log Book, duly certified by the concerned officer. No advance payment on any account will be made.
- ii. Income tax at source shall be deducted as per prevailing rates while clearing the bills for payment.
- iii. The payment of hired vehicle would be made within 30 days after submission of the bill by the service provider. For journeys beyond fixed limit, additional payment would be made at the rates mentioned for extra kilometers.
- iv. Outstation night halt charges @ Rs. 200/- shall be paid extra by PSTCL. Toll Tax//Parking charges etc. whenever paid shall be reimbursed by the PSTCL as per actual, subject to the production of its receipts.
- v. 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 as that on the tender opening date, shall be applicable on actual kilometers run, effective from the 1st day of the subsequent month.

- vi. Service Tax shall be payable by the service provider and service receiver as per the instructions issued by the Central Govt. from time to time.

28. Submission of tender:

- i. The tender must be complete in all respects. Conditional, incomplete or not properly sealed tenders and tender received late due to any reasons whatsoever will be rejected.
- ii. Tenders shall be submitted in duplicate.
- iii. Telegraphic / telefax quotations will not be accepted.
- iv. Tender shall be signed by the owner or person holding power of attorney by him to do so. Necessary documents in support thereof should be enclosed with bid, failing which tender may not be considered.
- v. Each page of the tender document be signed and dated by tenderer in ink as a token of his having examined the same. Any correction and additions in the quotation shall be signed with date before submitting the tender. Non compliance will make the tender liable to rejection.
- vi. No modification to the bid shall be made by the bidder after opening of the bid unless specifically requested by PSTCL.

29. Validity of Tender:

The tender as submitted should be valid for acceptance for at least 120 days from the date of opening of tender.

30. The officer inviting tender reserves the right to reject any or all tenders received without assigning reasons. He will not be responsible for and will not pay for expense or losses that may be incurred by tenderer in preparation of the tender

31. Tender Fees:-

The Contractor is required to deposit the tender fees amounting of Rs. 500/- (Nonrefundable) before submitting the tender in shape of Bank Draft in favour of AO/Cash, PSTCL, PATIALA. Without tender fees, the tender will not be accepted at any circumstance.

32. Earnest Money:

- i. The contractor is required to submit an Earnest Money Deposit (EMD) of Rs. 9000/- in the shape of demand draft in favour of AO/Cash, PSTCL, PATIALA.
- ii. Earnest money shall be forfeited in case of withdrawal/ modification of an offer within the validity period as required in the NIT after opening of tender.
- iii. In case of successful tender, the Earnest Money deposited at the time of tender shall be converted as security deposit.
- iv. In case of tender not accepted, the earnest money shall be refunded after award of order/ contract (LOI).

33. JURISDICTION:

- i. All legal proceedings against this contract shall be in the jurisdiction of Civil Court at Patiala.
- ii. The contractor will execute Contract Agreement on Non-judicial Stamp paper worth Rs. 25/- within 10 days from the issue of this contract. A specimen of the contract agreement to be executed is attached herewith as Annexure-B.
- iii. If at any time any question, dispute or difference, whatsoever 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 mentioned in Works Regulation, 1997 as amended from time to time.

iv. The operator/vehicle shall possess Registration of Central Excise Deptt; No liability or any charges would be borne by the PSTCL in this regard.
Other terms and conditions shall be as per works regulation, 1997 as amended upto date.

Encl: As above

Sr.XEN/Technical Audit(Electrical),

PSTCL, Patiala.

BIDDER INFORMATION/PROFILE FOR PROVIDING SERVICES OF VEHICLES

1. Name of Organization = _____
2. Year of establishment = _____
3. Registered office address = _____
4. Hiring service provide license = _____
details.
5. i) Nos. of fleet of vehicles = _____
available make/model
ii) Nos of fleet of vehicles he = _____
can arrange from local market
at his own level.
6. Past experience of handling = _____
hiring services. Name of Govt/
Autonomous Organization
served along with performance
certificate.
7. PAN No. = _____
8. Service Tax No. = _____
9. Finance out turn of the firm for = _____
the past 3 years.
10. Income Tax clearance certificate = _____
11. Bank solvency Certificate = _____
12. Name and address &Telephone/= _____
13. Mobile No. of the contractor/service
provider
14. Telegraphic/Fax address if any = _____
15. Any additional information = _____
16. Central Excise Registration No. = _____

NOTE: - The above details have to be certified by an authorized signatory of the firm.

ANNEXURE-B

CONTRACT AGREEMENT

(To be entered on a Non-Judicial Stamped Paper of Rs. 25/-)

This Contract Agreement has been executed today on _____ between Punjab State Transmission Corporation hereinafter called PSTCL and _____ hereinafter called "Contractor" for supply of different type of vehicles make _____ on monthly basis to Punjab State Transmission Corporation Limited on the rates mentioned in the enclosed B-I for one year with immediate effect, in accordance with Tender Enquiry No. _____ PSTCL and contractor quotation dated: _____ and subsequent correspondence made between the parties.

The PSTCL has appointed the contractor as authorized contractor for supply of different type of vehicles on monthly basis to Punjab State Transmission Corporation Limited vide PSTCL Contract No..... dated _____ mentioning therein detailed terms and conditions. The contractor while acknowledging Contract dated _____ has agreed to comply with the same.

This agreement contains _____ pages.

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

CONTRACTOR

PSTCL

WITNESSES

ANNEXURE-B-1

PRICE BID FOR HIRING OF ONE VEHICLE MAHINDRA SCORPIO/ XYLO OR OTHER VEHICLE EQUIVALENT IN PRICE ON MONTHLY BASIS

TYPE OF VEHICLE:-

| Sr.No. | MAKE | MODEL | Fixed rates upto 1500 km (Rs.) | Variable rates per km beyond 1500 km (Rs.) |
|---------------|-------------|--------------|---|---|
| | | | | |

***In case of vehicle other than Scorpio/ XyloProof of equivalency in price be submitted.**

Signature with Stamp of firm

PUNJAB STATE TRANSMISSION CORPORATION LIMITED

(Regd. Office PSEB Head Office, The Mall Patiala- 147001)

NIT

TENDER ENQUIRY NO. 01/XEN/TA(E)/ PSTCL/2016

Outsourcing of one No. Mahindra Scorpio/Xylo or equivalent in price vehicle Model not more than three years old for one year for the o/o Sr XEN. / Technical Audit (Electrical), PSTCL, Patiala.

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TENDER ENQUIRY NO 01/XEN/TA(E)/ PSTCL/2016

**Sr.XEN/Tech, Audit
PSTCL, Patiala.**

Approved by

**Dy.CE/ Tech, Audit
PSTCL, Patiala.**

ISSUED TO

**Sr.XEN/Tech, Audit
PSTCL, Patiala.**