



## NOTICE INVITING TENDER

**OUTSOURCING/ HIRING OF ONE NO. MAHINDRA BOLERO/ SCORPIO/TUV 300/XYLO OR EQUIVALENT IN PRICE FOR ONE YEAR FOR THE OFFICE OF SR. XEN, P&M DIVISION, PSTCL, FEROZEPUR.**

**TENDER ENQUIRY NO. 04/ 2023-24**

<b>Last Date &amp; Time of Receipt of Tender Quotations</b>	<b>18.12.2023 till 11:00 AM</b>
<b>Date &amp; Time of Opening of Tender Quotations</b>	<b>18.12.2023 at 13:00 hrs</b>

*M. J. J.*

Tender Enquiry No. 04/2023-24

Dated: 14.11.2023

To who issued:

Dated:

**Proposed Terms and Conditions for Hiring of 1 No. Mahindra Bolero/ Scorpio/TUV 300/Xylo or Equivalent Price for One Year for the Office of Sr. Executive Engineer, P&M Division, PSTCL, Ferozepur.**

Sealed Printed tenders are invited for the hiring of for Hiring of 1 No. Mahindra Bolero/ Scorpio/TUV 300/ Xylo or Equivalent Price (Model not older than 5 Years) for one year and extendable on year-to-year basis for further three years (subject to satisfactory performance of vehicle/ service provider subject to condition that the vehicle can continue in the department up to the 7 years of its life), with All India Transport Registration/ Northern India Transport Registration for Punjab State Transmission Corporation Ltd. on Monthly basis. The service provider will quote the rates in three parts in "Schedule of Prices" (Annexure-I) as under:

- a) kms. Included in fixed Monthly charges up to first 1000 km
- b) Variable kms. (Running charges) (for next 1000 km)
- c) Outstation charges (per night halt from 10:00 PM to 06:00 AM)

**For hiring the vehicles, following terms and conditions will be applicable:**

**A) Terms and Conditions for Vehicles:**

1. The service provider will depute a Seven-Seater Scorpio/Ertiga /TUV 300 or Equivalent in Price (Vehicle not older than 5 Years) The vehicle will be used as conveyance by Punjab State Transmission Corporation Ltd. and will be stationed at 220kV Substation, PSTCL, Ferozepur for local journeys/ travel in district Ferozepur & Faridkot as well as other districts within the State of Punjab and UT of Chandigarh. In very special case the vehicle can travel in the State of Himachal Pradesh, J&K, Haryana and Delhi. The vehicle can travel on any or all days of the month.
2. Vehicles must possess Punjab Permit or an All India Permit. No liability for the Inter-State permit charges would be borne by PSTCL. However, Toll Tax/ Parking charges, etc. wherever paid, shall be reimbursed as per actual, subject to the production of its receipts.
3. 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.
4. Maximum up to 4 days off in a month May 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 Must 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.**
5. 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 vehicle "otherwise Rs: 1000.00 shall be deducted from the monthly bill for the non-working period." As per Transport Policy Clause 2C(xxii).
6. The kilometer run, from the point of departure of vehicle for maintenance/repairs, the time it run and rejoin the duties, shall not be considered for billing.
7. The vehicle shall report to this office and shall move as per the instructions of this office.
8. The vehicle shall be required at any hour of the day and the service provider shall be liable to provide the same.
9. The service provider shall provide a reliable spare tyres, tools, spares and consumables, with vehicle, in order to attend to minor repairs while travelling.
10. The service provider shall obtain the passing/ fitness certificate and update Registration of vehicle from the concerned authority on its own.
11. The Vehicle should carry Govt. Authorized High Security Commercial Vehicle Number (Yellow in color).

12. The seats shall be well cushioned and should have fine, neat and clean seat covers and vehicle shall also have rubber floor mats.
13. Log Book shall be provided by the Punjab State Transmission Corporation Ltd.
14. The vehicle shall be duly insured comprehensively including insurance for driver, passengers and third party during the currency of the contract. Insurance premium shall be borne by the Service provider. Lodging and settlement of any insurance claim shall be of their responsibility.
15. The vehicle shall be parked at suitable place provided by the Punjab State Transmission Corporation Ltd. In case the service provider/drivers parks the vehicle at any other suitable place of their choice, then the mileage from that place to the place of duty will not be paid to the service provider.
16. Vehicles shall be available for use round the clock for utilization at our offices in Punjab, Chandigarh, and Delhi and also for deputing to the neighboring States of Haryana, Himachal Pradesh, Rajasthan and J&K.
17. Road tax for the vehicle shall be paid regularly and kept updated by the service provider and all other related expenses shall be borne by the Service provider.
18. The service provider shall have valid pollution certificate for the vehicle and the same should be available with the driver to be produced on demand.
19. 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.
20. 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.
21. 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.
22. 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.

**B) Terms and Conditions for the Driver of the Vehicles:**

1. 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. If Service provider will be unable to provide another driver, the Punjab State Transmission Corporation Ltd. has the right to terminate the contract awarded to the Service provider. The salary and other expenses of the driver shall be borne by the Service provider.
2. The driver shall maintain a log book and the log book will be signed by the Officer/ authorized official using the vehicle on the completion of journey. However, the log book will be verified from time to time by the officer in charge or any other Authorized Officer of the Punjab State Transmission Corporation Ltd.
3. The service provider shall also make available the registration certificate of the vehicle in his name with the driver of the vehicle along with all other relevant documents for insurance, road tax pollution free certificate etc. necessary to keep the vehicle running of the road at all time during the contract period.
4. Service Provider shall also ensure that the Drivers possess valid driving license to drive in plain as well as on the hills and will keep the same at all times during duty hours. Validity of Driver's license and fitness of driver should be ensured from time to time.
5. No lodging and boarding facilities will be provided to the driver of the vehicle by Punjab State Transmission Corporation Ltd.
6. 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.
7. Transport permit along with road permit should be renewed up to date.
8. The service provider shall ensure mobile facility to the driver at its own cost.



C. Terms and Conditions for the monthly payment of bill of the vehicles:

1. Tax shall be deducted by the Punjab State Transmission Corporation Ltd. as per income tax Rule/ Act as applicable from time to time.
2. The GST shall be paid as per Transport Policy Clause (xxxi) and as per Circular issues by PSTCL time to time.
3. The service provider must have registration number with concerned authorities for the relevant Goods & Services Tax. The firm must supply their registration number.
4. Security deposit equivalent to 5% of the running bill shall be deducted by the Punjab State Transmission Corporation Ltd. from the monthly bill before GST and the same shall be refunded after successful completion of the contract period and post audit of agreement period as per Work Regulation Clause no. 24 A.
5. Punjab State Transmission Corporation Ltd. reserves the right to terminate the contract of the vehicle without assigning any reasons, if the services or the condition of the vehicle is not satisfactory at any point of time during the contracted period.
6. The kilometer run for the journeys, which are not verified/ signed by the concerned officer, shall not be payable.
7. 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.
8. Variation of 05 paise for cars and 0.8 paise for any other vehicle with 7-seater capacity and having more than 2000 CC, for every Rs. 1/- variation in diesel cost, taking the base rate of diesel as per clause no. 2C(xxx) of Transport Policy, shall be applicable on actual kilometers run, effective from the 1<sup>st</sup> day of the subsequent month.

D. Paying Authority:


The paying authority will be the Sr. Executive Engineer, P&M Division PSTCL Ferozepur, Payment shall be made by a Central Payment System (CPS as adopted by PSTCL vide Memo No. 650/692, dated: 27.12.2022 of CAO) on monthly basis on the basis of log book, duly certified by the concerned officer. No advance payment on any account shall be made. The concerned officer of the Punjab State Transmission Corporation Ltd. shall make payment after submission of bill of previous month on verification of the entries in the logbook.

E. General Conditions:

1. The firm/ Service provider shall bring all the original documents at the time of submission of application for purchasing the tender documents. Also attach the photo copies of the same with application as under:
  - 1.1. Enlistment of Contractor for providing outsourced transport vehicle who are currently registered with PSTCL/ PSPCL/ PWD/ MES/ Railways & Other such organisations including NTPC or other such Central Govt. Organisations.
  - 1.2. Registration Certificate of vehicle (Permit).
  - 1.3. Insurance Cover renewed up to date.
  - 1.4. Valid Driving License & Aadhar Card copies of the driver for running of vehicle.
  - 1.5. PAN Card & GSTIN Certificate.
  - 1.6. Valid pollution certificate.
  - 1.7. Updated road tax/ passing/ fitness certificate of vehicle issued by the appropriate authority.
  - 1.8. Affidavit that the firm/ Service provider is not blacklisted by any Govt./ Semi Govt. Dept./ Board/ Corporation.
  - 1.9. Undertaking by firm/ service provider that it/ he/ she shall provide New Vehicle in case the Tender/ Work Order is issued to contractor. **(In case of New Vehicle)**

**"Enquiry received without above mentioned documents, will not be considered."**

2. The service provider is required to submit an **Earnest Money Deposit (EMD) minimum of Rs. 10,000/- in shape of demand draft in favor of "PUNJAB STATE TRANSMISSION CORPORATION LIMITED" or through NEFT in Account No. 65083561943 of SBI Bank IFSC Code SBIN0050627.** Tender/ offers without EMD will not be accepted. The EMD deposited by unsuccessful bidders will be returned within 30 days from the date of award of contract to successful bidder without any interest.
3. The EMD/ Security submitted are liable to be forfeited on the following grounds:
  - 3.1 On revocation of tender and/or change in the same without consent of PSTCL.
  - 3.2 On non-completion of agreement period/ work.
4. In case of withdrawal of vehicle from service of Punjab State Transmission Corporation Ltd., the service provider shall have to inform to Punjab State Transmission Corporation Ltd. **90** days in advance otherwise **30 days payment** shall be deducted from their bill as penalty. However, the vehicle can be disengaged by Punjab State Transmission Corporation Ltd. by serving **15days'** notice in advance to the service provider.
5. The undersigned reserve the right to reject any or all the tenders so received without assigning any reason.
6. **Only printed Quotation over Agency Letter Head shall be accepted.** The tenders received Hand-written/ Telegraphically/ Fax/ Conditional Tender/ without earnest money will not be accepted.
7. All matter relating to transportation, traffic police and local administration will be dealt by the Service provider himself at his own cost.
8. The bidder has to quote the rates on the "Schedule of Prices" as per Annexure-I & provide documents as per Annexure 2. Further any deviation to the 'NIT' conditions shall be specifically mentioned on separate sheet with signature of bidder along with the bid.
9. The quoted rates should be valid till the issue of Work Order.
10. **The tender shall be accepted up to 11:00 hrs. On Date: 18.12.2023 and shall be opened on same day at 13:00 hrs.** Service provider/firm may choose to be present in the office of Sr. Executive Engineer, P&M Division PSTCL, Ferozepur. In case the due date for opening of tender happens to be a holiday, then tender would be received & opened on the next working day at the same time and as per Corrigendum uploaded at PSTCL website under NIT section.

  
Senior Executive Engineer  
P&M Division, PSTCL, Ferozepur

**NOTE: DO NOT FORGET TO SUPER SCRIBE THE ENVELOPE(S) WITH THE NAME OF TENDER & TENDER NO. AND DUE DATE OF OPENING OF TENDER**

**\*\*\* ONLY ON FIRMS LETTER PAD\*\*\***

**\*\*\*PRINTED QUOTATION ONLY\*\*\***

To,

Sr. Executive Engg.  
P&M Divison PSTCL,  
Ferozepur

**Tender Quotation**

Tender Enquiry No. 04/2023-24

Dated: 14.11.2023

**SCHDULE OF PRICES**  
**(Annexure-1)**

Sr. No	Description of work	Quantity	Make & model of Vehicle
1.	Hiring charges for 01 No. Hiring of 07 Seater Mahindra Bolero/ Scorpio/TUV 300/ Xylo or Equivalent Price for one year for the office of Sr. XEN, P&M Division, PSTCL, Ferozepur	1 No.	1) Make: _____ 2) Model (Date): _____
			<b>Rates/Charges in Rs.</b>
a.	Fixed Monthly charges for first 1000 km only		
b.	Variable km/ running charges (for next 1000 km)		
c.	Outstation Night Charges (per night halt from 10:00 PM to 06:00 AM)		

I/we have read all the terms and conditions of Tender Enquiry and quoted out Rates/Charges as above in accordance with the stipulated terms and conditions.

Signature of The Service  
Provider with Firm Stamp

**MANDATORY DOCUMENTS**

**(Annexure-2)**

Sr. No.	Particulars	Document/ Certificate No	Document Valid Up to (Date)	Number of Mandatory Document Attached
01	Enlistment of Contractor for providing outsourced transport vehicle who are currently registered with PSTCL/ PSPCL/ PWD/ MES/ Railways & Other such organisations including NTPC or other such Central Govt. Organisations.			
02	Firm's /Owner GSTIN certificate.			
03	Firm's /Owner PAN card			
04	Registration certificate of Commercial vehicle (permit).			
05	Insurance cover renewed up to date of Commercial vehicle.			
06	Valid Pollution certificate.			
07	Fitness Certificate of Commercial vehicle issued by transport authority.			
08	Up dated road tax/passing of vehicle issued by the appropriate authority.			
09	Undertaking that the firm/service provider is not blacklisted by any Govt. / Semi Govt. Dept./ Board/ Corporation.			
10	Undertaking by firm/service provider that it/he/she shall provide New Vehicle in case the Tender/Work Order is issued to contractor. <b>(In case of New Vehicle)</b>			
11	Valid Driving License of the driver for running of vehicle.			
12	Aadhar Card of the driver for running of vehicle.			

I/ we have read all the terms and conditions of Tender Enquiry & submitted all reqd. documents in accordance with the stipulated terms and conditions.

**Firm's / Owner's Signature**