



**PUNJAB STATE TRANSMISSION CORPORATION LIMITED**

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

Corporate Identity No-U40109PB2010SGC033814 Website-[www.pstcl.org](http://www.pstcl.org)

Addl. S.E. Protection Division, Mandi Gobindgarh.

(Phone: 01765-241580, Email- [srxen-prot-gobindg@pstcl.org](mailto:srxen-prot-gobindg@pstcl.org))

**(NOTICE INVITING TENDER)**

Subject	Outsourcing of one No. Scorpio/Xylo/Mahindra Bolero/TUV 300 or equivalent in price Diesel vehicle (Model not more than five years old) for one year during 2024-25 for the O/o ASE Protection Division, PSTCL, Mandi Gobindgarh
Tender No.	01 /2024-25
Quantity	1 No. Vehicle.
<b>Last Date &amp; Time for:</b>	
Last Date of Receipt of Tender	01.07.2024 till 11:00 Hrs
Date of Opening of Tender	01.07.2024 at 11.30 Hrs
Earnest Money	10000-/in form of Demand Draft <b><i>Tender offer without EMD will not be accepted</i></b>
Detailed NIT may downloaded from <a href="http://www.pstcl.org">www.pstcl.org</a>	

Addl. SE, Protection Division  
PSTCL, Mandi Gobindgarh



**PUNJAB STATE TRANSMISSION CORPORATION LIMITED**

OFFICE OF THE Sr. XEN, Protection Division, Mandi Gobindgarh.

(Phone: 01765-241580, Email- [srxen-prot-gobindg@pstcl.org](mailto:srxen-prot-gobindg@pstcl.org))

To

PSTCL website/ List Attached

Memo no: १०३५ | 71-76

Dated: 13-06-२०२५

**Subject:** Limited Tender Enquiry for Outsourcing of one No. Scorpio/Xylo/Mahindra Bolero/TUV 300 or equivalent in price Diesel vehicle (Model not more than five years old) for one year during 2024-25 or extendable, on year to year basis, for further 3 years for the O/o ASE Protection Division, PSTCL, Mandi Gobindgarh

This office intends to hire the following vehicle for O/O ASE Protection Division, PSTCL, Mandi Gobindgarh . You are requested to send your latest rates for the same. The quotation must reach this office on or before 01.07.2024 11 AM . Quotations will be opened on the same day at 11:30AM in the presence of undersigned & contractors or their representatives (**whosoever wish to be present**).

Sr no	Description of Vehicle	Rates Quoted (Rs)
1	Outsourcing of one No. Scorpio/Xylo/Mahindra Bolero/TUV 300 or equivalent in price Diesel vehicle (Model not more than five years old) for one year during 2024-25 for the O/o ASE Protection Division, PSTCL, Mandi Gobindgarh	



**PUNJAB STATE TRANSMISSION CORPORATION LIMITED**

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**LIMITED TENDER ENQUIRY NO. 01/2024-25**

Annexure –A.

**SCHEDULE OF TYPE OF VEHICLE AND PRICES**

Outsourcing of one No. Scorpio/Xylo/Mahindra Bolero/TUV 300 or equivalent in price Diesel vehicle (Model not more than five years old) for one year during 2024-25 for the O/o ASE Protection Division, PSTCL, Mandi Gobindgarh

Make and Model of Vehicle to be specified by the tenderer	Make:
	Model:

**SCHEDULE (B)**

S No	Description of an item	Units	Reference	Rates/Charges in Rs	
				In figures	In words
1	Monthly fixed charges (Lump Sum) upto 1000 KMs (as per New CTP PSTCL, 2023 Clause no. 2 (A), 6(a))	Rs.	As per Corporate Transport policy of PSTCL		
2	Per KM running charges Above 1000 KMs (as per New CTP PSTCL, 2023 Clause no. 2 (A), 6(a))	Rs/per km			
3	Outstation Night Halting Charges from 10:00 pm to 6:00 am	Rs/per night			
4	GST	%			
			<b>Total</b>		
				<b>Total amount</b>	

The above rates are inclusive of all applicable taxes and duties related with vehicle. However, GST, Toll Tax if applicable, shall be paid extra by PSTCL.

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

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

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

Signature of the Contractor

Company Address



**(A) General Conditions for Outsource Vehicle:**

1. The following documents are to be provided along with the tender/quotation:
  - a) Registration copy of the vehicle.
  - b) Route permit.
  - c) Receipt of Tax/LCV certificate.
  - d) Copy of Insurance.
  - e) PAN card of Prop:/firm
  - f) Copy of driving license,
  - g) Copy of valid pollution certificate.
  - h) Aadhaar Card.
  - i) Firm should have GST number.
2. The work Order shall be initially for a period of one year and the same will be extendable on year to year basis, for a further three years, subject to the performance of the Vehicle/ Service Provider/ Market rates and the Life/Kms of the vehicle.
3. In case the contractor is willing to provide new vehicle, then he will be considered only on submission of all documents as listed above within 10 working days from the date of opening of tender. If contractor failed to furnish above said documents within time stipulated above, his EMD shall be forfeited and contractor will not be considered for any tender for vehicle hiring in future by this office. Any excuse regarding delay in delivery of new vehicle by the dealer/manufacturer shall not be accepted in any case.
4. The contractor is required to submit an Earnest Money Deposit (EMD) of Rs 10000/- in form of Demand Draft in favour of:

**Name and address of the beneficiary: - XEN P and M Division 2 ,  
PSTCL, Mandi Gobindgarh.**

**Name and address of the bank: - State Bank of India, Mandi Gobindgarh.**

Tender offers without EMD will not be accepted. The EMD will be adjusted against 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.
5. The EMD/Security submitted is liable to be forfeited on the following grounds: On rejection of tender and/or change in the same without consent.
6. The vehicle can be disengaged by PSTCL by serving 15 days notice in advance to the contractor.
7. The undersigned reserve the right to reject any or all the tenders so received without assigning any reason.
8. Tender received telegraphically/fax/conditional tender without earnest money shall not be accepted.
9. All matter relating to transportation, traffic police and local administration will be dealt by the Contractor himself at his own cost.
10. The bidder has to quote the rates on the "schedule of Prices" enclosed as Annexure-A and any deviation to 'The NIT' conditions shall be specifically mentioned on separate sheet with signature of bidder along with the bid.
11. In case any holiday declared by Govt./Other natural hazards, the tender will be opened on the next working day.
12. All the rates should be quoted by the contractor himself with ink writing.
13. Rates will be inclusive of all taxes (except GST), duties and no charges shall be paid extra.

However Reverse charges mechanism under GST will be applicable as per Govt. Instruction from time to time

14. The Rates should be valid for 120 days.
15. The tenders shall be accepted up to 11:00 AM dt. 1.07.2024 and shall be opened on same day at 11:30 AM in the presence of contractors/bidders, who may choose to be present in the office of Protection Division , PSTCL, Mandi Gobindgarh.
16. Tenderers should super-scribe the envelope (s) with the name of firm & detail of tender and due date of opening of tender.
17. The quotation shall be accepted in two envelopes separately as one for EMD and other for schedule of rates and conditions.
18. 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, lie may go for arbitration as per Arbitration clause contained in Works Regulations 1997, as amended from time to time.
19. **TERMS AND CONDITIONS FOR OUTSOURCING OF VEHICLES:**  
Sealed tenders are invited for Outsourcing of one No. Scorpio/Xylo/Mahindra Bolero/TUV 300 or equivalent in price Diesel vehicle (Model not more than five years old) for one year during 2024-25 for the O/o ASE/Protection Division, PSTCL, Mandi Gobindgarh:
  - a) Monthly fixed charges up to 1000 KMs.
  - b) Per Kilometer running charges above 1000 KMs.
  - c) Outstation night halt charges (10 pm to 6 am)

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

1. The contractor will depute one No. Scorpio/Xylo/Mahindra Bolero/TUV 300 or equivalent in price Diesel vehicle (Model not more than five years old) for one year during 2024-25 for the O/o ASE Protection Division, PSTCL, Mandi Gobindgarh in Annexure –A. or a further period of three years, subject to the performance of the Vehicle/ Service Provider/ Market rates. The vehicle will be used as conveyance by PSTCL usually in the State of Punjab, H.P., J & K and UT of Chandigarh or beyond that as per requirement, and will be stationed at Protection Division office, PSTCL, Mandi Gobindgarh. The necessary permit, in this regard, will be arranged by the Contractor.
2. In case of accident, any type of challan, halt charges, penalty, damages, and court case. police case etc. the sole responsibility will be of the Contractor of the vehicle and Punjab State Transmission Corporation Ltd. will not be party in such case.
3. Only Commercial Vehicle with yellow number plate entry in Registration Certificate will 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.
4. Vehicle 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.
5. 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.
6. Road tax for the vehicle shall be paid regularly and kept updated by the service provider.
7. Service Provider shall have valid pollution certificate for the vehicle and the same should be available with the driver to be produced on demand.
8. The service Provider shall obtain the passing/fitness certificate and update Registration of vehicle from the concerned authority at his own cost.
9. 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.
10. Cost of vehicle's registration, insurance, service/repair, road tax, salary/ 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, will be paid by PSTCL.
  11. Any Halt charges, penalty including challan, damages, court case, police case, etc. will be the sole responsibility of the service provider and PSTCL will not be party in such cases.
  12. Vehicles shall possess a Valid Permit. No liability for the Inter-State permit charges will be borne by PSTCL
  13. Toll Tax/Parking charges etc. whenever paid shall be reimbursed by the PSTCL 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, will 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. Service Provider will 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 will 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. The contractor 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 of same type or equivalent, otherwise a penalty of Rs.1000/- per default shall be leviable
  22. 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
  23. The vehicle shall report to the ASE Protection Division, PSTCL, Mandi Gobindgarh and shall move as per his instructions.
  24. The vehicle shall be required at any hour of the day and the Contractor shall be liable to provide the same.
  25. The seats shall be well cushioned and should have fine, neat and clean seat covers and vehicle shall also have rubber floor mats.
  26. Service provider shall ensure mobile facility to the driver at its own cost.
  27. Log book should be maintained by the service provider.
  28. The vehicle shall be parked at suitable place provided by the PSTCL. In case the contractor/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 contractor.
  29. In case of lockdown or any other such type situation, the rate of extra Kilometers will be charged (recovered) for less Kilometers run from the monthly Minimum Kilometers.

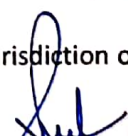


**(B-2) Terms and Conditions for the Driver of the Vehicles:**

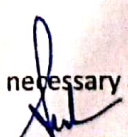
1. The contractor shall provide a driver along with the vehicle, who shall be properly dressed and well behaved, PSTCL reserve the right to direct the Contractor to replace the driver of the vehicle, if he is not well behaved. If Contractor is unable to provide another driver, the PSTCL has the right to terminate the contract awarded to the contractor. The salary and other expenses of the driver shall be borne by the Contractor and any deduction relating to EPF and other Taxes and Levis applicable from Time to time will be borne by the contractor.
2. The Contractor 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 etc, necessary to keep the vehicle running on the road at all time during the contract period.
3. The Driver should be provided the Mobile Phone with SIM of reputed company i.e. Jio, Vodafone, Airtel, BSNL, etc.
4. The driver of the vehicle shall hold valid driving license to drive in plain as well as on the hills and will keep the same at all times during duty hours.
5. No lodging and boarding facilities will be provided to the driver of the vehicle by PSTCL.
6. Alternative replacement of the driver shall be the responsibility of the Contractor of the vehicle in case driver proceeds on leave or not available.

**(C) Terms and conditions for the monthly payment of bill of the vehicles:**

1. Income tax at source shall be deducted as per prevailing rates while clearing the bills for payment.
2. Security deposit equivalent to 5% of the running bill shall be deducted by the PSTCL from the monthly bills and the same shall be refunded after successful completion of the contract period after Three months.
3. The charges on account of driver's salary and all other incidental charges shall be borne by the contractor including EPF and allied charges and the contractor shall submit documentary proof of timely payment of salary and any other dues to the driver.
4. The concerned officer of the PSTCL shall make payment within 30 days from the date of submission of bill of previous month on verification of the entries in the logbook.
5. OFF set variation in prices of diesel: 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 Rs. 90.25/- ,as on 1.04.2024 shall be applicable on actual kilometers run, effective from the 1 day of the subsequent month.
6. The provisions of GST shall be applicable as per instructions issued by Government and adopted by PSTCL from time to time.
7. All terms and conditions of PSTCL Corporate Transport Policy circulated vide memo no. 5843/48 General-497 Vol. II dated 24/04/2023 shall be applicable. The copy of Latest corporate transport policy can be downloaded from PSTCL website.
8. JURISDICTION- All legal proceedings against this contract shall be in the jurisdiction of Courts at Fatehgarh Sahib.

  
Addl. SE, Protection Division  
PSTCL, Mandi Gobindgarh

Memo :- 3034/77      Dated :- 13-6-2024  
Copy of above is forwarded to DyCE P&M Circle Ludhiana for information and necessary actions

  
Addl. SE, Protection Division  
PSTCL, Mandi Gobindgarh