



# Punjab State Transmission Corporation Ltd

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

Office: Addl. SE P&M Division, Kapurthala.

Corporate Identity No. (CIN): U40109PB2010SGC33814

Phone & Fax No: 01822-237881, email: srxen-pm-Kapurth@pstcl.org

## NOTICE INVITING TENDER

TENDER ENQUIRY NO. 02/2024-25

DATED: 05.02.2025

Sealed Tenders are invited from Taxi Operators/firms/transporters for the hiring of one no. **Scorpio/Xylo/Mahindra Bolero/TUV 300 or equivalent in price** vehicle commercially registered having model February 2020 or later, (not more than 5 years old) with All India Taxi Registration/Northern India Taxi Registration for ASE/P&M Division PSTCL **Kapurthala** on monthly basis.

The contractor will provide - 'Bidder information/profile' of firm on Annexure-'A'; 'Schedule of Prices' to be quoted on proforma Annexure - 'B', wherein the rates are to be provided in two parts i.e. - Monthly fixed charges (k.m. included in fixed charges 1000 Kms) and Per Kilometer running charges.(after first 1000 km per month) and night charges.

Name & Complete Address of Office inviting tender	Sr. Executive Engineer/P & M Division, PSTCL, Kapurthala.
Tender Notice	Hiring of One No. <b>Scorpio/Xylo/Mahindra Bolero/TUV 300 or equivalent</b> for one year from date of Work Order, Model not earlier than february 2020 to be used at P & M Division, PSTCL, Kapurthala.
Tender Enquiry No.	02/2024-25 Dated: 5.02.2025
Quantity	One No.
Period of Contract	1 year extendable on year to year basis as per PSTCL new Corporate transport policy
Earnest Money	EMD equal to 2% of the contract value with minimum of Rs. 5000/- through DD/Pay order in favor of SrXen P&M Division PSTCL, Kapurthala payable at Kapurthala.
<b>LAST DATE &amp; TIME :</b>	
Receipt of Part I,II & III Tender Documents	20.2.25 up to 11 AM
Date & Time for Opening of tender	
Part I (EMD)	20.2.25 at 11:30 AM
Part II (Techno-commercial Bid)	20.2.25 at 12:00 PM for eligible bidders
Part III (Price Bid)	20.2.25 at 12:30 PM for eligible bidders

The following instructions must be carefully observed by all the tenderers. Quotations/Tenders not in accordance with these instructions will be liable to be rejected.

- 1) 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 a separate small envelope & all the three small envelopes shall further be submitted in a large envelope. This sealed large envelope shall be superscribed with "Tender for hiring of Vehicles" clearly on top of the envelope, addressed to Sr. Executive Engineer/P & M Division, PSTCL, Kapurthala must reach this office up to 11:00 AM on 20.2.25.
- 2) The following procedure will be adopted for the opening of the Tenders:

### A. PART-I - EARNEST MONEY:

The first part will consist of earnest money deposit @2% of Tender value subject to minimum Rs. 5000/- in the form of demand draft/pay order only, in favour of Sr. Executive Engineer/P & M Division, PSTCL, Kapurthala payable at Kapurthala. The envelope **Part-1 - 'Earnest Money'** shall be submitted in a separate envelope on which the "**Earnest money against NIT/Tender Notice No.02/2024-25 due for opening on 20.2.25**" shall be clearly written. In case earnest money is not received along with tender, Part-II & Part-III will not be considered.

### B. PART-II - BIDDER INFORMATION/PROFILE:

The envelope marked **Part-II - 'Bidder Information/Profile'** would consist of Bidder Information/Profile to be provided in the Performa Annexure-'A'. The price bid would be opened only in respect of those bidders who are

terms and conditions of the tender is obtained along with the required documents described elsewhere in this tender enquiry.

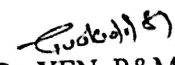
### C. PART-III - PRICE BID:

The envelope marked Part-III - 'Price Bid' would consist of rate quoted for each item under Annexure 'B' for hiring of vehicle on monthly basis.

- 3) Detail of the vehicle provided for hiring i.e. Vehicle No., copy of Commercial Registration Certificate, Copy of valid pollution certificate, Copy of Insurance & Copy of Taxi Permit will be provided along with the Part-II - 'Bidder Information/Profile' of the tender/quotation. Alternatively, an undertaking to provide new vehicle within 10 days of WO can also be provided. Without these documents the tender will not be accepted.
- 4) The EMD/Security submitted is liable to be forfeited on the following grounds:
  - On revocation of tender and/or change in the same without consent of PSTCL.
  - On non-completion of work.
- 5) The contract will be initially for a period of one year, which may be extended upon consent on yearly basis as per latest PSTCL Corporate Transport Policy
- 6) All matters relating to any halt charges, penalty including challan, damages, court case, police case, transportation, traffic police and local administration will be dealt by the Contractor himself at his own cost.
- 7) The undersigned on behalf of PSTCL reserves the right to reject any or all the tenders so received without assigning any reason. PSTCL will not be responsible for and will not pay for expenses or losses that may be incurred by the tenderer in preparation of tender.
- 8) Any conditions that may be imposed by latest transport policy of PSTCL (alongwith changes from time to time) shall be applicable and supersede the conditions mentioned herein or elsewhere in this document.
- 9) The tenderer should quote rate of all items. The tender must be complete in all respects.
- 10) No overwriting should be made in the quotation. Any cutting must be attested by full signature.
- 11) The rates must be quoted on letter pad of the firm. Tender documents once submitted shall not be returned.
- 12) Service provider/contractor having default in completion of service under PSTCL will not be entertained and be rejected.
- 13) The officer inviting tenders or an officer deputed by him, may extend the due date for submission of tenders in case of poor response defined by receipt of less than three quotations up to the fixed time or under any unforeseen situation. Conditional, incomplete, without the required amount of EMD or not properly sealed tenders and tenders received telegraphically/ through fax/ late due to any reason whatsoever will be rejected. Tenders shall be signed by the owner or person holding power of attorney by him to do so.
- 14) In case of withdrawal of vehicle from service of PSTCL, the contractor will have to inform to PSTCL by serving 30 days notice in advance.

### Tender Documents

- |   |   |              |
|---|---|--------------|
| 1. Terms and conditions for hiring of vehicle | - | Page 3 - 6   |
| 2. Bidder information/profile                 | - | Annexure 'A' |
| 3. Schedule of prices                         | - | Annexure 'B' |
| 4. Contract agreement form                    | - | Annexure 'C' |

  
 Sr. XEN, P&M Division  
 PSTCL, Kapurthala

**Terms and conditions for hiring of vehicle - Mahindra Genio Twin Cabin or equivalent,**  
 For Hiring, following Terms & Conditions will be applicable:-

### A) Terms and Conditions For Vehicles:

## Terms and conditions for hiring of vehicle - Mahindra Genio Twin Cabin or equivalent

For Hiring, following Terms & Conditions will be applicable:-

### A) Terms and Conditions For Vehicles:

1. The contractor will depute **Scorpio/Xylo/Mahindra Bolero/TUV 300 or equivalent** with model february 2020 or later (not more than 5 years old). The vehicle will be used as conveyance by PSTCL and will be stationed under P&M Kapurthala for local journeys/travel at Jalandhar as well as outside, usually in the State of Punjab and UT of Chandigarh. In very special case the vehicle can travel to the state of Himachal Pradesh, J&K and Haryana. The vehicle can travel on any or all days of the month. The necessary permit, in this regard, will be arranged by the Contractor. Interstate permit charges shall be the responsibility of contractor.
2. Outstation night halt charges (10:00 PM to 6:00AM) @ Rs. 300/- shall be paid extra by PSTCL.
3. Toll Tax/Parking charges etc. whenever paid during usage by PSTCL shall be reimbursed by the PSTCL as per actual, subject to the production of its receipts.
4. The cost of consumables, in addition to Diesel, like Mobile Oil, Lubricants, coolant etc. will be borne by the Contractor. Variation on account of diesel escalation is allowed.
5. Maximum 4 days off in a month shall be allowed including for service/ repair and upkeep of vehicle without any deduction of payment provided vehicle has been regularly in use prior to the service. This would be permitted on prior intimation and consent from the concerned officer. Service shall be planned on Saturday/Sunday or public holidays.
6. 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 vehicle. Otherwise double amount of the proportionate amount of monthly hiring charges shall be deducted from the monthly bill for the period when the vehicle is not in working condition.
7. 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.
8. In case of non-deputing of vehicle on requirement from the officer or delay in sending the vehicle or non-availability of driver, a penalty of Rs. 1000/- per default per day shall be deducted.
9. The vehicle shall report to the Sr. XEN, P & M Division, Kapurthala and shall move as per their instructions.
10. The vehicle shall be required at any hour of the day and the Contractor shall be liable to provide the same.
11. The vehicle shall be provided with proper and adequate tools, spares, spare tyre and consumable in order to attend minor repairs while travelling.
12. Service provider/contractor shall ensure that sufficient diese./fuel is available in the vehicle to enable urgent outstation journey. Also the service provider/contractor upon intimation about fuel requirements shall promptly ensure the same without any delay.
13. Contractor/service provider should also have valid pollution certificate for the vehicle and the same should be available with the driver and will be produced on demand.
14. The contractor/service provider shall obtain the passing/fitness certificate and update Registration of vehicle from the concerned registering authority at his own cost.
15. In case of accident, any type of challan, halt charges, penalty, damages, court case, police case etc. the sole responsibility will be of the Service provider/contractor of the vehicle and PSTCL will not be party in such cases.
16. The seats shall be well cushioned and should have fine, neat and clean seat covers and vehicle shall also have rubber floor mats.
17. Log Book shall be maintained by the service provider/ contractor.
18. All the entries of each journey like Date, Place ('from' as well as 'to'). Time of departure & arrival, initial/final kilometres readings along with KMs run, Purpose (along with additional details required in case of transportation of



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- store material), signatures of Official/Officer performing journey (along with his designation) etc. should invariably be made in the vehicle's log book.
19. The vehicles shall be insured comprehensively, including insurance for driver, passengers and third party, during the period of engagement with PSTCL. Insurance premium shall be borne by the Contractor. Lodging and settlement of any insurance claim shall be the contractor's responsibility.
  20. All matter relating to transportation, traffic police and local administration will be dealt by the Contractor himself at his own cost.
  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. The road tax and all other related expenses shall be paid regularly and kept updated by the Contractor.
  23. 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.
  24. Variation of 05 Paisa for every Rs. 1/- variation in Diesel cost, taking the base rate of diesel as rate @90.25 as on 1.4.22 shall be applicable on actual kilometres run, effective from the 1st day of the subsequent month.
  25. 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.
  26. 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.
  27. In the future if the Indian Govt. Imposes ban on diesel vehicles, in such situation, if the contractor provides the equivalent petrol vehicles at the same diesel rate and same terms & conditions as mentioned in the policy, then it shall be acceptable.
  28. As stated, all other amendments of new transport policy shall be applicable time to time.
  29. Works Regulation 1997 are applicable
  30. The corporate transport policy wef 24/4/23 shall be part of this DNIT
  31. The Terms and conditions of new transport policy wef 24/4/23 shall be supersede the Terms and conditions mentioned in this DNIT.

**B) 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 will be 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 including EPF, ESI etc shall be borne by the Contractor and paid timely to the driver.
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 ASE, P & M Division Kapurthala or any other Authorized Officer of the PSTCL.
3. The Contractor shall also make available the Commercial 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 times during the contract period.
4. The driver of the vehicle shall hold valid license to drive in plain as well as on the hills and will keep the same at all times during duty hours.
5. Service Provider shall ensure mobile facility to the driver at its own cost and local contact no. i.e phone no., mobile no. and address should be intimated to this office immediately before deputing him on the vehicle.
6. The driver shall be available on all days of the week. However one weekly off shall be given to the driver.





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7. In case driver proceeds on leave or not available on medical grounds or any other ground, alternative replacement shall be the responsibility of service provider. In extreme case, if the contractor fails to provide the same, it can be arranged from the market and the contractor shall be bound to pay the charges thereof to the driver along with penalty for the default.
8. Non availability of driver shall be considered as a default in service and penalized accordingly.
9. No lodging and boarding facilities will be provided to the driver of the vehicle by PSTCL.

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

1. Tax shall be deducted by the PSTCL as per income tax Rule/Act as applicable from time to time.
2. Security deposit equivalent to 5% of the contract amount shall be deducted from monthly bills after converting EMD into security deposit for faithful execution of the contract. Earned Money Deposit (EMD) of unsuccessful bidders will be refunded within a period of 30 days from the date of issuance of work order. No interest will be payable on the amount of Security Deposit.
3. In the event of default on the part of the service provider/contractor in the faithful execution of contract, his security deposit shall be forfeited. The forfeiture of security deposit shall however be without prejudice to any other rights arising or accruing to the Corporation under relevant provisions of the contract like penalty/damages for delay in delivery including suspension of business dealings with Corporation for a specific period. It will, however, be refunded after the contract has been executed faithfully.
4. PSTCL 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 contract period.
5. The kilometer run for the journeys, which are not verified / signed by the concerned officer, shall not be payable.

### **D. Paying Authority:**

The paying authority will be the concerned Sr. XEN, P & M Division, PSTCL, Kapurthala.

### **E. General Conditions:**

1. Details of the vehicle provided for hiring i.e. Vehicle Registration No., copy of commercial registration certificate, copy of insurance, copy of permit (Taxi) are to be provided along with the tender/ quotation.
2. The contractor is required to submit an Earnest Money Deposit (EMD) Equal to 2% of the contract value with minimum of Rs. 5000/- in shape of DD or pay order drawn in favour of Sr. XEN, P&M division PSTCL, Kapurthala. Tender/ offers without EMD will not be accepted. The EMD will be adjusted towards Security deposit.
3. Rates will be inclusive of all taxes (except GST), duties etc. No other charges shall be paid extra.
4. GST shall be payable by the service provider and service receiver as per instructions issued the Central Govt. from time to time.
5. The bidder has to quote the rates on the "Schedule of Prices" enclosed as annexure-B along with terms and conditions duly signed on each page, which can be downloaded from [www.pstcl.org](http://www.pstcl.org) / obtained from the office of the undersigned on any working day during office working hours and up to 19/02/2025 17:00hrs.
6. Any deviation to the terms and conditions of NIT shall be specifically mentioned on schedule of prices sheet with signature of bidder and submitted along with the bid.
7. In case the date of issue/receipt of tender declared happens to be holiday, the tender will issued/received and opened on the next working day at same time.
8. Please do not forget to super scribe the envelope with the name of tender and due date of opening of tender.
9. Service provider/contractor will execute Contract Agreement on Non-judicial Stamp paper worth Rs. 25/- within 15 days from the issue of this contract. A specimen of the contract agreement to be executed is attached herewith as Annexure-C.



# Punjab State Transmission Corporation Ltd

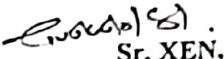
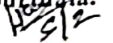
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Phone & Fax No.: 01822-237801, email: srxen-pm-kapurb@pstcl.org

The tenders will be accepted upto 11:00AM on 20.2.25 and will be opened on the same day in the presence of Contractor/Bidder at 11.30 hours, who may choose to be present in the office of the Sr. XEN / P & M Division, PSTCL, Kapurthala

  
Sr. XEN,  
P & M Division, PSTCL,  
Kapurthala.  




**BIDDER INFORMATION/PROFILE FOR PROVIDING SERVICES OF VEHICLES**

S. No.	Description	Detail to be provided by bidder
1.	Name of Organization/ Firm/ Transporter	
2.	Year of establishment	
3.	Registered office address	
4.	Hiring service provider license details.	
5.	Nos. of fleet of vehicles available make/model	
6.	Nos of fleet of vehicles he can arrange from local market at his own level.	
7.	Past experience of handling hiring services. Nature of Govt/Autonomous Organization served along with performance certificate.	
8.	PAN No.	
9.	GSTNo.	
10.	Finance turnout of the firm for the past 3 years.	
11.	Income Tax clearance certificate	
12.	Name and address & Telephone/Mobile No. of the contractor / service provider	
13.	Telegraphic/Fax address if any	
14.	Any additional information	
15.	Central Excise Registration No.	
16.	List of mandatory documents enclosed as per the Notice Inviting Tender no 02/2024-25 dated .	

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

*Sudhakar Singh*  
SR. XEN, P&M Division  
PSTCL, Kapurthala

**SCHEDULE OF PRICES****Schedule (A)**

Make and Model of vehicle offered –	Make:
	Model:

**Schedule (B)**

S. No	Description	Rates/Charges INR.	GST as applicable
a)	Monthly Fixed Charges including first 1000 Kms every month (Rs per month)		
b)	Per Kilometer Running Charges (Rs per kilometer beyond fixed 1000 km)		
c)	Night halt charges 2200 - 0600hrs (Rs per night)	Rs 300/-	

Deviations from stated terms and conditions:

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I have read all the terms and conditions of the NIT (TE No 02/ 2024-25) which are acceptable to me except the deviations stated above & have quoted the Rate/Charges as above in accordance with all the stipulated terms and conditions.

Company Seal

Signature of the Contractor

Designation \_\_\_\_\_

Company name & Address \_\_\_\_\_

Date \_\_\_\_\_

Phone \_\_\_\_\_

Place \_\_\_\_\_



**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 "Service provider/contractor" for supply \_\_\_\_\_ to Punjab State Transmission Corporation Limited on the rates fixed \_\_\_\_\_ variable \_\_\_\_\_ for one year with immediate effect, in accordance with Tender Enquiry No. 02/2024-25 and service provider/contractor quotation dated: \_\_\_\_\_ and subsequent correspondence made between the parties.

The PSTCL has appointed the service provider/contractor as authorized service provider/contractor for supply of \_\_\_\_\_ to Punjab State Transmission Corporation Limited vide PSTCL Work Order/Contract No \_\_\_\_\_ dated \_\_\_\_\_ mentioning therein detailed terms and conditions. The service provider/contractor while acknowledging Work Order/Contract No \_\_\_\_\_ dated \_\_\_\_\_ has agreed to comply with the same.

This agreement contains pages \_\_\_\_\_.

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

SERVICE PROVIDER/CONTRACTOR

PSTCL

WITNESSES

*(Signature)*  
SR. XEN, P&M Division  
PSTCL, Kapurthala