

# Punjab State Power Corporation Ltd.

(Regd. Office : PSEB Head Office , The Mall ,Patiala -147001)  
(Office of Resident Engineer/ Op, U.B.D.C. Malikpur/Pathankot)  
Phone No. 96461-19091,E-Mail: reubdc@yahoo.co.in, Web site : www.pspcl.in  
(Corporate Identity Number: U40109PB2010SGC33813)

Open Tender Enquiry No.03/RE/O&M/2025-26 Dated 12-06-2025 Due on 04-07-2025

## NOTICE INVITING TENDER

Sub: - Offer for Hiring 2 Nos. Vehicles along with Driver.

Sealed Tenders are invited from eligible contractors on behalf of PSPCL for hiring of 2 Nos. vehicles along with driver on the terms & conditions as given below. Tenders must reach this office on or before 04-07-2025 upto 03:00 PM and the same shall be opened in the office of RE/O&M Division, UBDC, PSPCL, Malikpur on the same day at 03:30 PM.

Sr. No.	Description	Qty.
1	2 No. Double Door Mahindra Genies/Bolero/Tata-207/408 or equivalent along with Driver.	2 No.

**Price of Tender Documents: Rs.1000/- + GST @18%**

The tender shall be submitted in two parts i.e Part-I & Part-II. Each part will be enclosed in separate envelopes & all the two envelopes will be further enclosed in a larger envelope. The Following procedure will be adopted for the opening of the tender:-

- Part-I (Earnest Money):-** The first part will consist of earnest money deposit as per clause 35 in the form of DD/BA-16 in favour of RE(O&M) UBDC, PSPCL, Malikpur. In case earnest money is not found in order Part-II will not be considered.
- Part-II (Bidder Information/Profile):-** The 2<sup>nd</sup> part would consist of Bidder information /profile to be provided in the preform Annexure-A. The price bid/commercial bid would be opened only in respect of those tenders/bidders who are found suitable/capable of handling the job as per requirement of PSPCL and whose consent to abide by the terms and conditions of the tender is obtained.

**DA/Term and Conditions**

  
Resident engineer/ O&M  
UBDC PSPCL MALIKPUR

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<b>Department</b>	Resident Engineer, UBDC, PSPCL, Malikpur, Pathankot.
<b>Open tender Enquiry No.</b>	03/RE/O&M/2025-26 Dated 12-06-2025
<b>Tender Issuing Authority/ Address</b>	Resident Engineer, UBDC, PSPCL, Malikpur, Pathankot.
<b>Short Description of Work</b>	2 No Double Door Mahindra Genies/Bolero/Tata-207/408 or equivalent along with Driver.
<b>Eligibility Criteria</b>	As per tender specifications and general terms and conditions
<b>Last Date for Downloading/ Purchasing the Tender</b>	03-07-2025 upto 03:00 PM
<b>Last date for Tender submission</b>	03-07-2025 upto 03:30 PM
<b>Tender Opening Date</b>	04-07-2025 at 03:30 PM
<b>Tender document cost</b>	Rs.1000/- + GST 18%
<b>EMD</b>	EMD @2% of the quoted rate (minimum Rs. 5000/-) shall be deposited in the shape of DD/BA-16 in favour of RE/O&M, UBDC, PSPCL, Malikpur (clause 35)
<b>Payment Mode</b>	BA-16 or Bank Demand Draft payable at Pathankot
<b>Payment in favour of</b>	Resident Engineer/Op, UBDC Malikpur Pathankot.
<b>Tender information in details/conditions</b>	As per tender specifications and general terms and conditions uploaded on PSPCL website.

**NOTE:** Tender Specification along with detailed terms and conditions can be downloaded from Web-site: <https://www.pspcl.in> or can be received from the office of **Resident Engineer/O&M,UBDC PSPCL, Malikpur (Pathankot)** on any working day up to the date prescribed above.

It is informed that in case, the tender process is not completed due to any reason, no corrigendum will be published in newspapers. Details regarding corrigendum may be seen on official PSPCL's website [www.pspcl.in](http://www.pspcl.in)

  
Resident engineer/ O&M  
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(Office of Resident Engineer/ Op, U.B.D.C. Malikpur/Pathankot)

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ਮਹਿਕਮੇ ਦਾ ਨਾਮ	ਸਥਾਨਿਕ ਇੰਜੀਨੀਅਰ/ਓ ਅਤੇ ਐਮ, ਯੂ.ਬੀ.ਡੀ.ਸੀ. ਮਲਿਕਪੁਰ, ਪਠਾਨਕੋਟ।
ਟੈਂਡਰ ਸਪੈਸੀਫਿਕੇਸ਼ਨ ਇੰਨਕੁਆਰੀ ਨੰ:	03/ ਆਰ.ਈ./ਓ ਅਤੇ ਐਮ /2025-26 ਮਿਤੀ 12-06-2025
ਟੈਂਡਰ ਜਾਰੀ ਕਰਨ ਦੀ ਅਥਾਰਟੀ	ਸਥਾਨਿਕ ਇੰਜੀਨੀਅਰ/ਓ ਅਤੇ ਐਮ, ਯੂ.ਬੀ.ਡੀ.ਸੀ. ਮਲਿਕਪੁਰ, ਪਠਾਨਕੋਟ।
ਵੇਰਵਾ	2 ਨੰ: ਡਬਲ ਡੋਰ ਮਹਿੰਦਰਾ ਜੀਨਿਅਸ/ਬੋਲੈਰੋ/ਟਾਟਾ-207/408 ਜਾਂ ਬਰਾਬਰ ਕੀਮਤ ਦੀਆਂ ਗੱਡੀਆਂ ਸਮੇਤ ਡਰਾਇਵਰ
Eligibility Criteria	As per tender specifications and general terms and conditions
ਟੈਂਡਰ ਡਾਉਣਲੋਡ ਕਰਨ/ਖਰੀਦਨ ਦੀ ਆਖਰੀ ਮਿਤੀ	03-07-2025 ਦੁਪਹਿਰ 03:00 ਵਜੇ ਤੱਕ
ਟੈਂਡਰ ਜਮ੍ਹਾਂ ਕਰਵਾਉਣ ਦੀ ਆਖਰੀ ਮਿਤੀ	03-07-2025 ਦੁਪਹਿਰ 03:30 ਵਜੇ ਤੱਕ
ਟੈਂਡਰ ਖੋਲਣ ਦੀ ਮਿਤੀ	04-07-2025 ਦੁਪਹਿਰ 03:30 ਵਜੇ
ਟੈਂਡਰ ਦੀ ਕੀਮਤ	Rs.1000/- + GST 18%
ਈ.ਐਮ.ਡੀ.	EMD @2% of the quoted rate (minimum Rs. 5000/-) shall be deposited in the shape of DD/BA-16 in favour of RE/O&M, UBDC, PSPCL, Malikpur (clause 35)
ਪੇਮੈਂਟ ਸੋਡ	BA-16 or Bank Demand Draft payable at Pathankot
ਪੇਮੈਂਟ ਇਨ ਫੇਵਰ ਆਫ	ਸਥਾਨਿਕ ਇੰਜੀਨੀਅਰ/ਓ ਅਤੇ ਐਮ, ਯੂ.ਬੀ.ਡੀ.ਸੀ. ਮਲਿਕਪੁਰ।
Tender information in details/condition	As per tender specifications and general terms and conditions uploaded on PSPCL website.

ਨੋਟ:- ਉਕਤ ਟੈਂਡਰ ਦਸਤਾਵੇਜ਼ ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ. ਦੀ ਵੈਬਸਾਈਟ [www.pspcl.in](http://www.pspcl.in) ਤੋਂ ਡਾਊਨ ਲੋਡ ਕੀਤਾ ਜਾਵੇ ਜਾਂ ਸਥਾਨਿਕ ਇੰਜੀਨੀਅਰ/ਓ ਅਤੇ ਐਮ, ਯੂ.ਬੀ.ਡੀ.ਸੀ. ਮਲਿਕਪੁਰ ਜੀ ਦੇ ਦਫਤਰ ਤੋਂ ਉਪਰੋਕਤ ਨਿਰਧਾਰਿਤ ਮਿਤੀ ਤੱਕ ਕਿਸੇ ਵੀ ਕੰਮਕਾਜ ਵਾਲੇ ਦਿਨ ਪ੍ਰਾਪਤ ਜੀਤਾ ਜਾ ਸਕਦਾ ਹੈ।

ਸੂਚਿਤ ਕੀਤਾ ਜਾਦਾ ਹੈ ਕਿ ਜੇਕਰ ਕਿਸੇ ਕਾਰਨ ਟੈਂਡਰ ਪ੍ਰਕ੍ਰਿਆ ਪੂਰੀ ਨਹੀਂ ਹੁੰਦੀ ਤਾਂ ਉਸ ਕੇਸ ਵਿੱਚ ਅਖਬਾਰਾਂ ਵਿੱਚ ਸੋਧ ਪ੍ਰਕਾਸ਼ਤ ਨਹੀਂ ਕਰਵਾਈ ਜਾਵੇਗੀ। ਸੋਧ ਸਬੰਧੀ ਵੇਰਵੇ ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ. ਦੀ ਵੈਬਸਾਈਟ [www.pspcl.in](http://www.pspcl.in) ਤੇ ਵੇਖੇ ਜਾਣ।

  
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## **DETAILED TERMS AND CONDITIONS FOR OUT SOURCES/HIRING OF VEHICLE ALONG WITH DRIVER**

1. The Work Order for out-sourcing of vehicles, for the vehicles not more than 5 years old, shall be initially for a period of one year and the same shall be extendable on year to year basis for a further period of three years, on the satisfactory performance of the vehicle/service provider subject to condition that the vehicle can continue in the department up to the 7 years of its life. Hence the maximum period for which a vehicle can be hired is 4 years. After a period of 4 years, a new tender needs to be floated. (as per Corporate Transport Policy of PSPCL issued by Dy. CE Personnel, PSPCL Patiala vide Memo no. 23851/950/GB/V-612 DATED 11-07-2023)
2. Only Commercial Vehicle with yellow number plate, 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. If the contractor does not supply yellow number plate vehicle then his security will be forfeited and he will black listed.
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 neighbouring States of Haryana, Himachal Pradesh, Rajasthan and J&K.
4. The vehicle shall be insured comprehensively, including insurance for driver and passengers, during the period of engagement with PSPCL. 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. Service 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 kilometres, if any, shall be paid by PSPCL.
10. Any Halt charges, penalty including challan, damages, court case, police case, etc. shall be the sole responsibility of the service provider and PSPCL shall not be party in such cases.
11. Toll Tax/Parking charges, etc. wherever paid, shall be reimbursed as per actual, subject to the production of its receipts.
12. 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. PSPCL, directly or indirectly, shall not be responsible.
13. 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.
14. 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.

15. 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.
16. 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.
17. 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.
18. 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 liveable.
19. In case of non-availability of vehicle on dairy basis, the same can be hired from the market by the concerned officer(s)/ office(s) subject to the maximum of rates as per 2(B)above.
20. Service provider shall ensure mobile facility to the driver at its own cost.
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 Kilometres 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 vehicles log book.
23. Monthly return of all the vehicles shall be submitted to the HOD concerned and Quarterly return of vehicles on the prescribed Performa shall be sent to General Section, PSPCL by concerned HOD.
24. It shall be the responsibility of the officer-in-charge of the vehicle to ensure timely payment to the service provider, not later than 30 days after submission of bill by the service provider.
25. Payment shall be made by cheque on monthly basis on the basis of Log Book, duly certified by the concerned officer. No advance payment on any account shall be made
26. 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 Mention on page No. 9 (latest Corporate Transport Policy of PSPCL issued by Dy. Secretary General, PSPCL Patiala vide Memo no. 3304/4203/GB/V-612 DATED 31-01-2023.) shall be applicable on actual kilometres run, effective from the 1st day of the subsequent month.
27. GST shall be payable by the service provider and service receiver as per the instructions issued by the Central Govt. from time to time.
28. In case services of service provider are not satisfactory on any account, the contract can be terminated by giving 15 days, notice.
29. If at any time any question, dispute or difference, what so-ever, shall arise between the Vendor and PSPCL, 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.
30. In case of lockdown or any other such type of situation, the rate of extra Kilometres will be charged (recovered) for less Kilometres run from the monthly Minimum Kilometres.
31. The Head of the office, for which the outsourced vehicle has been hired and the officer/official in-charge of the vehicle shall be herd directly responsible for non-compliance/ non-implementation of these instructions.
32. Outstation Night halting charges from 10.00 pm to 06.00 am shall be RS. 300/-

33. 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.

**34. USE OF VEHICLES FOR PRIVATE JOURNEYS**

Private journey to officers other the rank of CMD/WTD/HODs to whom the out-sourced vehicles have been provided, shall be allowed at the per KM rate of variable KMs. During pvt. Journey all other financial charges shall be borne by the officer/user.

**ADJUSTMENT/CALCULATION&UTILIZATION OF PRIVATE JOURNEY**

- 1) Adjustment/Calculation of private journey will be done on yearly basis.
- 2) The utilized accumulated private journey of the officer, if any at the end of 31<sup>st</sup> march would be carry forwarded to the financial year to the extent of admissible journey to the officer in the last quarter only i.e. from jan to march of the year on the basis of amount deducted from the salary of the officer in lieu of private journey.
- 3) The year should be construed as financial year i.e. from 1<sup>st</sup> April to 31<sup>st</sup> March.

35. **EMD @2% of the quoted rate (minimum Rs. 5000/-) shall be deposited in the shape of DD/BA-16 in favour of RE (O&M), UBDC, PSPCL, Malikpur.**

**38. SECURITY DEPOSIT: -**

- (i) Security @ 5% shall be deducted from the bill, EMD already deposited shall be converted as security.
- (ii) In the event of default on the part of the contractor in the faithful execution of contract, your security deposit shall be forfeited. The forfeiture of security deposit shall however be without prejudice to any other rights arising of acquiring to the PSPCL under relevant provisions of the contract like penalty/damages for delay in delivery including suspension of business dealing with board for a specific period. It will however be refunded after the contract has been executed faithfully.
- (iii) In the event of default on the part of the contractor in the faithful execution of contract, your bill shall not be paid.

39. **JURISDICTION:-** All legal proceedings against this contract shall be in the Jurisdiction of civil court at Pathankot being HQ.

- 1) The local contact number i.e. phone, mobile number and address should be intimated to this office immediately.
- 2) The contractor can withdraw his vehicle by giving minimum 2 months' notice to the department.
- 3) The driver hired on contract basis should have minimum experience of more than 2 years and should be well conversant with the various locations. In case of accident due to negligence of driver, the contractor will bear the whole responsibility with regard to accident.
- 4) The driver shall be provided with mobile facility by the contractor.
- 5) The contractor will execute contract agreement on non-judicial stamp paper worth Rs. 15/- within 10 days from the issue of this contract. A specimen of the contract agreement to be executed is Attached herewith as annexure -B.

**40. ARBITRATION: -**

- (a) If at any time any question dispute or difference, what-so-ever shall arise,

Between the corporation and the contractor, upon or in relation or in connection with contract, either party may forthwith give to the other notice in writing of the existence of such questions, dispute or difference and the same shall be referred for sole arbitration of a nominee of the corporation, who shall give a reasoned/speaking award.

The award of the sole arbitrator shall be final and binding on the contractor under the provisions of the Indian Arbitration Act 1996 and of the rules, there under. Any statutory amendment, modification or re-enactment thereof for the time being in force, shall be deemed to apply and be corporate in the contract. It will not be objectionable if the sole arbitrator as an officer of the PSPCL and he has expressed his views on all or any of the matter in question of dispute or difference.

- (b) Upon every or any such reference, the cost of and incidental to the reference and award respectively shall be at the discretion of the sole arbitrator so appointed who may determine the amount thereof or direct the same to be fixed as between solicitor and client or as between party and party shall direct by whom and to whom and in what manner the same is to be borne and paid.
  - (c) The work under the contract shall, if reasonably possible continue/during the arbitration proceedings and no payment due or payable by the PSPCL shall be withheld on account of such proceedings.
41. Other conditions as contained in Dy. Secretary General, PSPCL Patiala vide Memo No. 330414203/GBN-612 DATED 31-01-2023.

  
Resident engineer/ O&M  
UBDC PSPCL MALIKPUR

## Annexure-A

### Price Schedule Performa

Sr N o.	Description of job	Qty.	SAC Cod e	Rates of vehicle		Total amount per month(R s.)	GST in %	GST Amou nt(Rs. )	Total Amoun t per month Rs.(11+ 9)
				Fixed Rate upto 2000 KMs(R s.)	Rates per KM above 2000 KMs(Rs )				
1	2	3	4	5	6	9	10	11	12
1	Hiring of 2 no. double door Mahindra genies/bolero/tat a-207/408 or equivalent along with Driver.	2							

**Note:** 1. The rate shall be applicable considering base Diesel Rate Rs. 90.25 as on 01.04.2022.

2. 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 Mention on page No. 9 (latest Corporate Transport Policy of PSPCL issued by Dy. Secretary General, PSPCL Patiala vide Memo no. 330414203/GBN-612 DATED 31-01-2023) shall be applicable on actual KMs its run that is fixed and extra KMs.

**Contractor Sign with  
Seal/Stamp**

# Annexure -B

## CONTRACT AGREEMENT FORM

(To be entered on a Non-Judicial Stamped paper of Rs. .... only)

This contract agreement made this .....day of.....in the year..... between the Punjab State Power Corporation Ltd. hereinafter called Purchaser and M/s.....having their Regd. Office at ..... Herein after called 'Contractor' for the supply and delivery /construction of .....in accordance with Tender Enquiry No..... dated..... and Contractor's proposal No..... dated.....

This is not a confirmation of the advance acceptance notified in the Purchaser's letter No..... wherein the Purchaser has accepted the proposal of the Contractor for the supply and delivery/Construction of ..... as per Purchase/Work Order No.....

In view of the forgoing, the Purchaser and the Contractor have agreed to the scope of work and the terms and conditions of the order settled between them.

The NIT/Tender Specification, the Contractor's proposal and related correspondence and the Purchase Order acknowledged/accepted by the contractor form part of this agreement.

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**

**PURCHASER**