



**Punjab State Power Corporation Limited**

Addl. SE Distribution projects, PSPCL, Faridkot

E-Mail. [xenapdrpfdk@gmail.com](mailto:xenapdrpfdk@gmail.com) Contact No. 96461-17538

ਵੱਲ:

ਸੀਨੀਅਰ ਕਾ:ਕਾ: ਇੰਜੀਨੀਅਰ,  
ਆਈ.ਟੀ.ਸੈਲ,  
ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ. ਪਟਿਆਲਾ।

ਮੀਮੋ ਨੰ: 370

ਮਿਤੀ: 06/10/2025

ਵਿਸ਼ਾ: ਆਉਟ ਸੋਰਸ ਗੱਡੀ ਵਾਸਤੇ ਪ੍ਰੈਸ ਟੈਂਡਰ ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ ਵੈਬਸਾਈਟ ਤੇ ਅਪਲੋਡ ਕਰਨ ਸਬੰਧੀ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਅਧੀਨ ਇਸ ਦਫਤਰ ਵਲੋਂ ਟੈਂਡਰ ਇਨਕੁਆਰੀ ਨੰ: 07/2025-2026 ਮਿਤੀ 02/09/2025 ਆਉਟ ਸੋਰਸ ਗੱਡੀ ਲਈ ਟੈਂਡਰ ਲਾਇਆ ਗਿਆ ਸੀ। ਪ੍ਰੰਤੂ ਮਿਤੀ 24/09/2025 ਨੂੰ ਟੈਂਡਰ ਖੋਲਣ ਦੀ ਪ੍ਰਕ੍ਰਿਆ ਸਮੇਂ 03 ਨੰਬਰ ਫਰਮਾਂ ਨੇ ਭਾਗ ਲਿਆ ਜਿਸ ਵਿੱਚ 2 ਨੰਬਰ ਫਰਮਾਂ ਅਯੋਗ ਤੇ 01 ਨੰਬਰ ਫਰਮ ਯੋਗ ਪਾਈ ਗਈ ਜਿਸ ਕਾਰਨ ਲੋੜੀਂਦਾ ਕੋਰਮ ਪੂਰਾ ਨਾ ਹੋਣ ਕਰਕੇ ਟੈਂਡਰ ਪ੍ਰਕ੍ਰਿਆ ਨੂੰ ਦੁਬਾਰਾ ਸ਼ੁਰੂ ਕੀਤਾ ਜਾ ਰਿਹਾ ਹੈ।

ਟਰਾਂਸਪੋਰਟ ਪਾਲਿਸੀ ਅਧੀਨ ਮਹੀਨਾਵਾਰ ਰੇਟਾਂ ਤੇ ਇੱਕ ਸਾਲ ਲਈ ਮਹਿੰਦਰਾ ਬੋਲੇਰੋ/ਟੀ.ਯੂ.ਵੀ. 300/ਜਾਈਲੋ ਜਾਂ ਕੋਈ ਹੋਰ ਇਸ ਦੇ ਬਰਾਬਰ ਦੇ ਕੀਮਤ ਦੀ ਗੱਡੀ ਕਿਰਾਏ ਤੇ ਲੈਣ ਲਈ ਦੁਬਾਰਾ ਟੈਂਡਰ ਇਨਕੁਆਰੀ ਨੰ: 08/2025-26 ਦੇ ਓਪਨ ਟੈਂਡਰ ਨਾਲ ਸਬੰਧਤ ਡਾਕੂਮੈਂਟ ਇਸ ਪੱਤਰ ਨਾਲ ਨੱਥੀ ਕਰਕੇ ਆਪ ਜੀ ਨੂੰ ਵੈਬਸਾਈਟ ਤੇ ਅਪਲੋਡ ਕਰਨ ਲਈ ਭੇਜੇ ਜਾਂਦੇ ਹਨ। ਸੋ ਕਿਰਪਾ ਕਰਕੇ ਇਹ ਡਾਕੂਮੈਂਟ ਵੈਬਸਾਈਟ ਤੇ ਅਪਲੋਡ ਕੀਤੇ ਜਾਣ।

ਨੱਥੀ:- ਉਪਰੋਕਤ ਅਨੁਸਾਰ

  
ਵਧੀਕ ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ,  
ਡਿਸਟਰੀਬਿਊਸ਼ਨ ਪ੍ਰੋਜੈਕਟਜ਼ ਸੈੱਲ,  
ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ., ਫਰੀਦਕੋਟ।

ਪਿੱਠ ਅੰਕਣ ਨੰ.

ਮਿਤੀ:

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਨਿਮਨਲਿਖਿਤ ਦਫਤਰਾਂ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਅਗੇਤਰੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ ਜੀ:-

- 1) ਉਪ-ਮੁੱਖ ਇੰਜੀਨੀਅਰ/ ਡਿਸਟਰੀਬਿਊਸ਼ਨ ਪ੍ਰੋਜੈਕਟਜ਼ (ਉਸਾਰੀ), ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ., ਪਟਿਆਲਾ।
- 2) ਵਧੀਕ ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ, ਡਿਸਟਰੀਬਿਊਸ਼ਨ ਪ੍ਰੋਜੈਕਟਜ਼ ਸੈੱਲ, ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ., ਫਰੀਦਕੋਟ।
- 3) ਸਹਾਇਕ ਕਾ:ਕਾ: ਇੰਜੀਨੀਅਰ, ਵੰਡਮੰਡਲ, ਸੀਟੀ ਕੋਟਕਪੂਰਾ।

ਵਧੀਕ ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ,  
ਡਿਸਟਰੀਬਿਊਸ਼ਨ ਪ੍ਰੋਜੈਕਟਜ਼ ਸੈੱਲ,  
ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ., ਫਰੀਦਕੋਟ।



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**TENDER ENQUIRY NO. 08/2025-26**

**Dated: 06/10/2025**

**Notice Inviting Tender**

**Memo no. 366**

**Date. 06/10/2025**

Sealed tender are invited from eligible contractors on behalf of PSPCL for the hiring of one no. vehicle as per description of work mentioned below. The interested bidders can collect tender documents from the office of AEE/City sub division, kotkapura after depositing tender document(specification) fee as mentioned below. The last date of sale of tender document/specification is 23.10.2025 up to 14:00 hrs. The completed tender documents should reach this office on or before 27.10.2025 at 11:30 hrs and the tender will be opened on the same day i.e. 27.10.2025 at 14:30 hrs in the presence of the firm's representatives who would like to be present.

Sr. no.	Description of work	Earnest Money	Cost of tender Specification
1.	Hiring of one Mahindra Bolera/TUV300/Xylo vehicle or equivalent in price vehicle for one year for the office of Addl.SE/DP Cell, PSPCL, Faridkot(Punjab).The contractor will quote the rates strictly as per performa Annexure-B	12500/-	1000+GST@18% =1180/-

**Terms & conditions for hiring of the above said vehicle will be as Annexure-A**

**Note: The tenders shall be opened on next working day if the scheduled date of opening tender happens to be a holiday.**

**Addl.SE/DP Cell,  
PSPCL, Faridkot.**



## Annexure – A

### Terms & Conditions for Hiring of Vehicle

#### **A) General Conditions for Tender/Outsourced Vehicle:-**

- 1) The contractor is required to deposit an Earnest Money Deposit (EMD) Rs 12,500/- (Rupees Twelve Thousand Five Hundred only) in shape of **demand draft in favor of PSPCL, Faridkot along with his/her/their quotation**. The Quotations without EMD/tender document fee will not be accepted and will liable to be rejected. The EMD to non-successful bidders will be released within one month from the date of award of contract to successful bidder. EMD of the successful bidder will be kept as security amount with the PSPCL and will be refunded after successfully completion of work period.
- 2) The EMD/Security submitted is liable to be forfeited on revocation/withdrawal of offer or change in the same without consent of PSPCL or non-completion of work. The bidder is also required to attach proof of purchase of tender documents from PSPCL Office with the bid. The tender document fee is non refundable. No interest would be paid on earnest money of PSPCL.
- 3) The bidders are required to submit bids in two-part system. EMD/ tender document fee proof and General information documents like Adhar Card/address details, GST registration Certificate, PAN card, documents regarding vehicle offered, Company details etc. if any would be supplied in first part of bid.
- 4) The bids should reach in this office in two part and in two different envelopes, first envelope would contain EMD, Tender Fee and general information documents regarding the contractor and the second envelope would be used only for quoting Price bid (Annexure-B). The Bidder should clearly indicate about first part and second part on the sealed envelope.
- 5) The second part of the bid will be opened only for those successful bidders whose part 1 is found in order as per condition of the tender .
- 6) At the time of hiring, the vehicle should not be more than 5 years old. The vehicle will be solely be used for PSPCL during the entire period of contract.
- 7) In case of withdrawal of vehicle from service of PSPCL, contractor shall have to inform to PSPCL 30 days in advance otherwise 30 days payment shall be deducted from their bills or security as penalty.
- 8) The bidder has to quote the rates on the enclosed Performa as per **Annexure - B**.
- 9) For any clarification regarding the tender terms and conditions, bidder can contact this office any working day. No request regarding giving extra relaxation for overlooking of any mistake committed by bidder will be entertained.
- 10) In case any holiday declared by Govt./ other natural hazards on the day of opening of the tender, the same will be opened on the next working day.




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- 11) The envelop (s) should be super scribed with the name of firm & detail of tender and due date of opening of tender.
- 12) The undersigned reserves the right to reject any or all the tenders so received without assigning any reason.
- 13) Tender received telegraphically/fax/conditional/late or incomplete shall not be accepted and also tender without earnest money/document fees shall not be accepted. Bids/Quotation offered should be valid for 120 days. Tenders/bids should be signed only by service provider or person holding power of attorney to do so.
- 14) The bidder shall quote monthly fixed charges for first 1000KM and per KM charges beyond 1000Km assuming the base rate of diesel as Rs. 90.25/- , base rate of petrol as Rs 98.46/- and base rate of CNG as Rs 87.58/-. L-1 bidder shall be decided by considering the total journey for each month as approximately as applicable 1800 KM/Month. L-1 bidder will be decided as per the department works regulation and other rules applicable.
- 15) Price Negotiation, if required shall be done with lowest tenderer only.
- 16) Terms and conditions of PSPCL transport policy issued vide memo no. 3304/4203/GB/V-612 dated 31-01-2023 and its amendments issued vide letter no. 9904/10504/GB/V-612 dated 17-03-23 , 23851/950/GB/V-612 dated 11-07-2023 , 37718/818/GB/V-612 dated 31-10-2023 , 98/198/GB/V-612 dated 02-01-2024 and 12864/963/GB/V-612 dated 24-07-2024 any amendments or regulations issued in future will remain applicable. For more details regarding PSPCL transport policy and department regulations/works regulation regarding hiring of vehicles, bidder can visit PSPCL website.

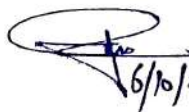
**B) Terms and conditions for Outsourced Vehicle/Service Provider:**

- 1) The work order for the out-sourced vehicle, 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 subject to the satisfactory performance of the Vehicle/Service provider subject to the condition that the vehicle can continue in the department up to seven 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 need to be floated.
- 2) Only commercial vehicle with yellow number plate, entry in Registration Certificate will be hired. No Corporate (PSPCL) 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.
- 3) The Vehicle will be stationed at Faridkot/ Kotkapura or office headquarters (Punjab) and will be used for local/outdoor journeys/travel usually in the state of Punjab and UT of Chandigarh. In very special case the vehicle will travel in the state of Himachal Pradesh, J&K, Rajasthan and Haryana.
- 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

  
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- 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 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, and 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 kilo meters, if any, shall be paid by PSPCL as per the contract.
  - 10) Any halt charges, penalty including challan, damages, court case, road accident, police case etc. shall be the sole responsibility of the service provider and PSPCL shall not be party in such cases.
  - 11) Vehicles shall possess valid permit. No liability for the Inter-State permit charges would be borne by PSPCL.
  - 12) Toll Tax/Parking charges etc., wherever paid, shall be reimbursed as per actual subject to the production of its receipts.
  - 13) Total liability including third party, if any, in case of accident of the vehicle due to any kind of act of omission shall be of the service provider. PSPCL, directly or indirectly, shall not be responsible.
  - 14) The service provider shall provide a reliable spare tyre, tools, spares and consumables, with the vehicle, in order to attend minor repairs while travelling.
  - 15) Service provider shall also ensure that the drivers possess valid Driver's license. Validity of Driver's license and fitness of driver shall be ensured from time to time.
  - 16) 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, the driver shall be replaced immediately.
  - 17) 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.
  - 18) 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. Vehicle maintenance shall be planned on Saturday/Sunday or public

  
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- holidays. In case of non-availability of vehicle due to breakdown/servicing or due to any other unavoidable reasons, alternate vehicle shall be provided by contractor at same rates.
- 19) In case of non-deputing of vehicle by the contractor on receipt of requisition from the requisitioning officer or delay in sending the vehicle, a penalty of Rs 1000/- (Rupees one thousand only) per default shall be livable.
- 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 travel, departure & 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. The log book should be got signed from the PSPCL authority regularly by the driver/contractor.
- 23) The payment to the service provider shall generally be made within 30 days after the submission of bill by the service provider.
- 24) Payment shall be made by cheque or bank transfer on monthly basis on the basis of Log Book, duly certified by the concerned Officer. No advance payment on any account shall be made.
- 25) 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 @ Rs 90.25 (price as on 01.04.2022), base rate of petrol as Rs 98.46/- (price as on 01.11.2023) and base rate of CNG as Rs 87.58/- (price as on 01.11.2023). shall be applicable on actual kilometers run, effective from the 1<sup>st</sup> day of the subsequent month.
- 26) GST shall be payable by the service provider and the service receiver as per the instructions issued by the central Govt. from time to time.
- 27) In case services of service provider are not satisfactory on any account, the contract can be terminated by giving 15 days notice to the contractor.
- 28) 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 Regulation 1997 of PSPCL, as amended from time to time.
- 29) 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.
- 30) Outstation Night halting charges from 10:00 pm to 06:00 am shall be Rs 300/- per night.
- 31) 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 the same Terms & conditions as mentioned in this tender/PSPCL transportation policy, then it shall be acceptable.
- 32) The seats shall be well cushioned and should have fine, neat and clean seat covers and vehicle shall also have rubber floor mats.
- 33) The contractor shall be liable to keep the vehicle in good condition and ready at all times during the contract period.

  
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- 34) The kilometer run, from the point of departure of vehicle for maintenance/repairs, the times it run and rejoin the duties shall not be considered for billing.
- 35) The vehicle shall be parked at suitable place provided by the PSPCL. In case the contractor/driver 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. Payment regarding kilometer run for non-department duty will not given to service provider, the vehicle will be solely at the disposal of (at the service) PSPCL.
- 36) Income Tax at source will be deducted as per prevailing rates from each running monthly bill as per Income tax Rules/Act as applicable from time to time.
- 37) Security deposit equal to 5% of the monthly running bill will be deducted from the monthly bills (excluding fuel charges) which will be refunded after closure /faithful execution of contract agreement and the amount deposited by the contractor as EMD shall be converted into security deposit which shall be released after the faithful execution of the contract period. Non-compliance of agreement shall invite forfeiture of this amount of the contractor/service provider. No interest will be paid on this amount or security deposit.
- 38) The kilometer run for the journeys which are not verified/signed by the concerned officer, shall not be payable.
- The payment will be approved and verified by O/o: Addl.SE/Distribution projects Cell, PSPCL, Faridkot.
  - The payment shall be released by DDO that is O/o: Addl.SE /Distribution projects Cell-1, PSPCL, Bathinda.
  - The payment will be done on monthly basis to the service provider after actual submission of invoice in original verified by the concerned PSPCL officer.
  - Submission of GST return filed by the service provider regarding GST paid if any by PSPCL shall be attached with each monthly invoice.

**39) GOODS AND SERVICE TAX:**

PSPCL is registered centrally in the state under **GSTIN 03AAFCP5120Q1ZC.**

- GST, as applicable, will be paid as per prevailing provisions of GST Act & Laws against submission of documentary proof at rate(s) prevailing during the contracted delivery period on the basis of actual. The following certificates shall have to be furnished along with invoice –cum-gate pass duly signed by the authorized agent /signatory. The first invoice should accompany the specimen signatures of the authorized signatory duly attested by the owner of the vehicle/proprietor of the firm with a copy of orders regarding his appointment as authorized signatory.
- Certified that the transaction on which the GST is claimed has been/shall be included in the return submitted / to be submitted to the GST Authorities and the amount claimed from the Punjab State Power Corporation Ltd. has been / shall be paid to the GST Authorities.
  - Certified that the goods on which GST has been charged have not been exempted under GST Act or rule made there under and that the GST charged on these goods is not more than what is payable under the provisions of relevant act.



- Certified that we shall indemnify the Punjab State Power Corporation Ltd. in case, it is found, at a later stage that wrong or incorrect payment had been received on account of GST, the same will be refunded.
- Certified that we are registered dealer under the GST Act and our Registration No. is .....

- ii) In case the GST is applicable and is required to be paid extra as referred to Para-(i) above, the tenderer should clearly indicate HSN code of item along with present rate (in percentage) applicable to their company.
- iii) The maximum rate (in percentage) up-to which the GST may become livable/ payable under the prevailing Rules & Regulations applicable to their company, should also be clearly indicated in their tender.
- iv) In case the GST is applicable /payable, necessary certificate of GST claimed / GST Gate Pass duly authenticated by the authorized representative of GST Authorities, shall however, be furnished by the supplier along with each consignment. The supplier should, therefore, clearly indicate in their tender that whether such GST Gate Passes/Certificates shall be furnished by them or not.  
NOTE: The firms indicating nil or concessional rate of GST in their tenders (if any) will have to absorb GST up to the full rate applicable at the time of tendering.
- v) FURTHER any loss due to non-availability of ITC or levy of penalty/ interest payable by PSPCL on account of non-filing of return or non-compliance or any miss-statement given under the provisions of GST ACT by the firms shall be recoverable from them.
- vi) GST at applicable rates shall be payable as per prevailing rules/laws.

#### **40) Jurisdiction**

All legal proceedings in connection with the work allotment order-cum-contract agreement shall be subject to the territorial of Local Civil courts at Faridkot.



Addl.SE/  
Distribution projects,  
PSPCL, Faridkot.



**(ANNEXURE – B)**

**Price Performa**

Hiring of One No. Vehicle **(MahindraBolero/TUV300/Xylo (Double Door) or equivalent in price)** for one year for the Office of Addl.SE/Distribution projects Cell, PSPCL, Faridkot.

Sr.No.	Particulars of firm	
1	Make & Model of Vehicle (month & year of Registration of vehicle) being offered.	
2	Monthly Fixed Charges in Rs. (Lump Sum) up to 1000 Kms.	
3	Per Kilometer Variable Charges above 1000 Kms in Rs/KM.	
4	GST Rate(%)	

Date \_\_\_\_\_

Signature of the Contractor

\_\_\_\_\_

Phone \_\_\_\_\_

Company Address

\_\_\_\_\_

\_\_\_\_\_

