

**PUNJAB STATE POWER CORPORATION LIMITED**  
**NOTICE INVITING TENDER**

**TENDER ENQUIRY NO. 01/2026-27**

**Date of Issue: 25.02.2026**

**Date of Opening: 13.03.2026**

**1. Introduction**

Sealed Tenders are invited from the experienced **Taxi Operators / Firms / Transporters** for the hiring of one (01) outsource vehicle i.e. **Honda City/ Maruti Ciaz or equivalent**, having a yellow number plate along with a driver for a period of one year i.e 01.04.2026 to 31.03.2027.

The vehicle will be hired for the official use of the Company Secretary, PSPCL stationed at Patiala on the following basis:

- Fixed monthly rate for up to 1000 KM
- Variable rate for usage beyond 1000 KM

The Schedule of rates, vehicles specifications and tender documents containing terms and conditions are enclosed herewith. Bidders are required to quote rates in the prescribed **proforma** and submit their **profile** in the enclosed **Annexures**.

**2. Tender Details:**

Sr. No	Particulars	Details
1	<b>Name of work</b>	: Hiring of one (01) outsourced vehicle i.e. Honda City / Maruti Ciaz or equivalent, having a yellow number plate along with a driver for a period of one year for the official use of the Company Secretary, PSPCL, Patiala
2	<b>Tender Enquiry No.</b>	: 01/2026-27
3	<b>Estimated Cost</b>	: ₹ 4,74,000/- (Fixed monthly charges for 1000KM @ Rs. 39500 x 12 months)
4	<b>Period of Contract</b>	: One (01) year
5	<b>Tender Document Cost / Fee:</b>	: Rs. 1000 + GST @18% total cost Rs. 1180/- (non-refundable) to be deposited in the form of Cash / Demand Draft / Pay Order in favor of " <b>Punjab State Power Corporation Limited</b> " payable at <b>Patiala</b> . Tender without document fee will not be considered.
6	<b>EMD</b>	: lump sum amount of ₹10,000/- (excluding GST)
7	<b>Last date for purchase of tender specifications</b>	: 05:00 PM on 12-03-2026
8	<b>Last date &amp; time for submission of tender</b>	: 03:00 PM on 13-03-2026
9	<b>Date &amp; Time and Place of opening of tender</b>	: 03:30 PM on 13-03-2026 Supdt. Gr-1, Meeting Section, Room No. 10, Ground Floor, Three Storey Building, PSPCL, Head Office, The Mall, Patiala 96461-19656
10	<b>Mode of Submission</b>	: By Registered Post / Courier / By Hand (as applicable)

If the date of opening of tender happens to be a holiday, then the tender will be opened on next working day at the same time and place as mentioned above.

## **Tender Submission Instructions**

The tender shall be submitted in **two parts**, each enclosed in separate sealed envelopes and all two envelopes shall be placed in a larger sealed cover addressed to Supdt. Gr-I, Meeting Section, Room No. 10, Ground Floor, Three Storey Building, PSPCL, Head Office, The Mall, Patiala.

### **(A) Envelope-I (PART-I : Earnest Money Deposit)**

1. This part shall contain the Earnest Money Deposit in the form of a lump sum amount of ₹10,000/- (excluding GST), representing 2% of the estimated contract value (rounded for convenience) and fulfilling the minimum EMD requirement.
2. The EMD must be submitted in the form prescribed in the tender documents, such as a Demand Draft / Pay Order, Bank Guarantee or online transfer, in favour of "**Punjab State Power Corporation Limited**" payable at **Patiala**.
3. Bidders must write their name and full address on the back of the Demand Draft / Pay Order.
4. No interest shall be payable on the EMD.
5. Once the contract is finalized, the EMD shall either be refunded to unsuccessful bidders or adjusted as a security deposit for the successful bidders.
6. If the EMD is not found in order, **Part-II of the tender shall not be opened or considered.**

### **(B) Envelope-II (PART-II : Commercial, Technical Conditions and Price Bid)**

This envelope shall contain the following:

1. Acceptance of Term & Conditions – **Annexure-'A'**
2. Commercial, Technical Conditions and Price Bid – **Annexure-'B'**

### **Tender Documents**

<b>Sr. No</b>	<b>Particulars</b>	<b>Annexure</b>	<b>Page No</b>
1)	Term & Conditions	'A'	3 to 6
2)	Commercial, Technical Conditions & Price Bid	'B'	7 to 8
3)	Contract Agreement	'C'	9
4)	Good and Service Tax	'D'	10
5)	Affidavit (Self-declaration of not being blacklisted by any Govt./PSU/Semi-Govt.)	'E'	11

### **Note:**

- PSPCL reserves the right to accept or reject any or all tenders without assigning any reason thereof.
- Conditional or incomplete tenders are liable to be rejected.

  
Supdt. Gr-1, Meeting Section,  
Room No. 10, Ground Floor,  
Three Storey Building,  
PSPCL, Head Office, The Mall  
Patiala-147001 (Pb.)  
(M) 96461-19656  
Email: [pspclmeeting@gmail.com](mailto:pspclmeeting@gmail.com)

**Terms & conditions for Hiring of Outsourced Vehicle on monthly basis for any station in Punjab.**

- (1) **Period of Contract:** The Work Order for out-sourcing of vehicles, for the vehicles not more than 4 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 (03) years, on the satisfactory performance of the vehicle/ service provider subject to condition that the vehicle can continue in the department upto the five (05) years of life. Hence the maximum period for which a vehicle can be hired is 4 years. After completion of this period, a fresh tender shall be invited for hiring of vehicles.
- (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 neighboring 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 kilometers, 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) 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 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.
- (14) 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.
- (15) 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.
- (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, he 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. 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.
- (19) **Penalty:** 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 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 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.
- (23) **Billing & Payment:** The service provider shall submit monthly bills along with log book duly verified and approved by the concerned officer. The payment shall be made on a monthly basis through online mode (RTGS/NEFT) only. No advance payment on any account shall be made. Income tax, GST-TDS and any other statutory deductions/charges shall be made at the prevailing rates while clearing the bills for payment.
- (24) **Variation:** A variation of 05 Paise for cars and 08 paise for other vehicles, for every ₹1/- variation in diesel/petrol/CNG cost, taking the base rate of diesel/petrol/CNG shall be applicable on actual kilometers run, effective from the 1st day of the subsequent month.
- (25) **Goods and Service Tax:** GST shall be payable by the service provider and service receiver as per the instructions issued by the Central Govt. from time to time.  
**(Annexure-'D')**

- (26) In case services of service provider are not satisfactory on any account, the contract can be terminated by giving 15 days, notice.
- (27) 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.
- (28) 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.
- (29) Outstation Night halting charges from 10.00 pm to 06.00 am shall be RS. 300/-.
- (30) 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.
- (31) **Security Deposit & Forfeiter in the event of default:**
- (i) A Security deposit equivalent to 5% of the contract amount shall be deducted from monthly bills of the service provider/contractor towards the faithful execution of the contract. The amount of Earnest Money Deposited (EMD) submitted by the service provider /contractor shall be retained as part of the security deposit. No interest shall be payable to the service provider/contractor/firm on the amount of security deposit so held.
- (ii) In the event of default on the part of the service provider /contractor in the faithful execution of contract, the security deposit shall be liable to forfeiture. The forfeiture of security deposit shall however be without prejudice to any other rights arising or accruing to the Corporation/Board under relevant provisions of the contract like penalty/damages for delay in delivery including suspension of business dealings with Corporation for a specific period. The security deposit shall, however, be refunded to the service provider/contractor after the satisfactory and faithful completion of the contract.
- (32) **Contract Agreement:** The successful service provider will have to execute an Contract Agreement on Non-Judicial stamp paper worth Rs. 100/- for faithful execution of the work as per terms and conditions of the work allotment order within 10 days. A specimen of the contract agreement to be executed is attached herewith as **Annexure - 'C'**.
- (33) **Cancellation:** In case services of Service Provider are not satisfactory on any account or in the event of default on the part of service provider, the contract can be terminated by giving 15 days' notice. Decision of PSPCL will be final and binding on the service provider in this regard. If the service provider/ contractor seeks to discontinue the services, service provider will serve 30 days' notice to PSPCL, if failed the security deposit will forfeit.
- The PSPCL reserves the right to cancel the contract any time, without assigning any reason by giving 10 days' notice.
- (34) **ARBITRATION**
- a) If at any time any question, dispute or difference, what so ever shall arise, between the Purchaser/PSPCL and the Contractor/Supplier, upon or in relation, to or in

connection with the Purchase Order/ Contract, either party may forthwith give to the other, notice in writing of the existence of such question dispute or difference and the same shall be referred for sole arbitrator of a nominee of the Purchaser/PSPCL, who shall give a reasoned/speaking award. The award of the Sole Arbitrator shall be final and binding on the parties 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 enforce, shall be deemed to apply to and be incorporated in the Contract/Purchase Order. It will not be objectionable, if the Sole Arbitrator is an officer of the PSPCL and he has expressed his views on all or any of the matters 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 himself may determine the amount thereof or direct the same to be taxed as between Solicitor and Client or as between party and PSPCL and 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, continued during the arbitration proceedings and no payment due or payable by the Purchaser/PSPCL shall be with-held on account of such proceedings.
- (35) **JURISDICTION:** All legal proceedings in connection with this Purchase Order/Contract shall be subject to the territorial Jurisdiction of the local Civil Courts at Patiala only.
  - (36) **Changes:** No variation or modification or waiver of any of the terms and provisions shall be deemed valid unless mutually agreed upon in writing by PSPCL and the Service Provider.
  - (37) **Validity:** The offer should preferably be valid for 120 days from the date of opening of the Tender Enquiry or as specified in NIT and any withdrawal or modification of the offer shall not be permitted.
  - (38) All other conditions of PSPCL Corporate Transport Policy issued on 31-01-2023 and its amendments issued from time to time relating to outsourced vehicles shall be applicable.

Enclosures: As above

## PART-II – Commercial, Technical Conditions and Price BID

<b>(A) - Technical / Commercial Information</b>		
<b>Sr. No</b>	<b>Particulars</b>	<b>Details to be filled by Bidder</b>
1	Name of Bidder/Firm/ Owner/ Organization/ Individual providing the vehicle	
2	Registered office address	
3	Correspondence / Contact Address	
4	Contact Person (Name & Designation)	
5	Mobile No. / Email ID	
6	Type of Firm (Proprietorship / Partnership / Company)	
7	GST Registration No. (attached documentary proof)	
8	PAN No. (attached documentary proof)	
9	Bank Details (Account No./Bank Name / Branch / IFSC Code) (attached documentary proof)	
10	Number of years of experience in taxi / transport services	
11	Experience of providing vehicles to Govt./PSU/Corporate (attach proof)	
12	License / Registration Details for Providing Taxi / Transport Services (e.g., Taxi Operator License, Commercial Vehicle Registration, State Transport Permit, etc.)	
13	Affidavit / Self-declaration of not being blacklisted by any Govt./PSU/Semi-Govt.) <b>(Annexure-'E')</b>	
14	Past experience of handling hiring services. Name of Govt./Autonomous Organization served along with performance certificate	
15	Declaration : Acceptance of Terms & Conditions <b>(Annexure-'A')</b>	<u>Yes / No</u>
16	Any other relevant information	

**Declaration:**

I hereby declare that the details furnished above in respect of the outsourced vehicle(s) are true and correct to the best of my knowledge and belief. In case any information provided is found to be false or misleading at any stage, I understand that I may be held liable for the same and that my bid is liable to be rejected and/or the contract terminated without any claim whatsoever. The above details have to be certified by an authorized signatory of the firm/owner.

(Signature of the Service Provider / Bidder with seal / stamp)

**(B) - Price / Commercial Bid**

**Fuel Type (Diesel / Petrol / CNG)**

Sr. No.	Type of Vehicle	Vehicle Required	Monthly Fixed charges for up to 1000 KM (₹)	Variable Rate per KM beyond 1000 KM (₹)
1	One (01) Honda City/ Maruti Ciaz or equivalent along with driver, maintenance & fuel as per terms & conditions of subject cited tender enquiry	1 No		
2	Model, Color and Year of Mfg. (should not be more than 5 years old on last date of tender)			
3	Registration Number			
4	Name and Address of owner			

**PSPCL Information / Notes (For Bidder's reference only)**

1. Base fuel rates considered as per PSPCL Corporate Transport Policy dated 31-01-2023 and amendments issued from time to time: **Diesel** – ₹90.25 per litre (as on 01-04-2022), **Petrol** – ₹98.46 per litre (as on 01-11-2023), **CNG** – ₹87.58 per kg (as on 01-11-2023).
2. Monthly base rate approved for outsourced vehicle: ₹39,500/- as per PSPCL Corporate Transport Policy dated 31-01-2023 and its amendments issued from time to time for up to 1000 KM and beyond 1000 KM variable rates shall be applicable as ₹6.50/- per KM for Diesel, ₹8.50 per KM for Petrol and ₹5.50/- per KM for CNG vehicles.

**Declaration by Bidder:**

- 1) All rates quoted above are firm, fixed and inclusive of all applicable charges/ taxes/duties and liabilities except GST as applicable as per tax rules of State/Central Govt. from time to time.
- 2) GST will be paid by PSPCL in accordance with the GST Act.
- 3) I/We undertake to provide the vehicle(s) strictly as per the terms and conditions of Tender Enquiry No. 01/2026-27.

(Signature of the Service Provider / Bidder with seal / stamp)

**CONTRACT AGREEMENT**

(To be entered on a non-judicial stamped paper of Rs. 100/-)

This Contract Agreement has been executed today on \_\_\_\_\_ between Punjab State Power Corporation hereinafter called PSPCL and \_\_\_\_\_ hereinafter called "Contractor" for supply of 1 no vehicle on monthly basis to Punjab State Power Corporation Limited on the rates mentioned in the enclosed Annexure-'C' for one year with immediate effect, in accordance with Tender Enquiry No. **01/2026-27** and contractor quotation dated \_\_\_\_\_ and subsequent correspondence made between the parties.

The PSPCL has appointed the contractor as authorized contractor for supply of one (01) vehicle on monthly basis to Punjab State Power Corporation Limited vide Work Order No. \_\_\_\_\_ dated \_\_\_\_\_ mentioning therein detailed terms and conditions. The contractor while acknowledging Contract dated \_\_\_\_\_ has agreed to comply with the same.

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

P.S.P.C.L.

WITNESSES

**GOODS AND SERVICES TAX**

**PSPCL is registered entirely in the state of Punjab under GSTIN 03AAFCP5120Q1ZC.**

- Certified that the transaction on which GST is claimed has been/shall be included in the return submitted/ to be submitted under GST law and the amount claimed from PSPCL has been deposited/ shall be deposited with GST authorities.
- Certified that the supplies on which GST has been charged have not been exempted under GST Act or rule made there under and that GST charged on these supplies is not more than what is payable under the provisions of relevant act.
- Certified that we shall indemnify the PSPCL, in case, it is found at a later stage that wrong or incorrect payment has been received on account of GST, the same will be refunded.
- Certified that we are registered under GST Act and our registration no. is \_\_\_\_\_
- 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 by the contractor shall be recoverable from them.

NOTE: - The above undertaking have to be certified by the contractor.

**AFFIDAVIT / SELF - DECLARATION**

I, **[Name of Authorized Signatory]**, son/daughter of **[Father's Name]**, aged **[Age]** years, resident of **[Address]**, duly authorized to represent **[Name of Firm / Service Provider]**, do hereby solemnly declare and affirm as under:

1. That **[Name of Firm / Service Provider]** is a legally registered entity engaged in providing **taxi / transport services**.
2. That **[Name of Firm / Service Provider]** has **not been blacklisted** by any **Central Government, State Government, PSU, Semi-Government Department, or any other organization** till date.
3. That all the information and documents submitted along with the tender are **true and correct to the best of my knowledge and belief**.
4. I / We understand that **any false declaration or suppression of information** shall lead to **rejection of the tender, forfeiture of EMD / Security Deposit**, and may attract **legal / administrative action** as deemed appropriate by PSPCL.

**Declared on this [Date] day of [Month], [Year] at [Place].**

**Signature of Authorized Signatory**  
**Name & Designation**  
**Seal / Stamp of the Firm**