DNIT FOR TENDER OF OUTSOURCING VEHICLE

FOR AEE/DS DHILWAN UNDER SUBURBAN DIVISION PSPCL KAPURTHALA FOR THE YEAR OF 2026-27

03/SU-KPT/2026-27

Office: Addl. S.E./DS.

SUB URBAN DIVISION, PSPCL, KAPURTHALA

Punjab State Power Corporation Limited (PSPCL)
Office of Addl.S.E./DS, Suburban Division, Kapurthala.
Email: xen-ds-kapurthala-sub@pspcl.in, Phone: 9646116018
Regd. Office: PSEB Head Office, The Mall Patiala-147001
Website: www.pspcl.in

Notice Inviting Tender

Tenders are invited from Contractors or Firms for the following work: -

Sr. No.	Particulars	Details
1	**Address details of issuing authority**	Addl. S.E./DS, Sub Urban Division, PSPCL, KAPURTHALA
2	**Name of Work**	Hiring of 01 no. Single Door / Double Door Mahindra Genius / Bolero / Tata 207 / 408 or any other equivalent vehicle on outsourcing for the office of AEE/DS DHILWAN (Including accessories & Taxes along with driver)
3	**Tender Enquiry No.**	03/SU-KPT/2026-27
4	**Estimated Tender Cost**	Rs. 7,45,140/- (Approx.)
5	**EMD**	Rs. 14,910/- (2% of Estimated Tender Cost)
6	**Tender Documents Fees**	Rs. 1,180/- (1000 + 180 GST @ 18%) (Non-Refundable)
7	**Starting date of sale of tender specification**	***06.11.2026***
8	**Last date of sale of tender specification**	***20.11.2026 up to 11:00 a.m.***
9	**Last date & time of submitting tender's Document/specification**	***20.11.2026 up to 01:00 p.m.***
10	**Date & time of Opening of Tender**	***20.11.2026 at 03:00 p.m.***
11	**Validity of Bid**	120 Days

Note: -

- Detailed NIT may be Collected from the PSPCL office i.e., ***Addl. S.E./DS, Sub Urban Division, PSPCL, KAPURTHALA***.
- In case Tender Process is not completed due to any reason, Corrigendum will not be Published in Newspaper, Detail regarding Corrigendum may be available in the PSPCL office and Online on PSPCL Website (https://pspcl.in/).
- The annual estimated cost of Rs. 7,45,140/- has been calculated taking into consideration maximum monthly fixed charges of Rs. 42,000/- (for 2000 kms), +(7.5+7.5+7.5=22.5)% year on year appreciation, Rs. 10/- Per km (for Additional 500 kms/month), +10% variation (Estimated diesel price variation charges, and taxes).

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ਨੋਟਿਸ ਇਨਵਾਈਟਿੰਗ ਟੈਂਡਰ

ਹੇਠ ਲਿਖੇ ਕੰਮ ਲਈ ਠੇਕੇਦਾਰਾਂ ਅਤੇ ਫਰਮਾਂ ਤੋਂ ਟੈਂਡਰ ਮੰਗੇ ਜਾਂਦੇ ਹਨ: -

ਲੜੀ ਨੰ:	ਵੇਰਵਾ	ਵੇਰਵੇ
1	ਦਫ਼ਤਰ	ਵਧੀਕ ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ/ਵੰਡ, ਸਬ-ਅਰਬਨ ਮੰਡਲ, ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ., ਕਪੂਰਥਲਾ
2	ਕੰਮ ਦਾ ਨਾਮ	ਸਹਾਇਕ ਕਾਰਜਕਾਰੀ ਇੰਜੀਨੀਅਰ/ਵੰਡ, ਸ/ਡ ਢਿੱਲਵਾਂ ਲਈ ਬਾਹਰੀ ਸੋਮਿਆਂ ਰਾਹੀਂ 01 ਨੰ. ਸਿੰਗਲ ਡੋਰ / ਡਬਲ ਡੋਰ Mahindra Genius / Bolero / Tata 207 / 408 ਜਾਂ ਇਸ ਦੇ ਬਰਾਬਰ ਦੀ ਗੱਡੀ ਕਿਰਾਏ 'ਤੇ ਲੈਣ ਸਬੰਧੀ (Including accessories & Taxes along with driver)
3	ਇਨਕੁਆਰੀ ਨੰ:	03/SU-KPT/2026-27
4	ਅਨੁਮਾਨਤ ਰਕਮ	7,45,140/- ਰੁਪਏ (ਲਗਭਗ)
5	ਈ.ਐਮ.ਡੀ (EMD)	14,910/- ਰੁਪਏ (ਕੁੱਲ ਲਾਗਤ ਦਾ 2%)
6	ਟੈਂਡਰ ਡਾਕੂਮੈਂਟ ਫੀਸ	1,000/- ਰੁਪਏ + 180 (18% GST) = 1,180/- ਰੁਪਏ (ਨਾ-ਵਾਪਸੀ ਯੋਗ)
7	ਟੈਂਡਰ ਫਾਰਮ ਵੇਚਣ ਦੀ ਸ਼ੁਰੂ ਮਿਤੀ ਅਤੇ ਸਮਾਂ	***06.11.2026***
8	ਟੈਂਡਰ ਫਾਰਮ ਵੇਚਣ ਦੀ ਆਖਰੀ ਮਿਤੀ ਅਤੇ ਸਮਾਂ	***20.11.2026 ਸਵੇਰੇ 11:00 ਵਜੇ ਤੱਕ***
9	ਟੈਂਡਰ ਦਸਤਾਵੇਜ਼ ਜਮ੍ਹਾਂ ਕਰਵਾਉਣ ਦੀ ਆਖਰੀ ਮਿਤੀ ਅਤੇ ਸਮਾਂ	***20.11.2026 ਦੁਪਹਿਰ 01:00 ਵਜੇ ਤੱਕ***
10	ਟੈਂਡਰ ਖੋਲ੍ਹਣ ਦੀ ਮਿਤੀ ਅਤੇ ਸਮਾਂ	***20.11.2026 ਦੁਪਹਿਰ 03:00 ਵਜੇ***
11	ਬਿੱਡ ਦੀ ਵੈਲੀਡਿਟੀ	120 ਦਿਨ

ਨੋਟ: -

- ਟੈਂਡਰ ਸਬੰਧੀ ਵਿਸਥਾਰਪੂਰਵਕ ਵੇਰਵੇ ਦਫ਼ਤਰ ***ਵਧੀਕ ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ/ਵੰਡ, ਸਬ-ਅਰਬਨ ਮੰਡਲ, ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ., ਕਪੂਰਥਲਾ*** ਤੋਂ ਪ੍ਰਾਪਤ ਕੀਤੇ ਜਾਣ।
- ਜੇਕਰ ਕਿਸੇ ਕਾਰਨ ਟੈਂਡਰ ਪ੍ਰਕਿਰਿਆ ਪੂਰੀ ਨਹੀਂ ਹੁੰਦੀ ਤਾਂ ਉਸ ਕੇਸ ਵਿੱਚ ਅਖਬਾਰਾਂ ਵਿੱਚ ਸੋਧ ਪ੍ਰਕਾਸ਼ਿਤ ਨਹੀਂ ਕਰਵਾਈ ਜਾਵੇਗੀ। ਸੋਧ ਸਬੰਧੀ ਵੇਰਵੇ ਦਫ਼ਤਰ ਸਬ-ਅਰਬਨ ਮੰਡਲ, ਕਪੂਰਥਲਾ ਤੋਂ ਪ੍ਰਾਪਤ ਕੀਤੇ ਜਾਣ ਜਾਂ ਨਿਗਮ ਦੀ ਵੈੱਬਸਾਈਟ (https://pspcl.in/) ਤੋਂ ਡਾਊਨਲੋਡ ਕੀਤੇ ਜਾਣ।
- ਸਾਲਾਨਾ ਅਨੁਮਾਨਿਤ ਲਾਗਤ ₹ 7,45,140/- ਦੀ ਗਣਨਾ ਵੱਧ ਤੋਂ ਵੱਧ ਮਹੀਨਾਵਾਰ ਨਿਸ਼ਚਿਤ ਖਰਚੇ ₹ 42,000/- (2000 ਕਿਲੋਮੀਟਰ ਲਈ), +(7.5+7.5+7.5=22.5)% ਸਾਲ-ਦਰ-ਸਾਲ ਵਾਧਾ (ਐਪਰੀਸੀਏਸ਼ਨ), ₹ 10/- ਪ੍ਰਤੀ ਕਿਲੋਮੀਟਰ (ਵਾਧੂ 500 ਕਿਲੋਮੀਟਰ/ਮਹੀਨਾ ਲਈ), +10% ਪਰਿਵਰਤਨ (ਵੇਰੀਏਸ਼ਨ)(ਡੀਜ਼ਲ ਕੀਮਤ ਵਿੱਚ ਅਨੁਮਾਨਿਤ ਬਦਲਾਅ ਦੇ ਖਰਚੇ ਅਤੇ ਟੈਕਸਾਂ) ਨੂੰ ਧਿਆਨ ਵਿੱਚ ਰੱਖਦੇ ਹੋਏ ਕੀਤੀ ਗਈ ਹੈ।

ਵਧੀਕ ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ/ਵੰਡ,
ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ ਸਬਅਰਬਨ ਮੰਡਲ,
ਕਪੂਰਥਲਾ।

Terms & Conditions

1) **Cost of Tender Specification:**

A set of tender documents containing technical specifications, general instructions, and terms and conditions can be obtained from this office on payment of **Rs. 1,180/-** (1,000 + 180 GST) (Non-Refundable) by cash or demand draft in favor of PSPCL. Tenders of the contractors/firms which do not purchase the tender documents in advance shall not be accepted/opened.

2) **Performance Security:**

The Contractor shall furnish a Performance security equal to **5% value of the contract price**. Security will also be deducted from the Running bills as well as final bills submitted by the Contractor. The Security furnished shall be valid initially till the expiry of defects liability period of 12 months and shall be extended appropriately as defects liability period is extended. No interest shall be paid for the security amount. On the faithful execution of the contract in all respects including warranty/defects liability period, the security shall be refunded. In the event of default on the part of the contractor in the faithful execution of the contract, the security shall be forfeited.

3) **Earnest Money:**

Tenders exceeding the value of Rs. 50,000/- shall be accompanied by Earnest Money @ 2% of the tendered value subject to a minimum of Rs. 5,000/- & maximum of Rs. 1,00,000/- (except those who are exempted from furnishing of Earnest Money).

The earnest money of **Rs. 14,910/-** should be deposited in the form of cash or Demand Draft in favor of PSPCL at **Sub Division City No. 2 KPT**.

4) **Validity:**

The offer must be kept valid for at least **120 days** from the date of opening of tender.

5) **Payment: -**

A. Payment shall be made on monthly basis on the presentation of the bill in the concerned office/officer in the succeeding month by this office through cheque.

B. **Timely Payment:** 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.

C. The kilometer run from the point of departure of vehicle for personal use shall not be considered for billing.

D. Income Tax (and all other applicable statutory deductions) shall be deducted from the bill and GST shall be paid Extra as applicable as per Central Govt. rules.

E. The contractor must have a valid PAN no. and GST no.

6) **Rates:**

a. Rates must be quoted in figures as well as in words. Tenders containing corrections/overwriting without attestation by the tenderers will be rejected.

b. Quote Rates without GST, which will be payable extra as applicable as per instructions issued by Central Govt. from time to time.

c. Conditional tenders, telegraphic/e-mail/telefax tenders not on prescribed form, and tenders without earnest money shall not be accepted.

d. The officer reserves the right to increase/decrease the quantity of vehicles to be hired at the time of placing order.

e. The purchaser reserves the right to cancel all the tenders without assigning any reason.

f. If the date of opening of quotations happens to be a holiday, the same will be opened on the next working day at the same time.

g. The quotations should be submitted on letterhead duly neatly typed.

h. Tenders received after the due date and time shall not be entertained.

7) **Negotiations:**

Negotiations, if required, shall not be held except with the lowest (L-1) Tenderer.

8) **Purchase of Tender:**

The Tenderers/firms shall bring all the original documents at the time of submission of application for purchasing of tender documents and also attach attested copies of the same with application as under:

A. Documentary proof showing financial soundness, experience, and standing in the market.
B. Commercial Registration certificate (RC) of the vehicle with yellow plate entry (in case of Old Vehicle) or Quotation from authorized Dealership (in case of New Vehicle).
C. Insurance cover duly renewed for the year 2026-27 (in case of Old Vehicle).

9) **Other General Terms and Conditions:**

1. **Rates & Entitlement:** The Monthly rate for **Single Door / Double Door Mahindra Genius / Bolero / Tata 207 / 408** or equivalent in price with Maximum price limit is **Rs. 42000/- per month** including 2000 KMs, and over 2000 KM the variable rate of **Rs. 10 per KM** up to 2500 KM will be allowed.
2. **Base Diesel Rate:** The Monthly rates are proposed rates based on the base price of Diesel rate @ **Rs. 90.25 per litre** as on 01.04.2022.
3. **Diesel Variation:** Variation of 05 paisa for Cars and 08 paisa for other vehicles for every Rs. 1/- variation in diesel cost, taking the base rate of diesel mentioned above, shall be applicable on actual kilometers run, effective from the 1st day of the subsequent month.
4. **Annual Appreciation:** The fixed rates for monthly basis vehicles may be appreciable by **7.5% per year**.
5. **Contract Period & Vehicle Age Limit:** The Work Order for outsourcing of vehicles, for 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 satisfactory performance of the vehicle/service provider, **subject to the condition that the vehicle can continue in the department up to 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.
6. **Commercial Registration & Integrity Clause:** Only Commercial Vehicle with yellow number plate and entry in Registration Certificate should be hired. If the contractor does not supply yellow number plate vehicles, then his security will be forfeited and he will be blacklisted. **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.**
7. **Operational Scope:** 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.
8. **Comprehensive Insurance:** 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.
9. **Taxes & Certifications:** Road tax for the vehicle shall be paid regularly and kept updated by the service provider.
10. **Pollution Certificate:** Service Provider shall have valid pollution certificate (PUC) for the vehicle and the same should be available with the driver to be produced on demand.
11. **Fitness Certificate:** The service Provider shall obtain the passing/fitness certificate and update Registration of vehicle from the concerned authority at his own cost.

12. **Maintenance & Breakdown:** 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.
13. **Expenses Borne by Vendor:** 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.
14. **Liabilities:** 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.
15. **Permits:** Vehicles shall possess Valid Permit. No liability for the Inter-State permit charges would be borne by PSPCL.
16. **Toll/Parking Charges:** Toll Tax/Parking charges, etc. wherever paid, shall be reimbursed as per actual, subject to the production of its receipts.
17. **Accident Liability:** Total liability including third party, if any, in case of 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.
18. **Spares & Toolkit:** The service provider shall provide a reliable spare tyre (stepney), tools, spares and consumables, with every vehicle, in order to attend to minor repairs while travelling.
19. **Driver License:** Service Provider shall also ensure that Drivers possess valid commercial driver's license. Validity of Driver's license and fitness of driver should be ensured from time to time.
20. **Driver Conduct:** 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.
21. **Leave Replacement:** 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.
22. **Monthly Days Off:** 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.
23. **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 leviable.
24. **Driver Communication:** Service provider shall ensure mobile facility to the driver at its own cost.
25. **Log Book:** Log book should be maintained by the service provider. All entries of each journey like Date, Place ('from' as well as 'to'), Time of departure & arrival, Initial/final Kilometer 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.
26. **Monthly Certification:** 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.
27. **GST Liability:** 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. **Contract Termination:** In case services of the service provider are not satisfactory on any account, the contract can be terminated by giving **15 days' notice**.
29. **Lockdown / Force Majeure Recovery:** 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. **Night Halt Charges:** Outstation Night halting charges from 10.00 pm to 06.00 am shall be **Rs. 300/- per night**.
31. **Fuel Policy Transition:** In the future if the Indian Govt. Imposes ban on Diesel Vehicles, in such a situation, if the Contractor provides the equivalent Petrol/CNG vehicles at the same Diesel rate and same Terms & Conditions as mentioned in the Policy, then it shall be acceptable.
32. **Arbitration Clause:** If at any time any question, dispute, or difference whatsoever shall arise between the Vendor and PSPCL upon or in relation to or in connection with the order/contract, the matter shall be referred for arbitration as per the Arbitration clause contained in *Works Regulations 1997*, as amended from time to time.
33. **Governing Policy:** All other Conditions of New Corporate Transport Policy and time to time issued circulars/amendments related to outsourced vehicles will be applicable on this work.

Annexure-I:

Price Bid

Name of Work: Hiring of Outsourced Vehicle **Single Door / Double Door Mahindra Genius / Bolero / Tata 207 / 408** or any other equivalent vehicle for AEE/DS DHILWAN under ***Addl. S.E./DS, Sub Urban Division, PSPCL, KAPURTHALA***.

Detail of Vehicle	Monthly Rate Quoted by Contractor	
	In figures (Rs.)	In words (Rs.)
Single Door / Double Door Mahindra Genius / Bolero / Tata 207 / 408 or any other equivalent vehicle		
Variable Rate per KM (from 2,001 to 2,500 KMs).		

Instructions to Bidders:

1. The monthly Fixed Rate Quoted by the Contractor must be below or equal to the fixed Monthly Rate ceiling i.e., **Rs. 42000/- per month** (for up to 2,000 KMs).
2. The Variable Rate Quoted by the Contractor must be below or equal to the fixed variable Rate ceiling i.e., **Rs. 10 per KM** (for 2,001 to 2,500 KMs).
3. Maximum Base Rates for the above vehicle is Rs. 42000/- per month including 2000 KMs, and over 2000 KM the variable rates of Rs. 10 per KM up to 2500 KM will be allowed.
4. The Monthly rates are proposed rates based on the base price of Diesel rate @ **Rs. 90.25 per litre** as on 01.04.2022.
5. Variation of 05 paisa for Cars and 08 paisa for other vehicles for every Rs. 1/- variation in diesel cost, taking the base rate of diesel mentioned above, shall be applicable on actual kilometers run, effective from the 1st day of the subsequent month.
6. **GST:** Rates must be quoted without GST. GST will be payable extra as applicable as per Central Govt. instructions issued from time to time.
7. The quotations should be submitted on letterhead duly neatly typed.

Date: ____/____/20__

Stamp and Signature of Contractor / Firm