

PUNJAB STATE POWER CORPORATION LIMITED
OFFICE OF DEPUTY CHIEF ENGINEER/ CIVIL DESIGN
PSPCL, PATIALA

To,

As per back

Memo no 403/413

Dated. 03-06-26

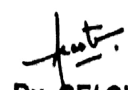
Sub: Hiring of outsourced vehicles for the O/o OSD/Power Reforms, Pb. Govt.
Chandigarh
Limited Tender Enquiry no. - 03/Sr Xen/CHD/2026-27

Dear Sir,

The subject cited limited tender enquiry for hiring of outsourced vehicles for the O/o OSD/Power Reforms, Pb. Govt., Chandigarh has been floated. Tender documents shall be available for sale from O/o Sr Xen/ Civil Hydel Designs, PSPCL, Sector 18, Chandigarh. Part I and Part II shall be opened in the O/o Sr Xen/ Civil Hydel Designs, PSPCL, Sector 18, Chandigarh in the presence of the bidders/ their representatives who may like to be present.


You are invited to participate in the tender.

1	Cost of tender document(s)	1180/- (Inclusive of GST) (Non refundable).
2	Earnest Money Deposit (to be deposited through DD/ in cash in o/o Sr Xen, Civil Hydel Design, PSPCL, Chandigarh)	Rs 9000/-
3	Start of sale of tender document	03-06-2026 at 0900Hrs
4	Last date and time to submit tender	19-06-2026 up to 1200Hrs
5	Opening of Part I (EMD + Technical Documents)	19-06-2026 at 1300 Hrs
6	Opening of Part II (Financial/ Price bids)	19-06-2026 at 1315 Hrs


Dy. CE/ Civil Design,
PSPCL, Patiala

CC: 1. CE/CD&C, PSPCL, Patiala
2. Notice Board

Terms & Conditions :-

1. The undersigned reserves the right to reject any or all the tenders so received without assigning any reason.
2. The following documents are to be provided along with the tender/quotation:
 - a. Copy of valid Registration Certificate of the vehicle.
 - b. Receipt of Tax/LCV Tax certificate.
 - c. Copy of valid Insurance.
 - d. PAN card of Proprietor.
 - e. GST Registration Number.
3. The Cost of Tender documents Rs. 1180/- (inclusive of GST) and Earnest Money deposit (EMD) of Rs.9000/- needs to be paid in the form of cash deposit receipt or Demand Draft drawn on any schedule bank in the favour of SR XEN/DDO, Civil Hydel Design, PSPCL, Chandigarh payable at Chandigarh.
4. Tender documents can be purchased from the O/o SR XEN/ Civil Hydel Design, PSPCL, Chandigarh upto 09:00 AM on 03/06/2026.
5. Quotation should reach in the office of the SR XEN / Civil Hydel Design, PSPCL, Chandigarh on or before 12:00PM on 19/06/2026.. If this day happens to be a holiday, the quotation can be submitted on the following working day and the same shall be opened on that day.
6. The quotation received before the above mentioned times shall be opened at 01:00PM on 19/06/2026 the same day in the presence of committee of officers/officials of the department and representatives of the contractors who want to be present.
7. The validity of tender will be 120 days.
8. For evaluation of tender, 500 km extra mileage per month at variable rate per extra KM beyond 1000 km shall be considered.
9. The contractor will execute Contract Agreement on Non-Judicial stamp paper worth Rs. 25/- within 10 days from the issue of allotment 

order/LOI. A specimen of the contract agreement to be executed is attached herewith as Annexure- I.

10. The rate shall be valid for a period of one year and any increase during the period of contract in the taxes, levies, shall be borne by the contractor at his risk and cost. No reimbursement on this account shall be given by the department.
11. During the contract period, the vehicles shall be used only for the works of the office of OSD/Power Reforms, Punjab Government, Chandigarh for journey/travel at Chandigarh as well as outside Chandigarh usually in the State of Punjab and other states as per requirement. The necessary inter-state permit, if any, will be arranged by the contractor.
12. Headquarter of the vehicle will be fixed at Chandigarh. The Vehicle shall be available for use round the clock, for utilization at our offices in Punjab, Chandigarh and Delhi and also for deputing to the neighboring State of Haryana, U.P., Himachal Pradesh, Uttarakhand, Rajasthan and J&K.
13. The rates will be inclusive of all taxes (except GST), duties and no extra charges shall be paid. Any increase during the period of contract in the taxes, levies, etc. shall be borne by the contractor. No reimbursement on this account shall be given by the department.
14. At the time of hiring, vehicle should not be more than four years old. The Work Order shall be initially for a period of one year and the same shall be extendable on year to year basis for a period of further 2 years, subjected to performance of the vehicle/ service provided. Hence, the maximum period for which the vehicle can be hired is 3 years. After 3 years a new tender will be floated.
15. Only Commercial LMV vehicles with a yellow number plate will be hired, entry of which must be in Registration Certificate. If the contractor does not supply yellow number plate vehicle then his security will be forfeited and will be blacklisted.
16. The vehicle shall be duly insured comprehensively including Third party insurance during the period of engagement with PSPCL. Insurance Premium shall be paid by the Contractor/ service provider. Lodging Insurance Claims with the Insurance


Company will be the Contractor's responsibility in case of any such eventuality.

17. Road Tax for vehicle shall be paid regularly and kept updated by the contractor.
18. Contractor should also have valid pollution certificate for the vehicles and the same should be available with the driver and will be produced on demand.
19. 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 or if the vehicle is taken off road or gets impounded on whatsoever account, alternate vehicle shall be made promptly available by the service provider at no extra cost to PSPCL.
20. The Contractor at his own cost will get done, passing/obtaining fitness certificate and updating of Registration of vehicle from the concerned registering authority.
21. Cost of Vehicle's registration, insurance, service/repair, road tax, salary/ emoluments/ allowances / boarding and lodging of the driver as employee or any other charges will be borne by the contractor. Only the fixed amount and variable charges for running extra kilometers, if any, shall be paid by PSPCL.
22. 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.
23. 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.
24. Any halt charges, penalty including challan, damages, court case, police case, etc shall be the sole responsibility of the service provider and PSPCL shall be not be party in such cases.
25. Vehicle shall possess valid permit. No liability for interstate permit charges would be borne by PSPCL.
26. Outstation Night halting charges from 10 PM to 6 AM shall be Rs. 300/-.
27. An efficient & healthy driver possessing a valid license for running the vehicle shall be provided by the contractor at his own cost. The driver should be very polite and

punctual and under no circumstances, driver of the vehicle shall be under the influence of any intoxicating drink or drug. The supplier shall be responsible for the conduct of driver. If the driver is found in an intoxicated/objectionable condition, PSPCL reserves the right to get an alternate driver on emergency basis. The Corporation shall have the right to discontinue hiring of Vehicle if in opinion of the Officer of the Corporation by whatever designation such Officers is called (the expression Officer of the Corporation here-in after shall convey by same meaning) the behavior of the driver is found objectionable, and his opinion in this regard shall be final and binding on the supplier. In the event of emergency, the driver would inform the officer concerned before proceeding on leave or not available on medical grounds an alternative arrangement will be made by the contractor in consultation with the concerned officer.

28. The charges on account of driver's salary and all other incident charges shall be borne by the contractor.
29. The Local Contact No. i.e. Phone No., Mobile No. and Address should be intimated to this office immediately.
30. The driver shall be provided with mobile facility by the contractor.
31. 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.
32. Log book should be maintained by the service provider. 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.
33. The vehicle hired will be released for servicing and maintenance for one day as and when necessary, without any deduction of payment, provided the vehicle has been regularly in use prior to the service. This would be permitted on prior information to the Concerned Officer. The service should be managed preferably on Saturday/Sunday or Gazetted Holiday. Alternate vehicle shall be provided during servicing/maintenance/repair of vehicle.

34. Maximum upto 4 days off in a month shall be allowed including for the service and upkeep of the vehicle, without any deduction of payment, provided the vehicle has been regularly in use prior to 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.
35. The vehicle shall be provided with reliable spare tyre, tools, spares and consumables in order to attend to minor repairs while travelling.
36. **TERMS OF PAYMENT:** Payment shall be made by cheque on monthly basis after the presentation of the bill. Payment will be made monthly on the basis of Log Book, duly certified by the concerned officer. No advance payment on any account will be made. For journeys beyond fixed limit, the payment would be made at the rates mentioned for extra kilometers.
37. The vehicle should be diesel variant. This increase or decrease in rate will be applicable only on KMs run beyond 1000 KM during the month. There will be increase/decrease of the rate by 5 paisa per KM for total Kms run for every increase or decrease, as the case may be, in the rate of diesel by rupee one taking Rs. 90.25 per liter as the base price as on 01.04.2022. Effective rate for the purpose of variation shall be taken as the average of the rates of diesel on first and sixteenth day of the month in which the journey has been performed.
38. In case of services of Contractor are not satisfactory on any account, the contract can be terminated by giving 15 days notice. In case of withdrawal of Vehicle from service of PSPCL within the contract period by the contractor, he shall have to inform to PSPCL, 15 days in advance otherwise 15 days payment shall be deducted from their bill as penalty.
39. In case of lockdown or any other such situation, the rate of extra Kilometers will be charged (recovered) for less Kilometers run from the monthly minimum kilometers. g.

40. Income Tax at source shall be deducted as per prevailing rates while clearing the bills for payment.
41. GST shall be payable by the service provider and service receiver as per the instructions issued by the central Government from time to time. Whenever GST is submitted by Service provider GST receipt/Challan shall be timely submitted to PSPCL.
42. 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 day of delay shall be levied.
43. In future, if the Govt. of India 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.
44. Toll Tax/Parking Charges, etc. wherever paid, during the execution of journey will be paid by the Contractor & reimbursed by PSPCL, as per applicable rules subject to production of actual receipts.
45. SECURITY DEPOSIT: Amount of security @ 5% of Gross Amount of bills will be deducted by department, amount of Earnest Money already deposited shall be retained as Security Deposit.
46. In the event of default on the part of the 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/Board under relevant provisions of the contract. It will, however, be refunded after the contract has been executed faithfully.
47. JURISDICTION: All legal proceeding against this contract shall be in the jurisdiction of civil courts at Chandigarh.
48. All the latest terms & conditions given in different circulars/letters of PSPCL will be applicable.
49. If at any time, any question, any dispute or difference, whatsoever shall arise between vendor and the 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.

DA/Annexure-I

Dy. CE/Civil Design,

↳ PSPCL, Patiala



ANNEXURE- I
Contract Agreement Form

To be entered on a Non-judicial Stamped Paper
of Rs. Twenty Five Only

This contract agreement made thisday of in the yearbetween the Punjab State Power Corporation Limited hereinafter called 'Purchasers' (PSPCL) and M/s.....having their Regd. Office at here in after called 'Contractor' in accordance with Tender Enquiry No.....dated.....and Contractor's proposal No.....dated.....

This is in confirmation of the advance acceptances notified in the PSPCL/owner's letter No.....wherein the PSPCL/ Owner has accepted the proposal of the contractor as per Work Order No.....

In view of the foregoing, the Purchaser (PSPCL) 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 Contract's proposal, related correspondence and the Work Order acknowledged/ accepted by the contractor form part of this agreement.

This agreement contains.....Pages.

In witness whereof the parties here to have affixed their signatures on the day month and year written as above.

Contractor

Owner

