Office of the Additional Superintending Engineer, O&M Division-2, PSPCL, Amritsar

E-Mail: xen-pm2-asr@pspcl.in Telephone No.: 96461-24248

TENDER ENQUIRY NO: 09/2026-27 *Dated:* 04.11.2026

Notice Inviting Tender

Memo No.: 3915 **Dated:** 4/11/26

Sealed tenders are invited from eligible contractors on behalf of **PSPCL** for the hiring of one no. vehicle as per the description of work mentioned below. The **Last date of sale of tender document/specification:** 07.12.2026 up to 16.00 hrs. **Last date of receipt of complete tender documents:** 11.11.2026 at 12.30 hrs. **Date and time of opening of tender:** 08.12.2026 at 13.00 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 no. vehicle (Canter) 2.5 Ton Eicher Canter/Swaraj Mazda or equivalent in price vehicle for one year for the office of AE/TL Sub-Division, under O&M Division-2, PSPCL Amritsar (Punjab). The contractor will quote the rates strictly as per Performa Annexure - B.	Rs. 15,000/-	1000 + GST @ 18%= **₹1,180/-**

Terms & Conditions for Hiring of above said vehicle will be as per Annexure-A

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

Addl. SE, O&M Division-2,
PSPCL, Amritsar

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) of ₹15,000/- (Rupees Fifteen Thousand only) in the shape of a demand draft in favor of PSPCL payable at Amritsar along with his/her/their quotation. Quotations without EMD and tender specification fee will not be accepted. The EMD of non-successful bidders will be released within one month from the date of award of contract to the successful bidder.
2. The EMD/Security submitted is liable to be forfeited on revocation/withdrawal of offer, change in the same without consent of PSPCL, or non-completion of work.
3. At the time of hiring, the vehicle should not be more than 5 years old.
4. The bidder has to quote the rates strictly on the enclosed Performa as per **Annexure - B.**
5. In case any holiday is declared by the Govt./other natural hazards occur on the day of opening of the tender, the same will be opened on the next working day.
6. The envelope(s) should be super scribed with the name of the firm, detail of tender, and due date of opening of tender.
7. The undersigned reserves the right to reject any or all the tenders so received without assigning any reason.
8. Tenders received telegraphically/fax/conditional shall not be accepted. Also, tenders without earnest money shall not be accepted.
9. Other terms and conditions of PSPCL transport policy issued vide memo no. 3304/4203/GB/V-612 dated 31-01-2023, 9904/10504/GB/V-612 dated 17-03-2023, 23851/950/GB/V-612 dated 11-07-2023, 26813/912/GB/V-612 dated 11-08-2023, 41939/42038/GB/V-612 dated 07-12-2023, 98/198/GB/V-612 dated 02-01-2024, 543/642/GB/V-612 dated 05-01-2024, 3776/3876/GB/V-612 dated 19-03-2024, 9017/9117/GB/V-612 dated 24-05-2024 & 12864/963/GB/V-612 dated 24-07-2024 and amendments issued up to date (if any) will remain applicable. The salient features of this policy are as mentioned below under part-B

B) Terms and Conditions for Outsourced Vehicle/Service Provider

1 The work order for the outsourced 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 a year-to-year basis for a further period of three years, on the 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 will be floated.

2 Only commercial vehicles with yellow number plates and entry in the 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 a yellow number plate vehicle, then his security will be forfeited and he will be blacklisted.

3 The vehicle 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 The service provider shall have a 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 the 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 always be kept in good condition. In case of breakdown of the vehicle, an alternate vehicle shall be promptly made 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 a party in such cases.

11 Vehicles shall possess a valid permit. No liability for Inter-State permit charges would be borne by PSPCL.

12 Toll Tax/Parking charges, etc., wherever paid, shall be reimbursed as per actuals subject to the production of receipts.

13 Total liability including third party, if any, in case of an 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 every vehicle in order to attend to minor repairs while travelling.

15 The service provider shall also ensure that the drivers possess a valid Driver's License. Validity of the driver's license and fitness of the 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, 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, an alternate vehicle shall be provided.

19 In case of non-deputing of a vehicle on receipt of requisition from the requisitioning officer or delay in sending the vehicle, a penalty of Rs 1,000/- (Rupees One Thousand only) per default shall be leviable.

20 The service provider shall ensure mobile facility to the driver at its own cost.

21 A Log Book should be maintained by the service provider.

22 All entries of each journey like Date, Place ('from' as well as 'to'), time of travel, 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.

23 The payment to the service provider shall generally be made within 30 days after the submission of the bill by the service provider.

24 Payment shall be made on a monthly basis on the basis of the 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 ₹1/- variation in diesel cost taking the base rate of diesel @ ₹90.25 (price as on 01.04.2022) shall be applicable on actual kilometers run, effective from the 1st 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 the service provider are not satisfactory on any account, the contract can be terminated by giving 15 days' notice.

28 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, he may go for arbitration as per the 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 ₹300/-.

31 In the future, if the Indian Govt. imposes a ban on Diesel vehicles, in such a situation, if the contractor provides 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 the vehicle shall also have rubber floor mats.

33 The contractor shall be liable to keep the vehicle in good condition at all times during the contract period.

34 The kilometers run from the point of departure of the vehicle for maintenance/repairs, the time it runs, and rejoins duties shall not be considered for billing.

35 The vehicle shall be parked at a suitable place provided by 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.

36 Income Tax at source (TDS) 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 the contract agreement, and the amount deposited by the contractor as EMD shall be converted into a security deposit which shall be released after the faithful execution of the contract period. Non-compliance of the 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 kilometers run for the journeys which are not verified/signed by the concerned officer shall not be payable.

39 The paying authority will be ASE/O&M Division-2, PSPCL, Amritsar.

40 GOODS AND SERVICE TAX (GST):

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

i) GST, as applicable, will be paid as per prevailing provisions of the GST Act & Laws against submission of documentary proof at rate(s) prevailing during the contracted delivery period on the basis of actuals. The following certificates shall have to be furnished along with the 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 the GST Act or rules made thereunder and that the GST charged on these goods is not more than what is payable under the provisions of the relevant act.
- Certified that we shall indemnify 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 a 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-filling 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

41. **Jurisdiction:**

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

Addl. SE, O&M Division-2,
PSPCL, Amritsar

(Annexure – B)

Price Performa

Hiring of One No. Vehicle (Canter) 2.5 Ton Eicher Canter/Swaraj Mazda or equivalent in price for one year for the Office of AE/TL Sub-Division, PSPCL, Amritsar

Sr. No.	Particulars of firm	
1	Make & Model of Vehicle	
2	Month & year of Purchase of vehicle	
3	Monthly Fixed Charges (Lump Sum)	
4	Per Kilometer Variable Charges	
5	GST Rate	

- **Date:** _____
- **Phone:** _____
- **Signature of the Contractor:** _____
- **Company Address:** _____