

eNOTICE INVITING TENDER (NIT)

NIT No.: ICAT/LT/SER/STN/2022-23/17
Manesar, 28th April, 2022

The Director, International Centre for Automotive Technology (ICAT), a division of NATRIP Implementation Society (NATIS), Govt. of India, hereby invites sealed bid for supply of “Office Stationary Items” at ICAT Manesar as per following details:

Tender Activity Schedule

Product Requirement	Office Stationary Items
Item Detail	As per list enclosed-“Annexure-B”
Eligibility Criteria	<p>Minimum Eligibility Criteria: The bidder whose bid meet the following eligibility criteria would only be considered:</p> <ul style="list-style-type: none"> • Legal Valid Entity: The bidder shall necessarily be a legal valid entity either in the form of Proprietary Firm, Partnership Firm, Private Limited Company. A proof of legal validity of the bidder shall be submitted. • Experience: The bidder must have minimum three years of experience of supply the Stationary Items in Bulk to Government Department/PSUs/Private & Nationalized Bank & Private Sectors. Copies of two such Purchase Orders/ARC received during last three years should be enclosed. • Annual Turnover: Average Annual Turnover should be more than Rs. 10 Lacs during last 3 financial years i.e. 2019-20, 2020-21 & 2021-22. • Statutory Registration: The bidder must have a valid PAN No. & GST No.
Payment Terms	100% Payment will be released within 7-10 working days after receipt of defect free material as per our requirement at ICAT Site & upon receipt of Commercial Invoice with valid E-way Bill (Part-A+Part-B).
Delivery Period	Within 15 days on receipt of Order.
Delivery Terms	FOR Up to ICAT Site
Delivery/Billing Address	<p>International Centre For Automotive Technology (Centre – 1), Plot No. 26, Sector – 3, Near HSIIDC, IMT Manesar, Gurgaon 122050</p> <p>GST No. 06AAATN7662F1ZI</p>

Last Date of submission of Sealed Techno-Commercial Bid	Up to 1700 Hrs. of 09 th May, 2022, at ICAT Centre – 1, Manesar, Gurgaon, India.
<ul style="list-style-type: none">• Bidders to comply with Rule 144 (xi) of GFR 2017 (refer Office Memorandum of Department of Expenditure dated 23rd July 2020 https://doe.gov.in/sites/default/files/OM%20dated%2023.07.2020.pdf• Preference to Make in India: As per the revised order issued by Department of Industrial Policy and Promotion (DIPP) vide No. P-45021/2/2017-PP (BE-II) dated 04.06.2020. The purchaser reserves the right to give preference to the local supplier. https://dpiit.gov.in/sites/default/files/PPP%20MII%20Order%20dated%204th%20June%202020.pdf	
<p>Sealed Envelope should be marked with “Tender for Supplying of Office Stationary Items”</p> <p>Interested suppliers who meet our requirements should submit no regret techno commercial proposal in a <u>sealed envelope latest by 09th May’ 2022 by 17:00 Hrs. at below given address</u></p> <p>To, The Purchase Department, International Centre For Automotive Technology Plot N. 26, Sector-3, HSIIDC, IMT Manesar Gurgaon 122050 (Haryana) Contact No. +91 9899973712</p> <p><i>Note: ICAT reserves the right to reject/modify/cancel the tender without assigning any reason thereof.</i></p>	

Annexure-A

Proposal Invited for supply of “Office Stationary Items” at ICAT Centre–1 Manesar (Haryana)”

International Centre for Automotive Technology is pleased to invite you for supply of “Office Stationary Items” at ICAT Centre – 1, Manesar (Haryana). As per attached “Annexure-B”. You are requested to submit your proposal via Sealed Quote for the same latest by 9th May, 2022 by 17:00 Hrs.

Eligibility Criteria:

Minimum Eligibility Criteria: The bidder whose bid meet the following eligibility criteria would only be considered:

- **Legal Valid Entity:** The bidder shall necessarily be a legal valid entity either in the form of Proprietary Firm, Partnership Firm, Private Limited Company. A Proof of legal validity of the bidder shall be submitted.
- **Experience:** The bidder must have minimum three years of experience of supply the Stationary Items in Bulk to Government Department/PSUs/Private & Nationalized Bank & Private Sectors. Copies of two such Purchase Orders/ARC received during last three years should be enclosed.
- **Annual Turnover:** Annual Turnover should be more than of Rs. 10 Lacs. Or more during last 3 financial years i.e. 2019-20, 2020-21 & 2021-22.
- **Statutory Registration:** The bidder must have a valid PAN No. & GST No.
- If the bidder fails to submit the authenticated documents in support of his/her/their credentials as specified in tender documents, his/her/their tender will liable to be rejected summarily.
- Tender form is not transferable.

General Terms & Conditions:

- Sealed bid to be submitted on your “Letter Head” as per format annexed as “Annexure –B”. Each page of the bid document should be stamped & signed by the authorized representative.
- **Transportation & Loading/Unloading Charges shall be under the scope of Supplier.**
- **Proposal Validity Period:** Bids validity should be of at least **01 Months** from the last date of submission of Bids. Any Bid having validity lower than that specified above shall be rejected by ICAT as being nonresponsive. However, ICAT may request the Bidders to extend the Bid unconditionally beyond the Bid validity period up to an additional period of **15 days** without any modification and without giving any reason thereof. Conditional extension of bid validity shall not be accepted and ICAT reserves right to reject such bid/s and proceed with the bidding process with the remaining bidders.
- **Scope of Supply:** As per the attached List (See Annexure-B).
- Price should be quoted in FOR – ICAT Manesar.

- **Billing:** All Bills and accompanying documents should be raised and submitted in original; as per the Payment Terms, and should be accompanied by original invoice copies of duly receipted/certified Delivery Challan & Valid E-way Bill (Part-A & Part-B), as applicable. Please note no payment shall be released against any duplicate bills, against any delivery challan & without valid E-way Bill (Part-A & Part-B). All applicable taxes such as GST shall be mentioned separately in the invoice (if any).
- ICAT reserve the right to reject any or all the tenders in part of full without assigning any reason thereof. ICAT also reserves the right to negotiate the rates, terms & conditions with any or all the bidders at its sole discretion as deemed fit without assigning any reason thereof.
- Order shall be placed on single bidder for complete requirement from SI. No. (1) to (75) of Annexure “B” on the basis of lowest consolidated values.
- It is important to note that the product specification and brands as mentioned in the Annexure-B are acceptable to us and we will not accept any deviation on brand and specification mentioned in the BOQ. Therefore, we request all the bidders to quote in accordance with our Annexure-B. If the bidder fails to meet our “Annexure-B” requirement. It may lead to rejection of the particular bid.
- Bidders are advised to submit their sealed bid document along with all supporting documents as required & each page of tender documents should be stamped & signed. Further, bidder is also requested to mention the GST % in “Annexure-B” in case of GST% different for any item.
- The rate quoted shall be considered inclusive of all taxes, duties, transportation, loading & unloading etc, complete. No additional cost will be payable.
- Delivery Period: Within 15 days from the date of award of Order.
- Warranty/Defect Liability Period: As per OEM Standard Policy (Free of Cost replacement against any manufacturing defect if noted at the time of supply).

Annexure-B
Price Bid

SI. No	Item Title	Item Description	Item Quantity	Unit of Measure	Unit Rate	Total Amount (INR)
1	All Pin	Nickel Plated Steel Pins (1 Box Contain), Make: Bell	10	Packets		
2	All Pin Dispenser	All Pin Dispenser, Approved Make: Best, Polo & Omega	10	Nos.		
3	Battery Cell AA	Battery Cell AA, Duracell (Jumbo)	500	Nos.		
4	Battery Cell AAA	Duracell (Jumbo)	500	Nos.		
5	Big Register	Pages: 240 & Size: 205 X 327 MM (Make: Lotus, Model: Platinum)	200	Nos.		
6	Binder Clip - 15 mm	Per Packet Contain 12 Pcs. (Make: Oddy, Infinity)	300	Packets		
7	Binder Clip - 19 mm	Per Packet Contain 12 Pcs. (Make: Oddy, Infinity)	200	Packets		
8	Binder Clip - 25 mm	Per Packet Contain 12 Pcs. (Make: Oddy, Infinity)	100	Packets		
9	Binder Clip - 32 mm	Per Packet Contain 12 Pcs. (Make: Oddy, Infinity)	48	Packets		
10	Binder Clip - 41 mm	Per Packet Contain 12 Pcs. (Make: Oddy, Infinity)	20	Packets		
11	Multipurpose Color Paper A4 75 GSM	Multipurpose Colour Paper A4 75 GSM (Blue Colour), Make: JK	20	RIM		
12	Brown Tape	Width 2" & Length 65 Mtr., Make: Wonder 555, Premier	200	Nos.		
13	CD Wallet	48 CD Cover In Single Wallet, Make: Sony	3	Nos.		
14	Cello Tape - 1"	Width 1" & Length 65 Mtr., Make: Wonder 555, Premier	300	Nos.		
15	Cello Tape - 2"	Width 2" & Length 65 Mtr., Make: Wonder 555, Premier	200	Nos.		
16	Correction Pen	Luxor, Camlin	50	Nos.		
17	Correction Tape	Oddy, Model No. CRT-506	40	Nos.		
18	Desk Organizer	Solo, Model No. Multi Utility Case	15	Nos.		
19	Foam Tape (Double Side)	Size 1" (Make: Deer)	400	Nos.		
20	Duster White	Good Quality (Size- 20X20)	96	Nos.		
21	Duster Yellow	Good Quality (Size- 20X20)	96	Nos.		

22	Eraser	Natraj (Model No. 621 Plasto)	100	Nos.		
23	Fevi Kwik	Only 2 Grams Tube (Make: Pidilite)	300	Nos.		
24	File Separator	A4 Size Set of 10 Pcs. (Plastic), Make: Solo, Model No. Solo Separator/Divider - A4	80	Packets		
25	Cobra File	Make: Diplomat, Model No. 1000	2,000	Nos.		
26	Glue Stick	8 Grams Glue Stick, Make: Camlin	200	Nos.		
27	Multipurpose Paper A4 75 GSM (Green Color)	Multipurpose Color Paper A4 75 GSM (Green Color), Make: JK	20	RIM		
28	Gum Bottle	300 ML Gum Bottle, Make: Camlin	10	Nos.		
29	Hand Leaf	Hand Leaf (Punch Pockets), Make & Model No. Sun Sp-310, 1 Packet Contain 25 Pcs.	2,000	Nos.		
30	Index File	INF-IF555 Index File FC, Make: Infinity	800	Nos.		
31	Multimarker	Red, Green, Blue & Black (1 Packet Contain 10 Pcs), Approved Make: Camlin, Luxor	200	Nos.		
32	Office Tray	Omega 4pcs Set PP/PB, Approved Make: Omega	15	Set		
33	Paint Marker	Permanent and Opaque Multi-Surface Market (1 Packet Contain 10 Pcs), Approved Make: Camlin	200	Nos.		
34	Paper Cutter	Big Size (Make: Natraj)	200	Nos.		
35	Ball Pen	045 Reynolds Fine Carbure New Laser Tip	1000	Nos.		
36	Pencil	Natraj 621 HB BE Bold (1 Packet Contain 10 Pencils)	500	Nos.		
37	Pencil Clutch	Camliil Nouvel 0.5 (With lead (refill))	100	Nos.		
38	Pen Jetter	Jetter Classic Ball Pen	500	Nos.		
39	Pen Pilot V-10 Grip	Pilot Hi-techpoint V10 Grip blue	250	Nos.		
40	Uni-Ball Eye Micro Pen	UB 150 Eye Micro, Make: Uni-(Ball Blue 350 Black 150)	500	Nos.		
41	Permanent Marker	1 Packet Contain 10 Pieces (Approved Make: Luxor, Camlin)	200	Nos.		
42	A3 Photostat Paper	JK Red, A3 Photostat Paper 75 GSM (500 Paper Per Rim)	20	RIM		
43	Photostat Paper, Size A4	JK Red, A4 Photostat Paper 75 GSM (500 Paper Per Rim)	500	RIM		

44	Post IT Pad,3 X 3	Post IT Pad 3 X 3, Make: Oddy, Infinity	100	Pads		
45	Post IT Pad,4 X 3	Post IT Pad 4 X 3, Make: Oddy, Infinity	60	Pads		
46	Post IT Pad,5 X 3	Post IT Pad 5 X 3, Make: Oddy, Infinity	40	Pads		
47	3 Color Paper Flags	3 Color Prompts (25 MM X 75 MM X 3 Colors), Make: Oddy, Infinity	100	Pads		
48	Punch Machine 2320	Kangaro, Model No. HDP 2320	1	Nos.		
49	Punch Machine 600	Kangaro, DP 600	25	Nos.		
50	Ring Folder	Solo RB-402	208	Nos.		
51	Scissor	17 CM Stainless Steel Scissor, Make: Saya, Maped, Karni	24	Nos.		
52	Sharpener	Natraj 621 Sharpner	100	Nos.		
53	Spiral Pad	Lotus No-5 (Size A/5), 240 Pages	100	Nos.		
54	Stapler 10 D	Kangaro, Model No. 10D	30	Nos.		
55	Stapler HD DS 1217	Kangaro, Model No. HD DS 1217	1	Nos.		
56	Stapler HD 45	Kangaro	20	Pieces		
57	Stapler HP 45	Kangaro	5	Pieces		
58	Stapler Pin No 10	Kangaro (Munix) No 10-1M	200	Packets		
59	Stapler Pin No 24/6-1M	Kangaro (Munix) No 24/6-1M	20	Packets		
60	Tape Dispenser 2"	Omega - 50 MM	10	Nos.		
61	U-Clip	Best, Infinity	60	Packets		
62	White Board Duster (Magnetic)	Oddy, Polo	25	Nos.		
63	White Board Marker	1 Packet Contain 10 Pieces, Make: Luxor, Camlin	200	Nos.		
64	Writing Pad (Slip Pad)	160 Pages, Make: Neelgagan, Lucky	100	Nos.		
65	Multipurpose Color Paper A4 75 GSM (Yellow)	Multipurpose Colour Paper A4 75 GSM (Yellow), Make: JK	20	RIM		
66	Small Register	Lotus Eazy 240 Pages	300	Nos.		
67	Brown Tape 1"	Width 1" & Length 65 Mtr., Make: Wonder 555, Premier	50	Nos.		
68	Highlighter	Digimart/SR/Solo	100	Nos.		
69	Material Register inward	Shipra/ Nand Book	6	Nos.		

70	Plastic Scale 12"	Camlin	60	Nos.		
71	Steel Scale 12"	Omega	60	Nos.		
72	Rubber Band	KCJ or any Branded	2	Packets		
73	Pen Gel	Reynolds	100	Nos.		
74	Visitor Card Holder	Polo	5	Nos.		
75	Push Pin	Oddy/ Premier	5	Packets		
					Sub-Total	
					GST @	
					Grand Total	

Please Note:

- In case of any “Product Related” query, please feel free to contact :

Contact Person: Mr. Pawan Thakur (Sr. Manager-Store Department)

Contact No: +91-99102 72107

Email Address: pawan.thakur@icat.in

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