

eNOTICE INVITING TENDER (NIT)

NIT No.: ICAT/LT/SER/PRN&STN/2022-23/18
Manesar, 02nd May, 2022

The Director, International Centre for Automotive Technology (ICAT), a division of NATRIP Implementation Society (NATIS), Govt. of India, hereby invites sealed bid for entering into Annual Rate Contract (ARC) for supplying of “Pre-Printed ICAT Office Stationary items” at ICAT Manesar as per following details:

Tender Activity Schedule

<p>Product Requirement</p>	<p>Annual Rate Contract (ARC) for Supplying of various pre-printed ICAT Office Stationary items as per “Annexure-B”.</p> <p>Note:</p> <ul style="list-style-type: none"> • Upon award of contract, the successful bidder shall submit 3-4 ICAT Letter Head & Continuation Sheets within 5 working days as per ICAT Sample. ICAT will determine whether the submitted sample meets all appearance specifications, paper quality, colours & logo etc. If the sample of letter head & continuation sheets approved from user team then order for supply of Pre-Printed ICAT Office Stationary will be placed via email. • ICAT reserves the right to place the order of pre-printed ICAT Office Stationary items as per “Annexure-B” on as & when required basis.
<p>Item Detail</p>	<p>As per list enclosed-“Annexure-B”</p>
<p>Quantity Required</p>	<p>As per list enclosed-“Annexure-B”</p>

<p>Eligibility Criteria</p>	<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.
<p>Payment Terms</p>	<p>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).</p>
<p>ARC Period/Term</p>	<p>12 Months from the date of Contract</p>
<p>Delivery Terms</p>	<p>FOR Up to ICAT Site-1</p>
<p>Delivery/Billing Address</p>	<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>
<p>Last Date of submission of Sealed Techno-Commercial Bid</p>	<p>Up to 1700 Hrs. of 19th May, 2022, at ICAT Centre – 1, Manesar, Gurgaon, India.</p>
<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 	

Sealed Envelope should be marked with “**Tender for Supplying of various pre-printed ICAT Office Stationary items**”

Interested suppliers who meet our requirements should submit no regret techno commercial proposal in a **sealed envelope latest by 19th May’ 2022 by 17:00 Hrs. at below given address**

**To,
The Purchase Department,
International Centre For Automotive Technology
Plot N. 26, Sector-3, HSIIDC, IMT Manesar
Gurgaon 122050 (Haryana)
Contact No. +91 9899973712**

Note: ICAT reserves the right to reject/modify/cancel the tender without assigning any reason thereof.

Annexure-A

Proposal Invited for supply of various pre-printed ICAT Office Stationary items at ICAT Centre-1, Manesar (Haryana) under “Annual Rate Contract” (ARC) basis.

International Centre for Automotive Technology is pleased to invite you for supplying of various “Pre-Printed ICAT Office Stationary items” at ICAT Centre-1, Manesar (Haryana) on ARC basis, as per attached “Annexure-B”. You are requested to submit your sealed proposal latest by 19th 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 for supply **supply of various pre-printed Office 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 bid/s 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 **13 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 **30 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.
- Annual Rate Contract (ARC) will be signed to the bidder who fulfills all the terms & condition prescribed in tender document & stand L-1 consolidated from Sr. No. (1) To Sr. No. (13) Of “Annexed-B” of tender document on the basis of lowest consolidated values.
- It is important to note that the product specification as mentioned in the Annexure-B are acceptable to us and we will not accept any deviation or compromise on specification & quality 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 the ARC period as per our requirement we will intimate shortlisted supplier via email for our requirement of pre-printed office stationary items as mentioned in annexed-B & supplier need to deliver the Order within 15 days on receipt of our requirement via email.
- The quantity given in “Annexure-B” is tentative and may vary and we will place order on as & when required basis during the ARC Period.
- All the Voucher books such as Material Gate Pass, Store Issue Voucher & Gate Pass will be binded from hard card board.
- Interested bidder who wants to apply in tender may visit to ICAT on any working day till 13-05-2022 between 9 AM to 3 PM (except Govt. holidays, Saturday & Sunday) and can see the actual quality of Printing, Packing & Binding Quality of ICAT Office Stationary items. It will help bidder a lot to understand ICAT requirement for applying in tendering.

Annexure-B
Price Bid

SI. No	Item Title	Item Description	Item Quantity (Approx)	Unit of Measure	Unit Rate	Total Amount (INR)
1	Printing & Supply of ICAT Letter Head (in 4 Colors).	Paper: Sun Shine (120 GSM). ICAT water mark, logo and office address need to be print.	1000	Pads		
2	Printing & Supply of ICAT Continuation Sheet (in 4 Colors)	Paper: Sun Shine (120 GSM), ICAT water mark & logo need to be print	2000	Pads		
3	Printing & Supply of ICAT Note Sheet	Paper Color – Green, Paper-70 GSM with printing of ICAT Logo	20	Pads		
4	Envelope Legal Size	With inner plastic sheet laminated, ICAT logo & address need to be printed in English & Hindi, Envelope Color: Yellow	1000	Nos		
5	Envelope A-3 Size	With inner plastic sheet laminated, ICAT logo & address need to be printed in English & Hindi, Envelope Color: Yellow	500	Nos		
6	Envelope 10"x4.5"	White Color Envelope, Paper-100 GSM, ICAT logo & address need to be printed in English & Hindi,	2500	Nos		
7	Window Envelope 10"x4.5"	White Color Envelope, Paper-100 GSM, ICAT logo & address need to be printed in English & Hindi.	2500	Nos		
8	Main Gate Pass	Carbon less paper in duplicate, (1 Pad=100 Leaf)	100	Pads		
9	Material Gate Pass	Carbon less paper in triplicate, (1 Pad=50 Leafs)	100	Pads		
10	Store Issue Voucher	Carbon less paper in triplicate, (1 Pad = 50 Leafs)	50	Pads		

11	L-Type Plastic Transparent Folder (A-4 Size)	Make: Sun-12, with printing of ICAT Logo	5000	Nos		
12	Visiting Cards	With Printing of QR Code, so that mobile scanner may capture all detail of visiting card. Printing on both side in English & Hindi.	15000	Nos		
13	Envelope Heavy Duty	Envelope Size-Legal with tapping on back side for more durability, Color-Yellow. (Must be much durable for sending of 100 pages per envelope via courier)	2000	Nos		
					Sub-Total	
					GST @	
					Grand Total	

Important Instructions:

- 1 Pad of Letter Head & Continuation Sheet consists of 100 Sheets.
- Interested bidder who wants to apply in tender may visit to ICAT on any working day till 13-05-2022, between 9 AM to 3 PM (except Govt. holidays, Saturday & Sunday) and can see the actual quality of Printing, Packing & Binding Quality of ICAT Office Stationary items. It will help bidder a lot to understand ICAT requirement for applying in tendering.
- L-1 bidder will sign an “Annual Rate Contract” (ARC) with ICAT for a period of one year & will supply the pre-printed office stationary items as per Annexed-B as per rate quoted irrespective of quantity offered.
- During the period of ARC, ICAT will intimate our requirement as per “Annexed-B” via email for supply of pre-printed ICAT office stationary items as per ARC prices, terms & conditions.

Please Note:

- In case of any query related with “Annexure-B”, please be feel free to contact to the undersinged:

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

Contact No: +91-99102 72107

Email Address: pawan.thakur@icat.in

International Centre for Automotive Technology (ICAT)

Plot No. - 26, Sector-3, HSIIDC, IMT Manesar, Gurgaon-122050, Haryana, India

Phone: +91-124-4586-111, FAX: +91-124-2290005, Email: purchase@icat.in,

Website www.icat.in