

eNOTICE INVITING TENDER (NIT)

**NIT No.: ICAT/LT/SER/COURIER SERVICE/2022-23/20
Manesar, 06th May, 2022**

The Director, International Centre for Automotive Technology (ICAT), a division of NATRIP Implementation Society (NATIS), Govt. of India, hereby invites sealed bids for entering into Annual Rate Contract (ARC) for providing “Courier Services-Domestic & International” at ICAT Manesar, Centre-1 & Centre-2 as per following details:

<ul style="list-style-type: none"> • Service Requirement 	<ul style="list-style-type: none"> • Annual Rate Contract (ARC) for providing “Courier Services-Domestic & International” at ICAT Centre-1 & Centre-2, Manesar, Haryana. <u>Note:</u> • We in ICAT require Courier Services-Domestic & International. • We in ICAT on daily basis send sealed envelopes consisting of various important documents & cheques & also send small packets consisting of equipments & spare parts to different location of India & also across the India. • We in ICAT also require Reverse Pick up Courier Services from different location of India from our branch offices, supplier and service provider’s locations and deliver the same to another location. • L-1 Service Provider/Courier Agency needs to sign Annual Rate Contract (ARC) with ICAT for a period of one year. • After entering into Annual Rate Contract (ARC) the successful service provider/courier agency need to send their staff <u>to both ICAT Offices situated at IMT Manesar, Haryana</u> on all working days except Sunday & National Holidays for collection of daily consignments from 1400 Hrs to 1600 Hours without fail. • Service Provider/Courier Agency will need to provide their services regularly without fail on all working days (except Sunday & National Holidays) irrespective of any deviation in the quantity of shipment/Courier Packets. • If ICAT requires emergency courier services on Sunday or any National Holiday, etc, ICAT will intimate prior to one day before via email for the same.
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Item Detail	Courier Services - Domestic & International
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 3 years of experience for providing courier services to Government Department/PSUs/Private & Nationalized Bank & Private Sectors. Copies of three such Purchase Orders/Contract or ARC Documents received during last 3 years should be enclosed duly self attested. • Annual Turnover: Average Annual Turnover of last 3 years should be more than Rs. 36 Lacs during last 3 FY i.e. 2019-20, 2020-21 & 2021-22. • Statutory Registration: The bidder must have a valid PAN No. & GST No.
Payment Terms	<p>Payment will be released on monthly basis on receipt of one consolidated invoice (of all consignments picked up & delivered during the month).</p> <p>Payment will be released within 10-15 days from the date of receipt of invoice (correct in all respect as per GST</p>
ARC Period/Term	12 Months from the date of Contract
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 24 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

Sealed Envelope should be marked with “**Tender for providing Courier Services-Domestic & International**” under **Annual Rate Contract (ARC)** basis.

Interested service providers or Courier Companies who meet our requirements may submit their commercial proposal in a **sealed envelope latest by 24th 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 providing “Courier Services-Domestic & International” at ICAT Centre-1 & Centre-2 situated at IMT Manesar (Haryana) under Annual Rate Contract (ARC) basis.

International Centre for Automotive Technology (ICAT), a unit of NATRIP Implementation Society, Ministry of Heavy Industries and Public Enterprises, Government of India is a testing and homologation agency under The Central Motor Vehicle Rules and is located at Manesar, Gurugram – One of the flourishing business hubs in North India. ICAT requires services for engaging “Courier Services–Domestic & International” at ICAT Centre-1 & Centre-2 situated at IMT Manesar, Haryana for sending test samples for calibration, testing & repair of equipment etc. You are requested to submit your sealed proposal latest by 24th 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 03 years of experience for providing “Courier Services Domestic & International to Government Department/PSUs/Private & Nationalized Bank & Private Sectors. Copies of two to three such Purchase Orders/ARC Documents received during last four years should be enclosed.
- **Annual Turnover:** Average Annual Turnover for last 3 Years should be more than of Rs. 36 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.

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.
- **Loading/Unloading Charges shall be under the scope of Service Provider/Courier Agency.**
- **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 Service:** As per the attached List (See Annexure-B).

- **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 Fuel Surcharge, FOV Charges, Reverse Pick up Charges, GST shall be mentioned separately in the invoice (if any).
- ICAT reserve the right to reject any or all the tenders in part or full without assigning any reason thereof.
- Annual Rate Contract (ARC) will be signed to the bidder who fulfills all the terms & condition prescribed in the tender document & stand L-1 consolidated of “Annexed-B” of tender document.
- It is important to note that the charges need to mention as per Annexure-B only & we will not accept any deviation on format change of BOQ as Annexure-B. Therefore, we request all the bidders to quote in accordance with our Annexure-B. If any bidder fails to mention charges as per “Annexure-B”, 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 service or not applicable on any service.
- The charges should be quoted in bifurcation such as basic charges, fuel surcharge, FOV Charges, loading & unloading charges etc (if any) & GST separately & complete. No additional cost will be payable.
- Please Note: Charges quoted will remain same during the entire ARC Period.

Annexure-B
Price Bid

Weight Slab for Domestic Courier Charges for Dox.	Charges in (INR)							
	Local Charges for IMT Manesar & Gurgaon	Delhi & NCR Region. (Delhi, Gurgaon, Noida, Ghaziabad & Faridabad)	Northern Part of India (Such as UP, UT, HR, PB, Raj, H.P)	Eastern Part of India in	Western Part of India	North East Part of India	Southern Part of India	Jammu , Kashmir & Ladakh Region
Up to 250 Gm								
Additional 250 Gm								
Charges for 1 Kg Dox. courier								
Additional Per KG Charges for Dox. Courier								
Weight Slab for Non Dox Courier Services Charges up to 1 Kg.								
Additional Per Kg Charges for Non Dox Courier.								
Please mention courier charges for Special Quick delivery								

services for urgent Dox								
Please mention your charges for urgent Special Quick delivery courier charges for Non Dox Courier.								
Fuel Surcharge (if any)								
Currency Adjustment Factor Charges (CAF), if any								
Remote Area Surcharge (RAS), If any								
Extra Delivery Location Charges (EDL), If any								
Any other charges (please specify)								
Reverse Pick Up Charges (If any).								

Part of Annexure-B

Please mention your Surface Cargo & Air Cargo Charges in given below table.

Station/Locations	Surface Cargo Please mention Per Kg Charges in (INR)	Air Cargo Please mention Per Kg Charges in (INR)
Local/NCR (IMT Manesar, Gurgaon, Delhi, Noida, Ghaziabad & Faridabad)		
Northern Part of India (UP, Utrakkhand, Haryana, Punjab, Rajasthan, and Himachal Pradesh.		
Eastern Part of India		
Western Part of India		
North East Part of India		
Southern Part of India		
Jammu, Kashmir & Laddakh Region		
Please mention Additional Per Kg Charges in (INR)		
Fuel Surcharge (if any)		
Currency Adjustment Factor Charges (CAF), if any		
AWB Fee for AIR Shipments.		
Any Additional Charges (if any)		
<u>Please clearly mention minimum chargeable weight (if any)</u>		
Reverse Pick up Charges in (INR)		
GST	<i>As Applicable</i>	<i>As Applicable.</i>

Part of Annexure-B

Please mention your Foreign Courier Service Charges for Dox & Samples on per kg basis in INR.

Destination Countries	Dox Courier Charges in INR (Up to 1 Kg),	Additional Per Kg Dox Charges in (INR)	Non Dox Charges Per Kg in (INR)	Additional Per Kg Non Dox Charges in (INR)
Afghanistan				
Albania				
Algeria				
American Samoa				
Andorra				
Angola				
Anguilla				
Antigua				
Argentina				
Armenia				
Aruba				
Australia				
Austria				
Azerbaijan				
Bahamas				
Bahrain				
Bangladesh				
Barbados				
Belarus				
Belgium				
Belize				
Benin				
Bermuda				
Bhutan				
Bolivia				
Bonaire				
Bosnia And Herzegovina				
Botswana				
Brazil				
British Virgin Islands				
Brunei				
Bulgaria				
Burkina Faso				
Burundi				
Austria				
Azerbaijan				

Bahamas				
Bahrain				
Bangladesh				
Barbados				
Belarus				
Belgium				
Belize				
Benin				
Bermuda				
Bhutan				
Bolivia				
Bonaire				
Bosnia And Herzegovina				
Botswana				
Brazil				
British Virgin Islands				
Brunei				
Bulgaria				
Burkina Faso				
Burundi				
Cambodia				
Cameroon				
Canada				
Canary Islands, The				
Cape Verde				
Cayman Islands				
Central African Republic				
Chad				
Chile				
China, People's Republic				
Colombia				
Comoros				
Congo				
Congo, The Democratic Republic				
Cook Islands				
Costa Rica				
Cote D'ivoire				
Croatia				
Cuba				
Curacao				
Cyprus				
Czech Republic, The				
Denmark				
Djibouti				
Dominican Republic				

East Timor				
Ecuador				
Egypt				
El Salvador				
Equatorial Guinea				
Cyprus				
Czech Republic, The				
Denmark				
Djibouti				
Dominican Republic				
East Timor				
Ecuador				
Egypt				
El Salvador				
Equatorial Guinea				
Eritrea				
Estonia				
Ethiopia				
Falkland Islands				
Faroe Islands				
Fiji				
Finland				
France				
French Guyana				
Gabon				
Gambia				
Georgia				
Germany				
Ghana				
Gibraltar				
Greece				
Greenland				
Grenada				
Guadeloupe				
Guam				
Guatemala				
Guernsey				
Guinea Republic				
Guinea-Bissau				
Guyana (British)				
Haiti				
Honduras				
Hong Kong				
Hungary				
Iceland				
Indonesia				

Iran (Islamic Republic Of)				
Iraq				
Ireland, Republic Of				
Israel				
Italy				
Jamaica				
Japan				
Jersey				
Jordan				
Kazakhstan				
Kenya				
Kiribati				
Korea, Republic Of				
Korea, The D.P.R Of				
Kosovo				
Kuwait				
Kyrgyzstan				
Kenya				
Kiribati				
Korea, Republic Of				
Korea, The D.P.R Of				
Kosovo				
Kuwait				
Kyrgyzstan				
Lao People's Democratic Republic				
Latvia				
Lebanon				
Liberia				
Libya				
Liechtenstein				
Lithuania				
Luxembourg				
Macau				
Macedonia, Republic Of				
Madagascar				
Malawi				
Malaysia				
Maldives				
Mali				
Malta				
Marshall Islands				
Martinique				
Mauritania				
Mauritius				
Mayotte				

Mexico				
Micronesia, Federated States Of				
Moldova, Republic Of				
Monaco				
Mongolia				
Montenegro, Republic Of				
Montserrat				
Morocco				
Mozambique				
Myanmar				
Namibia				
Nauru, Republic Of				
Nepal				
Netherlands Antilles				
Netherlands, The				
Nevis				
New Caledonia				
New Zealand				
Nicaragua				
Niger				
Nigeria				
Niue				
Norway				
Oman				
Pakistan				
Palau				
Panama				
Papua New Guinea				
Paraguay				
Peru				
Philippines, The				
Poland				
Portugal				
Puerto Rico				
Qatar				
Reunion, Island Of				
Romania				
Russian Federation, The				
Rwanda				
Saint Helena				
Saint Vincent				
Saipan				
Samoa				
San Marino				
Sao Tome And Principe				

Saudi Arabia				
Senegal				
Serbia, Republic Of				
Seychelles				
Sierra Leone				
Singapore				
Slovakia				
Slovenia				
Solomon Islands				
Somalia				
Somaliland, Rep Of (North Somalia)				
South Africa				
South Sudan				
Spain				
Sri Lanka				
St Barthelemy				
St Eustatius				
St Kitts				
St Maarten				
Sudan				
Suriname				
Swaziland				
Sweden				
Switzerland				
Syria				
Tahiti				
Taiwan				
Tajikistan				
Tanzania				
Thailand				
Togo				
Tonga				
Trinidad & Tobago				
Tunisia				
Turkey				
Turkmenistan				
Turks & Caicos Islands				
Tuvalu				
U.S. Virgin Islands				
Uganda				
Ukraine				
United Arab Emirates				
United Kingdom				
United States Of America				
Uruguay				

Uzbekistan				
Vanuatu				
Venezuela				
Vietnam				
Yemen, Republic Of				
Zambia				
Zimbabwe				

Important Instructions:

- L-1 bidder will sign an “Annual Rate Contract” (ARC) with ICAT for a period of one year & will provide their services as per tender document & Annexed-B (as per rate quoted irrespective of quantity offered).

Please Note:

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

Contact Person: Mr. Sonu Chopra (Sr. Executive Purchase)

Contact No: +91-9899973712

Email Address: sonu.chopra@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