



**EXPRESSION OF INTEREST FOR SHORTLISTING THE CONSUTANTS FOR
REVIEWING ICAT'S PROCESSES AND SUGGEST IMPROVEMENT FROM
INDUSTRY BEST PRACTICES AND AUTOMATION OPPORTUNITIES.**

EOI No. ICAT/EOI/Services/05

1. Text of Advertisement:

International Center for Automotive Technology

Plot No. 26, Sector -3,

HSIIDC, IMT - Manesar,

Gurugram - 122050, Haryana

INVITATION FOR EXPRESSION OF INTEREST

International Center for Automotive Technology (ICAT) invites sealed Expression of Interest (EOI) from reputed consultancy firms for Reviewing ICAT's processes and suggest improvement from industry best practices and automation opportunities.

The EOI Document containing the details of qualification criteria, submission requirement, brief objective & scope of work and evaluation criteria etc. can be downloaded from the website www.icat.in.

Further details, if any, may be obtained from **Purchase Department, International Center for Automotive Technology, Plot No. 26, Sector - 3, HSIIDC, IMT- Manesar, Gurugram, Haryana** during working hours.

Last date for submission of EOI is **04th April, 2023** up to 17.00 hrs. Sealed envelope marked to the captioned address, containing EOI may be submitted mentioning "**EOI FOR SHORTLISTING THE CONSUTANTS FOR REVIEWING ICAT'S PROCESSES AND**

EOI No. ICAT/EOI/Services/05

SUGGEST IMPROVEMENT FROM INDUSTRY BEST PRACTICES AND AUTOMATION OPPORTUNITIES” on the top cover.

2. Background

The International Centre for Automotive Technology (ICAT), Manesar, is a leading world class NABL accredited automotive testing, certification and R&D service provider under the aegis of NAB (National Automotive Board), Ministry of Heavy Industries, Govt. of India.

ICAT is providing quality services to the industry in all the domains of automotive and non-automotive development and testing. Our Accreditation includes NABL (ISO 17025:2017), VCA (UK) and CAFÉ secretariat by MoRTH.

ICAT wish to invite EOI from reputed consultancy firms for Reviewing ICAT’s processes and suggest improvement from industry best practices and automation opportunities.

3. Scope of Work:

The scope of the work will include the following:

- Understanding the existing processes & risk control structure (through discussion and walkthrough of sample transactions)
- Performing the gap analysis
- Providing and categorizing the recommendations as following (indicative and not exhaustive):
 - Prevalent Industry practices
 - Process redrafting/ redesigning
 - Automation and Digitization
 - Integration of various processes software/ modules
 - MIS or reporting improvement
 - Governance and Transparency improvement (Segregation of Duty and Delegation of Authority)
- Provide us the priority for implementation of agreed recommendations
- Above mentioned work is to be done for following processes as defined in S. no.

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4. Detailed Processes:

a. Operations:

1. Testing of Vehicles and sub-assemblies
2. Certification of Vehicles and Sub-assemblies
3. Testing of Non-Automotive/BIS samples etc.

List of activities of above major operation (S. no. 1 to 3)

- Handling of Contract/ query of customers
- Receiving, storage and handling of Customer test property including Jig & Fixtures throughout the life of sample in ICAT
- Pre Test Inspection visit and preparation of report (In case of certification work)
- Testing as per requisite test standards
- Maintain the quality standards as per laid down procedures and requirements of ISO/IEC 17025:2017
- Generation of Test Results
- Generation and Approval of test reports
- Preparation and approval of Type approval Certificates based on the test reports
- Handover test reports and Certificates to Customer
- Handling of complaints received from interested parties (Customers/suppliers/employees/legal authorities etc.)
- Data Generation and Data Analysis
- Interfacing with Instrumentation
- Recovery of travel expenses incurred during test witnesses, COP etc.
- Facilitating online payment through IOCS

b. Finance & Accounts:

- General accounting controls (provisioning, write offs etc.)
- Treasury Management (Cash and Bank)
- Bill verification procedures, payment procedures & controls
- Reimbursement of expenses to an employee as an advance, travel and other settlements etc.
- Fixed assets & physical verification procedures
- MIS reporting, SOP, Checklist
- Trail balance and Expense variance review
- Reconciliations (Vendor, Customer and Intercompany/unit)
- Handling of statutory audits as a compliance
- Ensuring Invoice generation and PI for all services to customer

- Method for Test cost finalization- Accuracy and adherence
- Accuracy of invoices
- Taxation (direct and indirect) audit and opportunities for improvements
- C&AG points closure and process for reply

c. Information Technology

- Access Rights Management.
- Review of key IT Policies and Expenses
- Vulnerability Assessment & Penetration Testing
- Process of Change Management in ERP and other Key Systems
- Data management & backup processing
- Compliance to IT security policy
- Infrastructure Maintenance and safety.

d. HR & Payroll

- Manpower Budgeting and Planning
- Recruitments rules and Job Description
- Appointment, termination , resignation & retirement process
- Induction, trainings & development
- Attendance & Leave capturing and monitoring
- Payroll processing, Loans and Advances
- Employee and payroll masters
- Appraisal process and upgradation
- Organization chart management
- Disciplinary Management & Grievance addressal
- Contractual Manpower management
- Salary benchmarking
- Exit interview process

e. Compliances

- Compliances Framework in term of applicable rules and acts
- Tracking of compliances and Escalation
- Compliance Monitoring
- Management Reporting

f. Purchase

- Purchase procedures as per ICAT Policies and GFR
- Annual Rate contract management and consumption trend analysis
- Review of process flow of Purchase, SOP, Checklist etc.
- MIS Generation and reporting
- Compliance monitoring

- Management reporting
- Pricing and after sale support/ AMCs

5. Qualification Requirements:

- a) Bidder shall be a legally valid entity either in the form of Limited Liability Partnership (LLP), Proprietary firm, Partnership firm, Private Limited Company or a consortium of several firms which are registered in India. Copy of registration to be submitted.
- b) Should possess PAN card issued by Income Tax Department, Govt. of India and GST Registration. Copy to be submitted.
- c) The bidder or any of its partners/directors etc. should not have been blacklisted/ debarred by any of the government agencies or department on the date of submission of EOI. (Declaration to be submitted in the bidder's letterhead)
- d) Bidder should have Minimum 5 (five) years' experience in the field of Project Management Consultancy in the field of Process Audit, typically in automotive domain. (Relevant document to be submitted)
- e) The bidder should have average annual turnover of Rs 5 (Five) Crore during last 3 financial years. (Audited Balance sheet for the FY 2019 - 20. 2020 -21 & 2021-22- to be submitted)
- f) The bidder should have experience of at least 5 (five) similar projects (process reviews/ assessment study) worth minimum handled in India/ global, during last 5 years, having value of at least ₹ 15 (Fifteen) lakh each (To be supported by documents)

6. Content of EOI:

The EOI shall contain (but not limited to) the following:

- a. General Background and Overview of the firm/Individual
- b. Statement of qualification
- c. Understanding of the assignment and scope
- d. Work methodology

- e. Detailed mile stone
- f. Domestic and international experience (if any)
- g. Customer references
- h. Professional and local partners (if any)
- i. Technical team Strength
- j. Conclusion

7. Evaluation Criteria and Method of Evaluation:

- a) Screening of EOIs shall be carried out as per eligibility conditions mentioned in this document and based on verification of testimonials submitted.
- b) EOI will be evaluated for short listing inter alia based on their past experience of handling similar type of project/work, financial strength of firm.
- c) The agencies may be required to make a presentation, if required, to a selection committee show-casing their proposals.
- d) Bidders can send their queries (if any) to anuraj.p@icat.in, prem.purang@icat.in
- e) Short listed agencies may be issued Bid Documents and asked to submit their price proposal in a sealed envelope.

7. Condition under which EOI is issued:

- a) The EOI is not an offer and is issued with no commitment. ICAT reserves the right to withdraw EOI and or vary any part thereof (modify) at any stage. ICAT further reserves the right to disqualify any bidder, should it be so necessary at any stage.
- b) ICAT may shortlist the successful bidder by asking the Price bids from the technically qualified bidders through this EOI OR may float fresh tender at the discretion of ICAT's competent authority.

8. Submission of EOI:

Expression of interest [EOI] to be submitted in duplicate latest by **04th April, 2023**
up to 17.00 hrs.

Format for submission:

APPLICANT'S EXPRESSION OF INTEREST

To,

Senior Manager – Purchase,
International Center for Automotive Technology
Plot No. 26, Sector -3,
HSIIDC, IMT – Manesar,
Gurugram – 122050, Haryana
Tel: 0124 – 4586111

Sub: Submission of Expression of Interest to EOI No. ICAT/EOI/Services/05

Dear Sir,

In response to the Invitation for Expressions of Interest (EOI) published for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we attach our proposal in a sealed envelope.

Sincerely Yours,

Signature of the applicant

[Full name of applicant]

Stamp.....

Date:

Encl.: As above.

Note: This is to be furnished on the letter head of the organization.

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