

**eNotice Inviting Tender (NIT)**

NIT No.: ICAT/T/Civil/CS OF SPP/2023-24/08

Dated 13-04-2023

The Director, International Centre for Automotive Technology (ICAT), a division of National Automotive Board (NAB), Govt. of India, hereby invites segregated sealed bids under (under two bid system) bids towards “Consultancy Service including site survey, Liaison with State / Central Govt. Dept. to obtain subsidy, preparation of detailed project report complete at ICAT centre 1 and 2 , Manesar” as per following details:

Name of Work	“Consultancy Service towards 1.2 MW Solar Power Plant including site survey, Liaison with State / Central Govt. Dept. to obtain subsidy ,preparation of detailed project report complete at ICAT Centre 1 and 2 , Manesar”
Proposed Capacity of Solar Power Plant to be extended (At Centre 1 and 2 )	1.2 MW Solar Power Plant
Location	ICAT MANESAR Centre 1, Plot No 26, Sector 3 Manesar AND ICAT Centre 2, Plot No 1, Sector M-11, Manesar, GURGAON”, Interested bidders may visit the aforesaid location to study the terrain & site conditions on their own.
Scope Of Work	1. Site survey.2. Preliminary design. 3. Detailed design. 4. Electrical single-line diagrams.5. Mechanical drawings. 6. Detailed Earthing design. 7. Cable schedules. 8. Water supply system. 9. Lightning protection calculation. 10. Detail designing of AC cable.11.Design of walkway. 12.Design coordination.13.Design review. 14.Deliverables: Providing the drawings in the required format and deliverables as per the client's requirements, which may include hard copy prints, digital files. 15. IMP Note :- It will be responsibility of consultant to update ICAT to avail various (state/centre) government subsidy for setting up solar rooftop project. Liaisoning with concerned department to file the subsidy application. 16. Synchronise the existing solar system with the proposed new system.
Completion Period	30 Days from the date of issue of LOI/Work Purchase
Address for Communication	The Director, International Centre for Automotive Technology (ICAT), Plot No # 26, Sector-3, HSIIDC, IMT Manesar, Gurgaon – 122050 Phone: +91-124-4586-111, 9899973712, +91-124-4586111, +91-124-4586453

**Special Condition of Contract (SCC)**

1. Bidders are required to submit their Techno-Commercial Proposal in two parts in a Sealed Envelope, Super scribed “Consultancy Service including site survey, Liaison with State / Central Govt. Dept. to obtain subsidy ,preparation of detailed project report complete at ICAT Centre 1 and 2 , Manesar”. The sealed envelopes shall be submitted at the ICAT Office at Manesar before the closure of bid submission date/time.

**1.1.** Part1: Technical Proposal against Tender NIT No.: ICAT/T/Civil/CS OF SPP/2023-24/08” (Complete Stamped and Signed Copy of NIT Document along with the documents in proof of meeting the minimum eligibility criteria (Self attested copies).

**1.2.** Part2: Financial Proposal for against Tender NIT No.: ICAT/T/Civil/CS OF SPP/2023-24/08” (Annexure-B Financial Proposal)

Each copy shall contain, dully filled and signed by an authorized person from the Bidder’s company.

Bid to be submitted in a sealed envelope latest by 27<sup>th</sup> April, 2023 by 16:00 Hrs.

**Purchase Department  
International Centre for Automotive Technology  
Plot No # 26, Sector-3, HSIIDC, IMT Manesar,  
Gurgaon-122050**

**Project Site:** ICAT MANESAR Centre 1, Plot No 26, Sector 3 Manesar AND ICAT Centre 2, Plot No 1, Sector M-11, Manesar, GURGAON”,

**Pre-Bid Meeting**

Pre-Bid meeting is arranged on 17<sup>th</sup> April, 2023 @ 15:00 Hrs at ICAT Center -I, Plot No. 26, Sector 3 Manesar (Haryana). The bidder/Architect/Architectural firm may submit their queries/suggestion if any regarding Tender to the Engineer In-Charge (ICAT) in writing on or before 17<sup>th</sup> April, 10:00 Hrs before Pre-Bid meeting. Alternatively they may submit their queries/suggestions through e-mail also the e-mail address of anurag.jain@icat.in, smita@icat.in, and purchase@icat.in before Pre-Bid Meeting.

All bidders are advised to give presentation of their design concept based on the technical data provided by the ICAT on pre bid day and discussion will be held for better understanding of ICAT’s requirement.

**Minimum Eligibility Criteria:**

The bidder whose bid meet the following five (5) minimum eligibility parameters would only be considered for next round by ICAT:

1. **Legally Valid Entity:** The Bidder shall necessarily be a legally valid entity either in the form of Proprietary firm, Partnership firm, Private Limited Company. Bidder in the form of JV/Consortium is not permitted. A proof for supporting the legal validity of the Bidder shall be submitted.( Company registration/ Incorporation certificate issued by registrar of companies / registrar of firms/ PAN/ TAN card/ Certificate issued by the income tax authority)
- 2 **Financial Capacity:** Should have the cumulative Consultancy turnover of at least Rs. 10 lakhs from the business exclusively from the consultancy works, during last 3 financial years (2019-20, 2020-21 & 2021-22). Relevant proof for supporting the above shall be submitted. Copy of audited balance sheet /certificate of chartered accountant, clearly showing annual consultancy turnover (ACT) of the relevant FYs.
- 3 **Technical Capability:** Should have completed construction work of similar nature, in the last 3 financial years (2019-20, 2020-21 & 2021-22) of the costing not less than the below mentioned value
  - (i) Satisfactory completion of minimum 3 works of Rs 1.18 lacs each.  
OR
  - (ii) Satisfactory completion of minimum 1 works of Rs 1.475 lacs each.  
OR
  - (iii) Satisfactory completion of minimum 1 work of Rs 2.36 Lacs

Similar Works: Preparation of detailed Project Report for Solar Power Plant.

And

5.4 Bidder should have prepared DPR of at least one project of capacity 1000 kWh .

ICAT shall accept the attested completion certificates with documentary evidence mentioned above.

In case of submission of completion certificates issued by the private firms, any of the following supporting documents shall be submitted, to establish the genuineness of the completion certificate.

- i. Self-attested copies of TDS certificates issued by the private firm against the payment released on account of the works mentioned in the completion certificate.
- ii. A Certificate issued by the Chartered Accountant, in support of the payment received from the private firm on account of the works mentioned in the completion certificate.
- iii In case, the Completion Certificate already issued by the Client does not clearly mention the value of such works executed, then the Bidder shall submit a fresh summary sheet, clearly mentioning the value of such works executed, along with the copy of the BOQ, containing the components of such works, to support the original completion certificate issued by the Client.

4. The firm must be in existence for minimum 5 years and having minimum 1 structural engineer on its roll with minimum 5 years relevant experience. Relevant documents with CV shall be furnished to support this criteria.

5.

Only those who meet the eligibility criteria may send their application on their letter head, with complete contact details and Cost of Tender Document, expressing their interest to bid to ICAT to procure the Tender Document from ICAT Office.

**Proposal Validity:** The bidder/Architect Firm/Consultant tender must remain valid for 150 days after the last date fixed for submission of tender including the extension(s) given, if any.

**Only One Proposal:** The Architect Firm/Consultant Firm shall only submit one proposal. If a consultant submits or participates in more than one proposal, such proposals shall be disqualified. However, this does not limit the participation of the same Sub-Consultant, Including individual experts, to more than one proposal.

**Completion Period:**

<b>Deliverables</b>	<b>Time</b>
Government Subsidies and procedure to avail	Within 7 days from the date of LOA or Work Order
Detailed design along with Drawings and cost estimate (DPR) , Lesioning with Government departments , Applying for subsidy (in case of any such provision is made by central or state government ) etc.	15 days from the date of Notice to proceed.
Tender documents with BOQ,TCC & tender drawings	5 days from the date of DPR Submission.
Submission of working drawings	5 days from the date of Submission of tender drawings, BOQ and TCC.

During the execution of work by the contractor, the consultant shall be available to solve the technical and design issues. Upon the completion of all the works as mentioned in the detailed scope of works and completion of Construction work by civil contractor, ICAT shall issue 'Completion Certificate' for final release of payment to the consultant.

**Preparation of Bid Proposal**

In preparing their tender, Architect Firm/Consultants are expected to examine in detail the tender Document. The tender shall contain technical & financial bids.

The bid proposals, all related correspondence exchanged by the bidder/Architect Firm/Consultants & the ICAT and the contract to be signed with the wining consultant shall be written in the English language.

## Technical Bid Proposal

The Technical bid shall not include any financial information. A Technical bid containing financial information shall be declared non responsive/ invalid.

The technical bid may be declared non responsive/invalid, if the bid is not accompanied by requisite documents as stipulated in tender document.

**Compensation for Delay:** The time allowed for carrying out the work as specified in tender shall be strictly observed by the consultants and shall be deemed to be the essence of the contract on the part of the consultants. The work shall throughout, the stipulated period of the contract, be processed with all diligence. The consultant will be required to complete the entire job within stipulated time. No extension of time for completing the same shall be given owing to any variations made in the works by the orders of the clients in consequences of such variations extends the time allowed to ICAT for the completion of the works.

In case the consultant fails to complete the work within the contract period or extended period as above owing to reasons attributable to consultant, liquidated damages @ 0.5% per week of the total fees subject to a maximum of 10% of the total fees payable shall be levied on the Consultant. ICAT shall be entitled to deduct such damages from the dues that may become payable to the consultant. If the work is held up at site due to non-availability of Drawings/Specifications/Other Details as per mutually agreed schedule penalty, proportionate to the value of the work which is held up, shall be imposed on the consultant.

### **Abandonment of Work:**

That if the consultant abandon the work for any reason whatsoever or become incapacitated from acting as consultants as aforesaid, the ICAT may make full use of all or any of the drawings prepared by the consultants and that the consultants shall be liable to refund any excess fees paid to them upto that date such damages as may be assessed by the ICAT.

If at any time after start of work, ICAT decides to abandon or reduce the scope of work for any reason whatsoever and hence not required the whole or any part of the works to be carried out, the ICAT shall give notice in writing to this effect to the consultant and the consultant shall have no claim for any payment of compensation, or otherwise whatsoever, on account of any profit or advance which he might have derived from the execution the works in full but which he did not derive in consequence of the foreclosure of the whole part of the work.

### **Termination:**

By giving written notice to the Architect/Consulting Engineers of fifteen days, ICAT may at any time for any cause to terminate the work by Architect/Consultant under this specification in whole or in part.

Whether terminated for cause or convenience, payment to me made to the Architect/Consulting Engineers in such an event shall amount to the actual work done and calculated pro-rata and not the lump sum amount payable under the normal conditions for the successful completion of the entire work.

In the event of termination of the contract the Architect/Consulting engineers shall deliver to ICAT all data, designs, plans, specifications and other documents for the project up to the date of termination of the contract.

**Number of Drawing Sets etc and Copyright:**

The consultant shall supply free of charge to the ICAT, the adequate no. as specified elsewhere of following documents in soft as well as hard copy.

- Detail Project Reports with coloured drawings
- All the drawings and estimates to be submitted to ICAT
- Complete detailed design calculations (structural and other services) including supply of Drawings incorporating subsequent modifications.
- All working drawings for all the components (Good for construction drawings)
- Detailed estimates and rate analysis of all works.
- Completion drawings and detailed documents.
- Tender documents/tender drawings

The consultant shall supply free of charge to the ICAT all the estimates, details of quantities (BOQ) detailed designs, reports and any other details envisaged under the agreement, including drawings architectural, structural or other services (Internal and External) would be supplied by the consultants as indicated above. All these drawings will become the property of the ICAT.

**Tentative Programmed:**

It is possible that the work may prolong beyond the stipulated time limit due to various problems. The Architectural/Consultancy Services shall have to be rendered/extended without any extra charges, as per specifications. The consultancy charges shall remain firm for entire duration of contract.

**Additional Services:**

At the specific request of ICAT the Architect/Firm of Architect shall provide any additional services which are not listed in these specifications at the rates to be mutually agreed upon.

**Custody of Documents:**

Original drawing, bills of material and computation of instruments of service, shall remain in the custody of the Architect/Firm of Architect. However ICAT will be entitled at all times to have unrestricted use thereof. After completion of work, the drawing structured maps and other documents, approval etc. shall be handed over to ICAT all hard copies & soft copy.

**PERT Chart:**

The prospective Tenderers/Architect/Firm of Architect should be furnish a PERT or BAR chart showing the time required for this work and details of various items of work to be done by them indication also the period of supply requirement for completion of civil works, erection and completion, etc.

**Assignment:**

The rights and liabilities of the Architect/Firm of Architect shall not be assigned or transferred by them without the prior consent in writing of ICAT to any other person, firm or organization.

**Guarantee:**

The Architect shall take full responsibility for the services performed by them. The Architect shall adhere to standard good practice for adequacy and technical soundness of the services provided by them.

**Statutory Rules & Regulations:**

The Architect will abide by the rules, regulations, by-laws & statutes etc. prevailing & imposed by the Government/Semi Government and other local governing bodies for execution of this job.

**Statutory Payments:**

All the statutory payments to be made to local authorities shall be directly made by ICAT on receipt of demand note or intimation from the consultant along with demand Note. However if any such payments are made by the consultants with prior intimation to ICAT, the same shall be reimbursed on submission of the original receipts.

**Arbitration:**

All questions, disputes or differences whatsoever which may at any time arise between the parties to this agreement touching the agreement or subject matter thereof, arising out of or in relation there to, shall be referred to the decision of the Sole Arbitrator appointed by the Director, ICAT for that purpose and the decision of the said Arbitrator shall be final and binding upon the parties.

**Jurisdiction:**

All the disputes arising out of or in any way connected with the agreement shall deemed to have arisen in Gurgaon and only the courts in Gurgaon shall have jurisdiction to determine the same.

**Billing:** All Bills and accompanying documents should be raised and submitted in original; as per the Payment Terms, and should be accompanied by original copies of duly receipted/ certified Delivery Challan/ Work Progress or Completion Certificate, as applicable. No payment shall be released against any duplicate bills, work progress report or Completion Certificate or delivery challan. All applicable taxes such as VAT, Service tax, Works Contract Tax shall be mentioned separately in the invoice.

The consultant to prepare tender documents for inviting bids from contractors for the job which includes, preparation of Bill of quantity and tender drawings ,general conditions and special conditions of contract, cost estimate of work and technical specification of work.

## Terms and Conditions of Payment

100 % Payment shall be done after satisfactory completion of all scope mentioned in tender document and accepted by ICAT.

## General Terms & Conditions

1. This Tender Document ("Tender Document") is being issued by International Centre for "Consultancy Service including site survey, Liaison with State / Central Govt. Dept. To obtain subsidy, preparation of detailed project report complete at ICAT Centre 1 and 2 , Manesar"
2. The information contained in this Tender Document is being provided for the limited tendering purposes of enabling the suitable parties ("Bidders") to submit a binding proposal ("Bid") for performing, executing and implementing the Works and for no other purpose. In no circumstances shall ICAT, or its advisers, consultants, contractors, employees and/or agents incur any liability arising out of or in respect of the issue of this Tender Document, or the selection procedure.
3. The possession of the Tender Document or use in any manner contrary to any applicable law is expressly prohibited. The Bidders shall inform themselves and shall observe any applicable legal requirements.
4. The information does not purport to be comprehensive or to have been independently verified. Nothing in this Tender Document shall be construed as legal, financial or tax advice. ICAT will not be liable for any costs, expenses, however so incurred by the Bidders in connection with the preparation and submission of the Bids.
5. Laws of the Republic of India are applicable to this Tender Document. The courts at Gurgaon shall have exclusive jurisdiction in relation to any disputes arising from this Tender Document.
6. Each Bidder's acceptance of delivery of this Tender Document constitutes its agreement to, and acceptance of, the terms set forth in this Disclaimer. By acceptance of this Tender Document, the recipient agrees that this Tender Document and any information herewith supersedes document(s) or earlier information, if any, in relation to the subject matter hereof.
7. Amendment To Tender Document
  - Addenda / Corrigenda to the Tender Document may be issued by ICAT prior to the last date of submission of the Bids to clarify the documents or to reflect any modifications etc. All such addenda / corrigenda shall be treated as an integral part of the Tender Document and ICAT at its discretion may or may not extend the deadline for submission of tenders
  - In case after issuance of addenda / corrigenda, any Bidder who has already submitted its Bid, does not resubmit its Bid, it shall be deemed that such Bidder does



not intend to modify its Bid on the basis of the addenda / corrigenda and the addenda / corrigenda have been taken into account.

**Bid Evaluation:**

- Bid evaluation system bidders who qualify technical evaluation will be qualified for next part of evaluation i.e. financial part. The Lowest financial bid of the technically qualified bids shall be deemed as the successful bidder (“Successful Bidder”). However ICAT does not undertake to accept the lowest or indeed any bid, in all the above cases.
8. ICAT ’s Right To Accept or Reject Any or All Bidders

ICAT reserves the right to accept or reject any bid, and to annul the tender process and reject all Bids, at any time prior to award of Contract without assigning any reasons for such acceptance/ rejection, or to divide the Contract between/amongst Bidders without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds for ICAT’s action. The Bidders shall not have any cause of action or claim against ICAT for rejection of their bids.

**9. FORCE MAJEURE**

For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable and not brought about by or at the instance of the Party claiming to be affected by such events and which has caused the nonperformance or delay in performance, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other extreme adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by Government agencies.

**10. Force Majeure shall not include:**

- any event which is caused by the negligence or intentional action of a Party or by or of such Party's Sub- vendors or agents or employees, nor
- Any event which a diligent Party could reasonably have been expected both to take into account at the time of the conclusion of this Contract, and avoid or overcome in the carrying out of its obligations hereunder.
  - Measures to be taken:
- A Party affected by an event of Force Majeure shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall take all reasonable measures to minimize the consequences of any event of Force Majeure.
- A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any case not later than 7 days following the occurrence of such event, providing evidence of the nature and cause of such

event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.

- Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.
- In the case of disagreement between the Parties as to the existence or extent of Force Majeure, the matter shall be settled through arbitration.
- In case ICAT calls the Bidder for negotiations/clarifications then this shall not amount to cancellation or withdrawal of original offer.
- Incomplete offer or non-compliance to our requirements and terms will be summarily rejected.



## **Annexure A- Technical**

### **Specification and Scope of Work**

**Consultancy Service including site survey, Liaison with State / Central Govt. Dept. to obtain subsidy ,preparation of detailed project report complete at ICAT Centre 1 and 2 , Manesar**

**Tender NIT No: NIT No: ICAT/T/CIVIL/CS OF SPP/2023-24/08**

**Annexure – A**  
**(Scope of Work)**

Appointment of industry expert for site survey and making DPR for setting up solar power plant at ICAT Center 1 and 2.

**Following is the Scope of work:**

1. Site survey.
  2. Preliminary design.
  3. Detailed design.
  4. Electrical single-line diagrams.
  5. Mechanical drawings.
  6. Detailed Earthing design.
  7. Cable schedules.
  8. Water supply system.
  9. Lightning protection calculation.
  10. Detail designing of AC cable.
  11. Design of walkway.
  12. Design coordination.
  13. Design review.
  14. Deliverables: Providing the drawings in the required format and deliverables as per the client's requirements, which may include hard copy prints, digital files.
  15. IMP Note :- It will be responsibility of consultant to update ICAT to avail various (state/centre) government subsidy for setting up solar rooftop project. Liaisoning with concerned department to file the subsidy application.
  16. Synchronise the existing solar system with the proposed new system.
  17. Preparation of Bill of Quantities considering schedule of rates and prevailing market rates.
  18. Preparation of Tender conditions in Special Conditions of contract , scope of work ,tender drawings etc.
- Submission of Design and drawing :

**Hard Copies**

1. Design Reports shall be done in Hard copies – 3 No.s
2. Drawings shall be submitted in A1 Size drawings in clearly readable form

**Soft Copies**

1. The design report shall be submitted in PDF as well as in original software tool used for design.
2. Abstract shall be prepared Power Point presentation form of 2 to 5 slides explaining all details .
3. Costing shall be submitted in MS excel .

**Pre Bid Presentation:**

All the bidders can discuss all relevant queries on pre bid meeting and also show their presentation for the project mentioned in tender document .

**The consultant shall submit the financial bid in the format given at Annexure-B.**

**In case of any technical query you feel free to contact:**

Contact Person: Mrs. Smita Sharma – Civil Department  
Contact No. : +91-8800682288 (M)  
Email ID: smita@icat.in

**In case of any financial query you feel free to contact:**

Contact Person: Mr. Sonu Chopra – Purchase Department  
Contact No. : +91-9899973712 (M)  
Email ID: sonu.chopra@icat.in

**Annexure B- Financial Bid**

**Consultancy Service including site survey, Liaison with State / Central Govt. Dept. to obtain subsidy ,preparation of detailed project report complete at ICAT centre 1 and 2 , Manesar**

Tender NIT No. NIT No: ICAT/T/CIVIL/CS OF SPP/2023-24/08



**Name of Work: Consultancy Service including site survey, Liaison with State / Central Govt. Dept. to obtain subsidy ,preparation of detailed project report complete at ICAT centre 1 and 2 Manesar.**

SI. No	Item Description	Quantity	Unit	Unit Rate (INR)	Amount (INR)
1	<p>Consultancy Service including site survey for extension of solar power plant at ICAT centre 1 and 2 ,</p> <p>Site survey Preliminary design. Detailed design.</p> <p>Electrical single-line diagrams. Mechanical drawings. Detailed Earthing design. Cable schedules.</p> <p>Water supply system.Lightning protection calculation. Detail designing of AC cable.Design of walkway .Design coordination.Design review. Deliverables: Providing the drawings in the required format and deliverables as per the client's requirements, which may include hard copy prints, digital files. IMP Note :- It will be responsibility of consultant to update ICAT to avail various (state/centre) government subsidy for setting up solar rooftop project. Liaisoning with concerned department to file the subsidy application.</p> <p>Synchronise the existing solar system with the proposed new system. Preparation of Bill of Quantities. Preparation of Tender conditions in Special Conditions of contract, scope of work, tender drawings , working drawings complete .</p>	1.00	Job		
<b>Project Value (INR)</b>					
<b>GST%</b>					
<b>Total Project Value Inclusive of GST% (INR)</b>					

**VENDOR INFORMATION FORM (VIF)**

**Bidders are requested to fill up this VIF & submit along with their bids.**

Name of the Firm	
Nature of Business (Product/Services)	
Company Category (Micro Unit/Small Unit/Medium Unit/Ancillary Unit/SSI) (Please enclose relevant self-attested photocopy of Certificates)	
Company's Legal Status (Proprietor/Limited Company/Undertaking/Joint Venture/Partnership/Others)	
Bidder Type (Indian/Foreign)	
Full Address of Registered Office with Postal Code	
Telephone Numbers(Mobile & Landline)	
Fax Numbers	
Email Address	
Contact Person	
Name of the Proprietor/Partners, Address, Mobile No.	



D.O.B.	
Registration No. for registration under Companies Act 1956. (Please enclose self-attested photocopy of Certificates)	
Company Establishment Year	
PAN	
GST	
Bidder Bank A/C No.(Attach Bankers certificate of account maintenance for last two years)	
Name of the Bank	
Bank Address	
Branch Code	
IFSC Code	