

eNotice Inviting Tender (NIT)

NIT No.: ICAT/LT/HR/Compensation Benchmarking/2023-24/09

Manesar, 11th May, 2023

The Director, International Centre for Automotive Technology (ICAT), a division of National Automotive Board (NAB), Govt. of India, hereby invites sealed techno-commercial bids for **Limited Tender towards “Compensation Benchmarking of Regular & Contractual manpower”** as per following details:

Tender Activity Schedule

Job Description:	Compensation Benchmarking
Scope of Work:	As Per Annexure “A”
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. • Technical Capability: <ol style="list-style-type: none"> 1. Minimum Experience of providing services to minimum 3 no. of renowned companies in last 5 years in the automotive fraternity: Purchase order or completion certificate is required to submit to fulfill this criterion. 2. Approx 5 years of experience in handling Compensation Benchmarking: Self declaration certificate in company’s letter head.
Payment Terms	100% payment after submission of final report, Invoice & PBG.
EMD (Earnest Money Deposit)	INR 14,000/- (Rupees Fourteen Thousand only) in form of DD/Bank Guarantee (refer SSC Clause 1
PBG	INR 70,000/- (Seventy Thousand only) in form of DD/Bank Guarantee (refer SSC Clause 8 for PBG
Delivery/Completion Period	60 Days

Liquidity Damages	0.5% per week delay for submission of final report up to maximum 10% of the contract price.
Quote Validity	120 Days
Shortlisted Parties (Limited Tender)	<p><i>This is Limited Tender & reserved for following parties.</i></p> <ol style="list-style-type: none"> 1.M/s. Mercer 2. WTW India Pvt. Ltd 3. E&Y 4.KPMG 5.Gallop
Delivery Terms	Survey report on Compensation benchmarking and Career progression of ICAT employees & Contractual Employees
Delivery/Billing Address	International Centre For Automotive Technology (Centre – 1), Plot No. 26, Sector – 3, Near HSIIDC, IMT Manesar, Gurgaon 122050 GST No. 06AABAN9435G2ZI
Last Date of submission of Sealed Techno-Commercial Bid	Up to 1500 Hrs. on 25 th May, 2023 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>Techno-Commercial Bid need to submit in a sealed envelope & should be marked on envelope with NIT No.: ICAT/LT/HR/Compensation Benchmarking/2023-24/09 towards “Compensation Benchmarking”.</p> <p>Interested agencies who meet our requirements may submit their sealed bids with their company documents as required in this NIT latest by 1500 hours of 25th May, 2023 at below given address</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>Note: ICAT reserves the right to reject/modify/cancel the tender without assigning any reason thereof.</p>

Annexure – A

Scope of Work towards “Compensation Benchmarking of Regular & Contractual Employees in ICAT” which includes:

- Recommendation of best industry practice on pay structure of Regular and Contractual manpower of ICAT.
- Data source strictly restricted to similar talent of organizations from the automotive fraternity.
- Data to be aligned as per the position wise job description / education / experience / pay band / equivalent hierarchy level.
- Data available from organizations (OEMs) as far as practicable should be of last Financial Year.
- Ensure Completeness and accuracy of data / information provided
- Compare salary heads and payout:
 - A). Aligned to ICAT structure including Basic , DA, Incentives, Transport Allowance, DA on Transport Allowance, Washing Allowance, , Medical Allowance, Car allowance, LTA, , Superannuation, Group Mediclaim Insurance, Group Personal Accident Insurance, other reimbursements etc.
 - B). With other industry / similar nature organization pay structures which includes pay heads, all allowances and incentives as applicable.
- Identify and present anomalies “higher position lower salary and lower position higher salary” and suggest strategy to mitigate them.
- Present and guide in terms of possible range of market catch up for any gaps.
- Help / guide in terms of implementation strategy.
- Communication pack to employees at different stages of bench mark surveys and final implementation process.
- Guide on revised compensation implementation strategy within the organization.
- Guide on allowances to be introduced which attract income tax exemptions.
- Guide on different levels may be adopted in ICAT despite of type of employee.
- Guidelines on career progression / promotion strategy.

This scope work is subject to change according to statutory and organizational requirements.

Note: It is mandatory for the bidders to comply with the terms & conditions mentioned in tender documents. In the event, if the bidder does not comply with the tender requirement, the bidder shall be disqualified and any deviation proposed on Annexure-A & technical requirement from the bidder end will not be considered at all. Disqualified bidders will not be eligible to make any claim. Those bidders who meet our technical/tender requirements will be moved forward for financial evaluation. The order would be awarded to the L1 bidder among the technically qualified bidders.

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

Annexure-B: Financial Bid for Compensation Benchmarking.

Financial Bid					
Sr. No.	Scope of Work	Quantity	Units	Unit Price (INR)	Total Value (INR)
1	Survey report on Compensation benchmarking and Career progression of ICAT employees & Contractual Employees.	1	AU		
Sub Total (INR)					
				GST%	
Grand Total Inclusive of GST (INR)					

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Specific Conditions of Contract (SCC)

Bidders are invited to submit their techno-commercial bids in a sealed envelope, super scribed “Bid for Tender No. ICAT/LT/HR/Compensation Benchmarking/2023-24/09. The sealed bids should be submitted at ICAT, Manesar before the closure of bid submission date/time.

Bid to be submitted in a sealed envelope latest by 1500 hrs of 25th May, 2023.

To,

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

Clause - 1. Earnest Money Deposit (Bid Security Amount):

The Bids should be accompanied by an Earnest Money Deposit of INR 14,000/- (Rupees fourteen thousand only) in the form of Demand Draft / Banker’s Cheque drawn in favour of “International Centre for Automotive Technology” payable at Gurugram / Manesar. Alternatively, the Bids should be accompanied with a Bank Guarantee issued by any branch at Delhi/NCR of Indian scheduled bank of the said amount valid for a period of at least 120 days from the last date of submission of Bids, as per “Form – Earnest Money Deposit”. The above Bank Guarantee should be consisting of Full Address of the bank along with contact details i.e. name, contact no., fax no. & e-mail id of the responsible person issuing the BG. (To be enclosed along with the bid)

OR

Firms who are registered with NSIC/MSME for the tendered item are exempted from payment of EMD but these firms should submit a copy of the registration along with the Technical Bid. (The certificate should be valid for at least 120 days from the date of submission of bids)

A Bid which is not accompanied by such Earnest Money Deposit will be construed as non compliant bid and should be rejected.

The Earnest Money Deposit of the unsuccessful Bidders will be returned without any interest after award of the Contract by ICAT to the successful Bidder.

The Earnest Money Deposit of the successful Bidder will be returned upon the successful Bidder furnishing the Performance Bank Guarantee.

EMD should be forfeited in favour of ICAT in case the Bidder: - without the written consent of ICAT, has withdrawn its Bid during the validity period of the Bids and any extensions there to;

After opening of the techno-financial bid, alters the quoted rates/conditions in the Bid;

Fails to provide/furnish the Performance Bank Guarantee within stipulated period mentioned in the Letter of Acceptance;

Does not reply to any queries that may be raised after opening of technical/financial bids.

If the bidder does not accept the corrections made by ICAT to its Bid Price pursuant to "Examination of Financial Proposal and Correction of Arithmetical Errors".

2. Minimum Eligibility Criteria

The bidder whose bid meets 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.

- **Technical Capability:**

Minimum Experience of providing services to minimum 3 no. of renowned companies in last 5 years in the automotive fraternity: Purchase order or completion certificate is required to submit to fulfill this criterion.

Approx 5 years of experience in handling Compensation Benchmarking: Self declaration certificate in company's letter head.

- A proof for supporting above points shall be submitted by the bidder.

A. Supporting Documents for Minimum Eligibility Criteria:

- In proof of having fully adhered to the minimum eligibility criteria at 3 (A), attested copy of certificates issued by the respective registrar of firms/companies and in case of proprietary firms, valid documents such as PAN, TAN, GST Registration etc. shall be acceptable to ICAT.

3. Time Schedule for Completion of Works

Time is the essence of the contract. The work is to be completed within the stipulated time i.e. 60 days from the date of issue of "NTP" or Work Order to the successful Bidder.

Time allowed for carrying out the works as mentioned in the tender documents shall be strictly observed by Bidder and its shall be reckoned from the date of issue of "Purchase/Work Order".

4. Amendment to the 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.

In order to afford prospective Bidders reasonable time for preparing their tenders after taking into account such amendments, ICAT may, at its discretion, extend the deadline for submission of tenders.

In case after issuance of addenda, 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 and the addenda have been taken into account.

5. Validity of Bids

Bids shall be unconditional, firm and remain valid and open for acceptance for a period of 120 days from the last date of submission of Bids. Any Bid having validity lower than that specified above shall be rejected by ICAT as being non responsive. However, ICAT may request the Bidders to extend the Bid unconditionally beyond the Bid validity period up to an additional period of sixty (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.

If a Bidder withdraws or revokes his offer after last date of submission of Bids, the Bidder is liable to be disqualified and the Earnest Money Deposit submitted by such Bidder is liable to be forfeited. Any Bidder shall not be allowed to carry out any revision / correction / modification in his Bid after the last date of submission of Bids.

6. Liquidity Damages:

In the event of any delay on part of the Supplier/Contractor to achieve completion of the Works within the time lines as specified in the Purchase Order / Works Order the Supplier/Contractor shall be liable to pay to ICAT a sum equal to 0.5% of the Contract Price for every week of delay, or part thereof, subject to the maximum of 10% of the Contract Price, for such default as liquidated damages, which the Supplier/Contractor agrees is not a penalty but a genuine pre-estimate of loss and damage likely to be suffered and incurred by ICAT for every day, or part thereof, that such delay subsists till the date of actual completion. ICAT may, without prejudice to any other method of recovery, deduct the amount of such damages from any monies due or to become due to the Supplier/Contractor.

7. 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.

8. Performance Bank Guarantee

Within fifteen [15] days of the date of acceptance of the NTP/Work Order, the Successful Bidder shall execute a Performance Bank Guarantee as per ICAT approved format, from any branch in Delhi, NCR of Indian scheduled Bank, for an amount equivalent to the 10% of the contract value, which shall be kept valid for a period of 120 days. The PBG shall be made in INR only.

The Performance Bank Guarantee of the Successful Bidder will be invoked and forfeited if the Successful Bidder fails to comply with the conditions of Contract.

The above Bank Guarantee should be consisting of Full Address of the bank along with contact details i.e. name, contact no., fax no. & e-mail id of the responsible person issuing the BG.

9. Payment Terms:

- 100% payment would be released after work completion & receipt of invoice & PBG from the party

10. Billing Instruction:

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 should be released against any duplicate bills, work progress report or Completion Certificate or delivery challan. All applicable taxes should be mentioned separately in the invoice.

11. Corrections:

No corrections or overwriting will be entertained in schedule of rates by using correcting fluid. All correction in the schedule of rate should be initialed.

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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	

BG Format

INR 14,000/- (Rupees Fourteen Thousand only) in form of DD/Bank Guarantee (refer SSC Clause 1 & for EMD)/Banker's Cheque in favour of "International Centre for Automotive Technology", payable at Manesar / Gurgaon valid for at least six months from any Indian scheduled Bank. The above Bank Guarantee to be issued/endorsed by any branch of Delhi/NCR and should be consisting of Full Address of the bank along with contact details i.e. name, contact no., fax no. & e-mail id of the responsible person issuing the BG (To be enclosed along with the technical Bid).

OR

who are registered with NSIC for the tendered item are exempted from payment of EMD but these firms should submit a copy of the registration along with the Technical Bid. (The certificate should be valid for at least 6 months from the date of submission of bids).