

eNOTICE INVITING TENDER (NIT)

**NIT No.: ICAT-LT-Store-Printing of Office Stationary-2023-24/61
Manesar, 21st July, 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 under Limited Tender Category towards Printing & Supplying of ICAT Office Stationary items at ICAT Manesar as per following details:

Tender Activity Schedule

Product Requirement	For Annual Rate Contract (ARC) towards Printing & Supplying of ICAT Office Stationary items (As per ICAT Requirement), for detail please refer “Annexure-B”.
Item Detail	As per list enclosed-“Annexure-B”
Quantity Required	Approximate yearly requirement mentioned in enclosed-“Annexure-B”. Note: - Quantity of order during the year may vary w. r. t quantity mentioned in Annexure-B.
Eligibility Criteria	<p><u>Minimum Eligibility Criteria:</u> The bidder whose bid meet the following eligibility criteria would only be considered:</p> <ul style="list-style-type: none"> • <u>Legal Valid Entity:</u> 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. • Statutory Registration: The bidder must have a valid PAN No. & GST No.
Payment Terms	100% Payment will be released within 15 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).
ARC Period/Term	12 Months from the date of Contract
Delivery Terms	FOR Up to ICAT Site-1, Manesar, Haryana
Delivery/Billing Address	International Centre For Automotive Technology (Centre – 1), Plot No. 26, Sector – 3, Near HSIIDC, IMT Manesar, Gurgaon 122051
Last Date of submission of Sealed Techno-Commercial Bid	Up to 1700 Hrs. of 04 th August, 2023, at ICAT Centre – 1, Manesar, Gurgaon, India.

- 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 Annual Rate Contract (ARC) for Printing & Supplying of ICAT Office Stationary items”

Interested suppliers who meet our requirements should submit no regret techno commercial proposal in a **sealed envelope latest by 04th August, (1700 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 “Annual Rate Contract (ARC) for Printing & Supplying of 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 tender enquiry for “Annual Rate Contract (ARC) for Printing & Supplying of 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 04th August 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.
- 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”. Each page of the bid document should be stamped & signed by the authorized representative.
- **Transportation & Loading/Unloading will 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 on FOR basis & as per “Annexure-C”.**
- **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).

- 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. (14) Of “Annexed-C” of tender document.
- 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.
- **Important Note:-** Yearly approximate quantity mentioned in “Annexure-B” & the order quantity during the ARC period may vary. Please Quote Rates as per “Annexure-C”.
- 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-C” in case of GST% different for any item.
- **Delivery Period:** During the ARC Period, ICAT will place Purchase Orders as per requirement and delivery period will be given **25 days** from the date of Purchase Order if delivery get delay then LD will be applicable (Refer LD Clause).
- **(LD) Liquidity Damages/Penalty for Delay:** The supply shall be completed strictly as per time limits specified in the Purchase Order/ARC agreement, failure to complete the delivery within the stipulated time will make you liable to an unconditional penalty of ½% (Half Percent) of the PO value of delivery delay per week subjected to a maximum of 10% (Ten Percent) of the Purchase Order Value.
- The quantity given in “Annexure-B” is approximate & Purchase Order Quantity may vary during the ARC period. ICAT will place requirement via Purchase Order.
- All the Voucher books such as Material Gate Pass, Store Issue Voucher & Gate Pass should be binded from hard card board.
- Interested bidder who wants to apply in tender may visit to ICAT on any working day till 26-07-2023 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.
- Upon finalization of L1 bidder & award of Annual Rate Contract, the successful bidder shall submit 5 Nos of 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 the order for supply of ICAT Office Stationary will be placed via Purchase Order.

Annexure-B (BoQ)

Sr. No	Item Title	Yearly Approx Quantity
1	ICAT Letter Head with printing of water mark, logo & address need to be printed in English & Hindi. (Paper Make : Sun Shine, 115 - 117 GSM) (1Pad=100Leaf)	1200 Pad.
2	ICAT Continuation Sheet with printing of water mark, logo (Paper Make : Sun Shine, 115 - 117 GSM) (1Pad=100 Leaf)	2500 Pad.
3	Printing & Supply of ICAT Note Sheet of Green Color with Printing of ICAT Logo. 70-80 GSM (1Pad=100Leaf)	100 Pad.
4	Envelop ICAT Legal Size in Yellow Color (with inner plastic lamination), 100 GSM, logo & ICAT Address need to be printed in English & Hindi.	6000 Nos.
5	Envelop ICAT A3 Size (17"X14") in Yellow Color (with inner plastic lamination), 100GSM, logo & ICAT Address need to be printed in English & Hindi.	1000Nos.
6	Envelop ICAT 10"X4.5" White Color, 120GSM, Logo & ICAT Address need to be printed in English & Hindi.	15,000 Nos.
7	Window Envelop ICAT 10"X4.5" White Color, 120 GSM, Logo & ICAT Address need to be printed in English & Hindi.	1000 Nos.
8	ICAT Main Gate Pass Book with Cardboard Binding (Carbon Less Paper in Duplicate, 1Book=100Leaf) Need to be printed in English & Hindi., 70GSM Paper.	200 Book
9	ICAT Material Gate Pass Book with Cardboard Binding (Carbon Less Paper in Triplicate, 1Book=50Leaf) Need to be printed in English & Hindi. 70GSM Paper.	200 Book
10	ICAT Visitor Pass Book with Cardboard Binding (Carbon Less Paper in Duplicate, 1Book=100Leaf) Need to be printed in English & Hindi. 70GSM Paper.	300 Book
11	ICAT Store Issue Voucher Book with Cardboard Binding (Carbon Less Paper in Triplicate, 1Book=50Leaf) Need to be printed in English &	200 Book

	Hindi. 70GSM Paper.	
12	ICAT L-Type Plastic Transparent Folder (A-4 Size) with ICAT Logo , Make Sun-12	7000Nos.
13.	Visiting Cards (QR Based), Printing Both Side in English & Hindi., ART PAPER-300GSM.	25,000 Cards.
14	Envelop ICAT Heavy Duty in Legal Size (For Sending Courier about 100 Pages), Every Envelop Must Be Tapped on Back Side (Both) for More Durability (with inner plastic lamination), logo & ICAT Address need to be printed in English & Hindi. 100 GSM. Paper.	10,000Nos.

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 26-07-2023 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 for supply of ICAT office stationary items.
- During the period of ARC, ICAT will raise our requirement via Purchase Order for supplying of ICAT Printed Office Stationary 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 undersigned:

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

Annexure-C (Price Bid)

Sr. No	Item Title	Item Quantity	Unit Price (INR)
1	Supply of ICAT Letter Head with printing, water mark, logo & address need to be printed in English & Hindi. (Paper Make : Sun Shine, 115 - 117 GSM) (1Pad=100Leaf)	1 Pad.	
2	Supply of ICAT Continuation Sheet with printing, water mark, logo (Paper Make : Sun Shine, 115 - 117 GSM) (1Pad=100 Leaf)	1 Pad.	
3	Printing & Supply of ICAT Note Sheet of Green Color with Printing of ICAT Logo. 70-80 GSM (1Pad=100Leaf)	1 Pad.	
4	Printing & Supply of Envelop ICAT Legal Size in Yellow Color (with inner plastic lamination), 100 GSM, logo & ICAT Address need to be printed in English & Hindi.	1 Nos.	
5	Printing & Supply of Envelop ICAT A3 Size (17"X14") in Yellow Color (with inner plastic lamination), 100GSM, logo & ICAT Address need to be printed in English & Hindi.	1 Nos.	
6	Printing & Supply of Envelop ICAT 10"X4.5" White Color, 120GSM, Logo & ICAT Address need to be printed in English & Hindi.	1 Nos.	
7	Printing & Supply of Window Envelop ICAT 10"X4.5" White Color, 120 GSM, Logo & ICAT Address need to be printed in English & Hindi.	1 Nos.	
8	Printing & Supply of ICAT Main Gate Pass Book with Cardboard Binding (Carbon Less Paper in Duplicate, 1Book=100Leaf) Need to be printed in English & Hindi., 70GSM Paper.	1 Book	
9	Printing & Supply of ICAT Material Gate Pass Book with Cardboard Binding (Carbon Less Paper in Triplicate, 1Book=50Leaf) Need to be printed in English & Hindi. 70GSM Paper.	1 Book	
10	Printing & Supply of ICAT Visitor Pass Book with Cardboard Binding (Carbon Less Paper in Duplicate, 1Book=100Leaf) Need to be printed in English & Hindi. 70GSM Paper.	1 Book	

11	Printing & Supply of ICAT Store Issue Voucher Book with Cardboard Binding (Carbon Less Paper in Triplicate, 1Book=50Leaf) Need to be printed in English & Hindi. 70GSM Paper.	1 Book	
12	Printing & Supply of ICAT L-Type Plastic Transparent Folder (A-4 Size) with ICAT Logo , Folder Make Sun-12	1Nos.	
13.	Printing & Supply of Visiting Cards (QR Based), Printing Both Side in English & Hindi., Superior ART PAPER-300GSM.	100 Cards. (Box)	
14	Printing & Supply of Envelop ICAT Heavy Duty in Legal Size (For Sending Courier about 100 Pages), Every Envelop Must Be Tapped on Back Side (Both) for More Durability (with inner plastic lamination), logo & ICAT Address need to be printed in English & Hindi. 100 GSM. Paper.	1 No.	
Freight, loading & unloading charges per trip (if any)			
GST %			

- **Liquidity Damages (LD)/Penalty for Delay:** The supply shall be completed strictly as per time limits specified in the Purchase Order/ARC agreement, failure to complete the delivery within the stipulated time will make you liable to an unconditional penalty of ½% (Half Percent) of the PO value of delivery delay per week subjected to a maximum of 10% (Ten Percent) of the Purchase Order Value.

Please Note:

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

Contact Person: Mr. Sonu Chopra (Purchase-Store Department)

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

Annexure-D

{Format for *each* of the Declarations to be typed on bidder's letter head separately and to be submitted in the tender document}

DECLARATION -1

(Declaration regarding Make in India)

In line with Government Public Procurement Order No. P-45021/2/2017-BE-II dt. 15.06.2017 & P-45021/2/2017-PP (BE-II) dated 28.05.2018, we hereby certify that we M/s _____ (supplier name) are local supplier meeting the requirement of minimum local content (____%) as defined in above orders against Tender/Enquiry No. _____

Details of location at which local value addition will be made is as follows:

(Signature of the bidder with seal/ rubber stamp)

DECLARATION-2

(Declaration regarding compliance of Rule 144 (xi) of GFR 2017)

"I/We have read the clause regarding restrictions on procurement/sub-contracting from an entity/natural person/agent/consortium/Joint venture having beneficial ownership in countries which share land border with India. I/We certify that neither we are not from such a country nor having any beneficial ownership from such a country. If I/We from such a country or having beneficial ownership, are registered with the competent authority. I/We hereby certify that we fulfill all requirements in this regard and are eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached.]"

Authorized Signatory

* We also understand, false declarations will be in breach of the Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules and would be a ground for immediate termination and further legal action in accordance with law.