

eNOTICE INVITING TENDER (NIT)

NIT No.: ICAT/T/SER/COURIER SERVICES/2023-24/91
Manesar, 07th September, 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 towards rendering Courier Services-“Domestic & International” at ICAT Manesar, Centre-1 & Centre-2.

<ul style="list-style-type: none"> • Scope/Service Requirement 	<ul style="list-style-type: none"> • Rate Contract for providing “Courier Services-Domestic & International” at ICAT Centre-1 & Centre-2, Manesar, Haryana for a period of 02 years. <p><u>Note:</u></p> <ul style="list-style-type: none"> • 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 two years. • After entering into Contract with ICAT, 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 1500 Hrs to 1630 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, Reception Office 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. • For detailed Eligibility Criteria please refer “Annexure-A”
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 15 working days from the date of receipt of invoice (correct in all respect as per GST Law).</p>
Contract Period	24 Months from the date of Contract
Billing Address	International Centre For Automotive Technology (Centre – 1), Plot No. 26, Sector – 3, Near HSIIDC, IMT Manesar, Gurgaon 122050
Last Date of submission of Sealed Techno-Commercial Bid	Up to 1700 Hrs. of 28 th September, 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

Sealed Envelope should be marked with “**Tender for providing Courier Services-Domestic & International**”.

Interested service providers or Courier Companies who meet our requirements may submit their commercial proposal in a **sealed techo-commercial bid in an envelope latest by 28th September, 2023 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 contract for a period of 02 years.

International Centre for Automotive Technology (ICAT), under National Automotive Board (NAB), 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 28th September, 2023 by 17:00 Hrs.**

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.
- **The Bidder/Tenderer should be based at Gurgaon/Manesar & operating their courier business activity from Gurgaon/Manesar. It is required us for timely and efficient services being on daily basis we courier our important documents, cheques and test certificates. (Please attach proof of business office address).**
- The Bidder/Tenderer should have a proper established office premises having necessary infra-structure and sufficient man-power on its rolls so as to provide immediate, satisfactory and efficient courier services. Tenders received from Firms/establishments operating from residential premises and not having proper established office premises having necessary infra-structure and manpower on its rolls shall be rejected.
- The Bidder/Tenderer should have a minimum experience of five years in the field of providing courier services.
 - The Bidder/Tenderer should have a valid PAN Number issued by Income Tax Authority. Attach photo-copy of PAN Card.
 - The Tenderer/Bidder should be registered with Goods & Service Tax Authority and should have a valid GST Number issued by Statutory Authority and should be ready to issue GST Compliant Bills/Invoices for release of payment. Attach self-attested photo-copy of GST Registration with GST number.
 - The Bidder/Tenderer should have rendered satisfactory courier services to at least two Public Sector Insurance Company / Public Sector Bank / Central or State Government Undertaking / Autonomous Institute / Reputed Private Sector Organization.
 - **The Bidder/Tenderer should have an On-line Developed Software available on its Official Website so as to enable the Company to track status, date and time of delivery of each consignments handed over for delivery to the Bidder/Tenderer. Soft copy of Daily Feedback of deliveries/status of consignments will be required to be submitted by the Bidder/Tenderer.**
 - **The Bidder/Tenderer should furnish List of Clients to whom satisfactory courier services are given by them during the last three financial years i.e. 2020-21,**

2021-22 and 2022-23. Attach Certificates from concerned Clients/Companies. Attach list of present and past clients.

- **The Bidder/Tenderer should have minimum average annual turn-over of INR 25 Lacs and should have earned profit during the last three financial years i.e., 2020-21, 2021-22 and 2022-23. Attach Certificate from Chartered Accountant in this regard.**
- The Company will debar Bidders/Tenderers having relatives working in the International Centre For Automotive Technology from tendering in any capacity. A Non-relationship Certificate is required to be submitted as per Annexure II of the Tender Document.
- **The Tenders from Individual / Firm / Organization including its Partners / Shareholders / Directors who have been blacklisted / prosecuted by any departments / statutory bodies in any State or by any Court of Law, shall not be entertained. An Undertaking on the Letter Head of the Company is required to be submitted along with Technical Bid.**
- The tenders (directly or indirectly) from any firm/establishment whose services have not been found satisfactory by ICAT authorities earlier shall not be entertained.
- The Tenders from Bidders who's Technical Bid(s) were earlier rejected by ICAT on account of fake supporting documents etc. shall not be entertained.

Or

- Financial Criteria: The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year (Previous financial year is reckoned as 2020-21, 2021-22 & 2022-23) should be at least 15 Lakhs. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant/ Cost Accountant indicating the turnover details for the relevant period shall be attached with the technical bid.

Or

- Experience Criteria: The Bidder should have supplied same or similar category service to any Central /State Govt Organization /PSU /Reputed Private Organization for at least last two financial years before the bid opening date. Copies of relevant proof of contracts to be submitted along with technical bid in support of having supplied same service during each of the financial years.

Or

- **Offer should be quoted by courier agencies or its direct authorized franchises only, Individual/Middleman is not eligible for quote.**

Or

- The Bidder is required to have branch offices in all Metropolitan Cities, State Capitals and Other Major Towns of India. The courier service is required to provide a list of stations along with addresses, telephone number, e-mail and fax where its offices or contact offices are located.

Or

- Only authorized agencies in the business of providing courier services with minimum experience of 3 years in the services are permitted.

Or

- The bidder should not be blacklisted/terminated by any Government Organization/Bidder for unsatisfactory past performance, corrupt, fraudulent or any unethical business practices shall not be eligible.
- Note:- Shortlisted L1 bidder (courier agency) will sign an agreement with ICAT for a period of 02 years and no price escalation would be allowed during the contract.
- Shortlisted bidder need to submit a **Bank Guarantee of amounting Rs. 50,000/-** (Fifty Thousand) in favor of ICAT from any schedule bank of India for a **period of 2 Years**. And this bank guarantee needs to submit within 30 days on signing the agreement with ICAT.
- The “Agency” hereby undertakes to indemnify ICAT from any loss damage and the expenses which may be incurred by ICAT due to delay in performance non delivery to right person, loss of document or damaged to any packet on their part the courier company shall agree to an additional insurance coverage.

- **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 three years should be enclosed.

General Terms & Conditions:

- **Loading/Unloading Charges shall be under the scope of Service Provider/Courier Agency.**
- **Proposal Validity Period:** Bids validity should be of at least **25 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.
- **Courier Charges need to be quoted:** As per the attached List (See Annexure-B) only.
- **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 Period of Contract i.e. 02 Years.**

Please Note:

In case of any query related with tender, 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

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, Uttarakhand, 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.

Sr. No.	Locations	Charges for sending non documents by Air (Per Kg basis)	Charges for sending documents by Air (Per Kg basis)
1.	Czech Republic		
2.	China		
3.	France		
4.	Japan		
5.	Romania		
6.	Slovakia		
7.	Korea (Republic)		
8.	South (D.P. R)		
9.	Thailand		
10.	United State of America (USA)		
11.	United Kingdom (UK)		
12.	Italy		
Fuel Surcharge			
GST			At Actual.

Please also attach your rate list for other countries on per kg basis or document and non documents parcels.

Important Instructions:

- L-1 bidder will sign a contract with ICAT for a period of two 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 tender, 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

Annexure-C

{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/service provider 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 fulfil 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.