

**eNOTICE INVITING TENDER (NIT)**

NIT No.: ICAT/T/HR/ICAT Diaries/2023-24/131  
Manesar, 11<sup>th</sup> December 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 “Printing and Supply of ICAT Diaries at ICAT Centre-1” as per following details:

**Tender Activity Schedule**

<b>Product Requirement</b>	Printing and Supply of ICAT Diaries
<b>Eligibility Criteria</b>	The Bidder shall be a legal valid entity with a minimum of 3 years of experience in the relevant business.
<b>Payment Terms</b>	100% Payment against delivery
<b>Delivery Period</b>	Within 30 days from the date of PO
<b>Delivery Terms</b>	Up to ICAT Site – 1
<b>Billing Address</b>	International Centre For Automotive Technology (Centre – 1), Plot No. 26, Sector – 3, Near HSIIDC, IMT Manesar, Gurgaon 122050 GST No. 06AABAN9435G2ZI
<b>Last Date of submission of Sealed Techno-Commercial Bid</b>	<b>Up to 1500 Hrs. on 2nd January 2024, at ICAT Centre – 1, Manesar, Gurgaon, India.</b>

Sealed Envelope should be marked with “**Supply of ICAT Diaries at ICAT Centre-1**”

Interested bidders who meet our requirements should submit no regret techno commercial proposal in a **sealed envelope latest by 2nd January 2024 by 15:00 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 “Printing and Supply of ICAT Diaries at ICAT Centre-1”**

International Centre for Automotive Technology is pleased to invite sealed techno commercial bids for “Printing and Supply of ICAT Diaries at ICAT Centre-1”. You are requested to submit your proposal via Sealed Quote for the same latest by **2<sup>nd</sup> January 2024 by 1400 Hrs.**

**1. General Terms & Conditions:**

- **Sealed techno commercial bids to be submitted with Attached Annexure after duly filled and signed on Letter head.**
  - Tender form is not transferable
  - Delivery Location: ICAT Centre-1, Manesar
  - Bidders must consider the freight charges for pickup of existing diaries from ICAT Manesar up to their premises and delivery of diaries (including fresh stock and refurbished diaries).
  - It is responsibility of bidder to Supply the material to ICAT without any damage. In case of any damage during transit, material will not be accepted.
  - Delivery of the item shall be on official working days during 09:00AM to 04:00PM.
  - ICAT reserve the right to reject any or all the tenders in part of full without assigning any reason thereof.
  - The comparison of the bids shall be on basis of total price (Inclusive of all taxes etc) quoted by the bidder.
  - **Liquidity Damages/Penalty for Delay:** An amount of 0.05% of the Contract Sum per day up to a maximum value of 10% of the Contract Sum payable by the Contractor, for every day elapsed from the Time for delivery till the Date for delivery of the material.
- 2. Proposal Validity Period:** Bids validity should be of at least **3 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 fifteen (**15**) **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.
- 3. 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 GST, Service tax, Works Contract Tax shall be mentioned separately in the invoice.

**Annexure – B**  
**Scope of Supply**

S. No.	Item Description	Qty
1	<p><b><u>Supply of ICAT Diaries</u></b></p> <p><b><u>ICAT Diaries Specifications :</u></b></p> <ul style="list-style-type: none"> <li>- Front &amp; Back Cover Hardbound : PVC Black</li> <li>- Golden Embossing at 2 Places (ICAT logo and year) on front cover with name printing (at least 150 names) in Silver (name as per details provided)</li> <li>- Silver color screen printing (ICAT Vision and Mission) at back of front cover.</li> <li>- 90 GSM (Sun Shine) for inside pages (176 (88 Sheets) with single color printing)</li> <li>- 120 GSM (Sun Shine) - 3 Sheets, out of which single side multi color printing on 2 sheets and both side multi color printing on 1 sheet)</li> <li>- 3 Separators</li> <li>- Wiro Binding</li> </ul>	1150
2	<p><b><u>Refurbishment of Existing Diaries</u></b></p> <p><b>Following activities are involved in Refurbishment :</b></p> <ul style="list-style-type: none"> <li>- Dismantle the existing diaries and reassemble (Wiro Binding) after the changes</li> <li>- Insert Front Cover hardbound Black PVC Cover with Golden Embossing at 2 Places (ICAT logo and year) and silver color screen printing on the back of front cover mentioning ICAT Vision and Mission.</li> <li>- Insert One sheet of 120 GSM (Sun Shine) with both side multi color printing)</li> </ul>	851

Note :

1. Bidders need to collect the sample of existing diaries for preparing the design and get sample (including design and material quality) approved from ICAT.
2. Bidders are responsible for making the design and get the same approved from ICAT as per requirement before proceeding for printing of ICAT Diaries.
3. Successful bidder is responsible to design, Print and supply of ICAT Diaries.
4. ICAT can allow only 5% wastage (maximum) for refurbishment of existing diaries.
5. Bidders must consider the freight charges for pickup of existing diaries from ICAT Manesar up to their premises and delivery of diaries (including fresh stock and refurbished diaries)
6. Actual quantity may vary based on requirement and order may be placed accordingly.

**Annexure – C**

**Financial Bid - Printing and Supply of ICAT Diaries at ICAT Centre-1**

<b>Scope</b>	<b>Qty</b>	<b>Unit Rate (In INR)</b>	<b>Total Amount (In INR)</b>
Supply of ICAT Diaries	1150		
Refurbishment of Existing Diaries	851		
<b>Total Value (INR)</b>			
<b>* Freight Charges</b>			
<b>GST@.....%</b>			
<b>Grand Total Inclusive GST (INR)</b>			

**\* Note: Bidders must consider the freight charges for pickup of existing diaries from ICAT Manesar upto their premises and delivery of diaries (including fresh stock and refurbished diaries)**

**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](mailto:purchase@icat.in),

Website [www.icat.in](http://www.icat.in)

**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	