

NIT Document

Proposal Invited for “Appointment of Agency for Physical Verification and Asset Tagging at ICAT Centre - 1 & 2, Gurugram (Haryana)”

The Director, International Centre for Automotive Technology (ICAT) - GST No. 06AABAN9435G2ZI, a division of National Automotive Board (NAB), Govt. of India, hereby invites sealed tenders in two bids system (Technical & Financial) for “Appointment of Physical Verification and Asset Tagging at ICAT Centre - 1 & 2, Manesar, Gurugram (Haryana)” (Technical & Financial) as per following details:

Name of Work	Appointment of Agency for Physical Verification And Asset Tagging at ICAT Centre - 1 & 2, Manesar (Haryana).
Location	ICAT Centre - 1 & 2.
Scope of Work Details	As Per Scope of Work Given In Annexure “IV”
Completion Period	90 Days, from the date of issue of LOA/NTP.
Earnest Money Deposit (EMD)	<p>INR. 29,500/- (Rupees Twenty-Nine Thousand Five Hundred Only) in form of DD/Bank Guarantee/ Banker’s Cheque in favour of “International Centre for Automotive Technology”, payable at Manesar / Gurugram valid for at least six months from any branch in Delhi NCR of Indian scheduled Bank. 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 technical Bid).</p> <p style="text-align: center;">Or</p> <p>In lieu of Bid Security/EMD bidders should sign “Bid Security Declaration” accepting that if they withdraw or modify their bids during the period of validity etc., they will be suspended from the time specified in the bid document (Form “H”).</p> <p style="text-align: center;">Or</p> <p>EMD shall be exempted to Micro & Small Enterprises registered for the tendered items/as per the latest Govt. of India guidelines. MSME/Start-up Policy is meant for procurement of only goods produced and services rendered by MSE’s. However, traders/distributors/sole agent/works contract are excluded from the purview of Public Procurement Policy for MSEs Order, 2012. The bidders claiming the preference must submit the relevant document (The certificate should be valid for at least 6 months from the date of submission of bids).</p>

<p>Address for Communication</p>	<p>The Director, International Centre for Automotive Technology (ICAT), Plot No.# 26, Sector-3, HSIIDC, IMT Manesar, Gurugram-122050, Phone:+91-124-4586-111, FAX:+91-124-2290005, Website: www.icat.in.</p>
<p>Last Date of Receiving of queries on Tender Document</p>	<p>Up to 1700 Hrs on 22nd July' 2024 at ICAT Office (via e-mail or hard copy) Mail ID: shubhanshu.satsangi@icat.in, sajjan.kumar@icat.in, anuraj.p@icat.in & vikas.sharma@icat.in</p>
<p>Pre-Bid Meeting</p>	<p>1500 Hrs on 26th July' 2024 at ICAT, Manesar, Gurugram, India. Venue: Finance Meeting Room, ICAT Centre - 1, Manesar (Haryana) Contact Person: Mr. Sajjan Kumar - Finance Department Mail ID: sajjan.kumar@icat.in Contact No. +91 8826255783</p>
<p>Last Date of submission of Sealed Bid</p>	<p>Up to 1700 Hrs. 7th August' 2024 at ICAT Manesar, Gurugram, India. To, The Purchase Department International Centre For Automotive Technology Plot No. 26, Sector - 3, Near HSIIDC Office, IMT Manesar, Gurugram 122051 (Haryana) Contact No. +91 9971150821</p>

Annexure - I

Instructions To The Bidders

1. Definitions:

- a) "The Purchase" means "International Centre For Automotive Technology".
- b) "The Bidder" means the individual or firm who participates in this tender and submits bid.
- c) "The Supplier/Service Provider" means the individual or firm supplying the goods/services under the contract.
- d) "The Contract Price" means the price payable to the supplier under the Purchase Order/Work Contract for the full and proper performance of its contractual obligations.

2. Bid Documents:

2.1 The bid documents consist of the following -

- NIT Document
- Instructions to the Bidder
- Terms and Conditions of the Tender.
- Technical Bid
- Financial Bid

2.2 The bidder (s) is/ are expected to examine all instructions, forms and terms & conditions contained in the bid document. Failure to furnish all information required as per the bid document or submission or bid not substantially responsive to the bid document in every respect will be at the bidder's risk and may result in rejection of the bid.

3. **Document/Certificates:** The bidders are required to submit technical bid enclosing therewith photocopies of following documents (Documents to original should be produced for verification before signing of the agreement), failing which their bids will be summarily rejected and will not be considered any further:

- a) Registration Certificate as Per Existing Norms (Indicating the Legal Status - Company/Partnership Firm/Proprietorship Concern, etc.)

- b) Copy of GST Registration Certificate.
- c) Copy of PAN Card.
- d) Copy of Income Tax Return Filed for last three financial years.
- e) Copies of Audited A/c Statement i.e., Balance Sheets for last three financial years duly certified by the Chartered Accountant/Certificate from Chartered Accountant duly supported by Audited Balance Sheet. The contact details of CA/Statutory Auditor along with UDIN No. shall be mandatorily on copy of certified Balance Sheet/Certificate.
- f) Proof of 3 Years' Experience in assignments of recording, verification, tagging and reconciliation of Fixed Asset in Central Government, State Government, PSU, Autonomous Body, or Reputed Private Sector Firm in India.
- g) Copy of Work/Purchase Orders with satisfactory completion certificates of a at least 2 similar works with Central Government, State Government, PSU, Autonomous Body and 3 Work/Purchase Order with satisfactory completion certificate with Reputed Private Sector Firm in India.
- h) Declaration regarding blacklisting.

4. Clarification of Bid Documents:

- 4.1 A prospective bidder requiring any clarification on the Bid Documents may notify the Purchase Department, International Centre For Automotive Technology, Plot No. 26, Sector - 3, IMT Manesar, Gurgaon 122051 in writing or by e-mail at the mailing address sajjan.kumar@icat.in, shubhanshu.satsangi@icat.in, vikas.sharma@icat.in & anuraj.p@icat.in. Such requests for clarifications should be sent not later than seven days prior to original or extended deadline for submission of bids. Explanation of the query but without identify the source of the inquiry will be uploaded on to ICAT website www.icat.in for the benefit of all the prospective bidders.
- 4.2 Any clarification issued by the Purchase in response to queries raised by prospective bidders shall form an integral part of the bid document and it may amount to amendment of relevant clauses of the bid document.

5. Amendment of Bid Documents:

5.1 At any time prior to the deadline for submission of bids, the purchaser may for any reason, whether at its own initiative or in response to clarification requested by the prospective bidder, modify the Bid documents by amendment. The amendment will be uploaded on the ICAT website or CPPP portal for the benefit of all the prospective bidders.

5.2 In order to give prospective bidders reasonable time for taking an amendment into account in preparing their bids, The Director ICAT, Manesar, at his discretion, extend the deadline for the submission of bids.

6. Rejection of Incomplete and Conditional Tenders: The incomplete and conditionals tender will be rejected. Quoting unrealistic rates will be treated as disqualification.

7. Non-Transferability: The tender is not transferable.

8. Preparation of Bids: The bid prepared by the bidders and all correspondence and documents relating to the bid exchanged by the bidder with the purchaser shall be written in English only.

9. Documents comprising the bid: The bids prepared by the bidder shall comprise of (i) technical bid and (ii) financial bid.

i. The technical bid should be sealed in a separate cover and superscribed "Technical Bid for Appointment of Agency for Physical Verification and Asset Tagging at ICAT Centre - 1 & 2, Manesar (Haryana)".

ii. The financial bid shall specify the rates/prices in the format shown in the financial bid/price schedule.

Note: All the documents submitted in the bid must be legible and self-attested. Otherwise, the bid is likely to be rejected.

10. Submission of Bid: Bidders are required to submit their Bids in two parts in a sealed envelope, superscribed "*Appointment of Agency for Physical Verification and Asset Tagging at ICAT Centre - 1 & 2, Manesar (Haryana), Tender No. ICAT/T/FIN/ASV&T/2024-25/25*" containing two separate sealed envelopes, as given below. The sealed bids should be submitted at ICAT, Manesar before the closure of bid submission date/time.

- i. Envelope "I" - Technical Bid shall contain EMD/Bid Security Declaration Letter and all the information and documents in the same serial order as shown in the bid document (EMD/Bid Security Declaration Letter, Complete stamped and signed copy of tender document and Supporting Documents Requested in Eligibility Criteria).
- ii. Envelope "II" - Financial bid contain the rates/prices of the required services/items dully filled in (Annexure VI & Form "K")

Note: Price should note be indicated in any of the documents enclosed in "Envelope I - Technical Bid"

Bid to be submitted in a sealed envelope latest by 7th August' 2024 Up to 1700 Hrs. to

To,

The Purchase Department

International Centre for Automotive Technology

Plot No # 26, Sector-3, HSIIDC, IMT Manesar,

Gurugram-122051 (Haryana - India)

11. Deadline for Submission of Bids

- 11.1 Bids must be submitted to "The Purchase Department, International Centre For Automotive Technology, Plot No. 26, Sector - 3, IMT Manesar, Gurugram - 122051 (Haryana) on or before the prescribed date and time i.e., on or before 5th August' 2024 by 17:00 Hrs.
- 11.2 No bids will be received/accepted after the expiry of the prescribed date and time for submission of bids.
- 11.3 Director ICAT, may, at his discretion, extend the deadline for submission of bids through the issuance of an amendment for the reasons mentioned therein in which case all rights and obligations of the Purchaser and the bidders previously subject to the deadlines shall thereafter be subject to the new deadline as extended.
- 11.4 The responsibility of submission of the bids in time would rest with the bidder.

- 11.5 E-mail/Telegraphic/Fax Offers will be treated as defective, invalid and rejected. Only detailed complete bids received prior to closing time and date of the bids will take as valid.
- 11.6 Bids received, if any, by the Purchaser after the prescribed deadline/extended deadline for submission will be returned unopened to the bidder.
- 12. Modification and Withdrawal of Bids:** The bidder may modify or withdraw his bid after submission provided that the written notice of the modification or withdraw is received by the Purchaser prior to the deadline prescribed for submission of bid. No bid shall be modified after the deadline for submission of bids.

Annexure - II

General Terms and Conditions:

- 1. Scope of Work: Appointment of Agency for Physical Verification and Asset Tagging at ICAT Centre - 1 & 2, Manesar, Gurugram - Haryana 122050** (As per scope of work defined in Annexure - A).
- 2. Schedule for Completion of Work:** The entire work under scope should be completed within **90 days** of receipt of the work order/purchase order. The vendor must adhere strictly to the implementation schedule.
- 3.** The team deployed by the Vendor to perform Fixed Assets Verification and Tagging shall obtain prior approval from the ICAT authority before accessing any site, location, place, or asset. The team so deployed may be required to perform the work during the odd hours based on the availability of the site or location. In such conditions, the vendor or any team members shall not deny performing the work during odd hours. The team deployed by the vendor should not take away any properties location which do not belong to them.
- 4.** The vendor shall obtain prior approval on the profile of the employees/staff/resources (referred to as “employee” in this tender document) before deploying him/her to undertake the work under the scope. In such cases, ICAT shall have the exclusive right to either approve or reject the profile of the employee without assigning any reason thereof. ICAT shall have the right to demand any change in the resources at any time after his/her deployment at ICAT. In such case, the vendor shall change the resources immediately and obtain prior approval of the profile of such new resources.
- 5. Liquidated Damages:** Delay in the said work will attract a penalty of **0.5%** of the contract value per week or part thereof, subject to maximum of **10%** of the contract value.
- 6. Liability Period:** The service rendered for assets verification and tagging shall be free from any defects or errors during the liabilities period. The liability period shall commence from the date of the start of the work under scope up to the work completion certification issued by the ICAT.

In case any failures/defects/errors are noticed during the liability period, the Contractor is liable for rectification/renewal/replacement of the defects/errors, etc., at free of cost, failing which rectification work shall be carried out at the risk and cost of the Contractor including forfeiture of EMD/Security Deposit/Performance Bank Guarantee furnished by the contractor.

7. **Period of Contract:** The contract period will initially be for **90 days**. The contract may be extended at the sole discretion of ICAT for a further period as per the requirement. In case the performance of the Vendor is found to be unsatisfactory as per operational parameters set out in the contract or is not in conformity with the terms & conditions of the Tender, then the contract may be terminated by ICAT even before the scheduled time by giving advance notice of 1 Week of this effect. In the event of premature contract termination for the reasons mentioned above, this EMD/Security Deposit/Performance Bank Guarantee shall be absolutely forfeited.
8. **Exit Clause:** Notwithstanding anything contained in any other clause of this tender, the contract can be terminated by ICAT by giving 1 Week notice without giving any reason.
9. **Earnest Money Deposit (EMD)/Bid Security Declaration:** The tenderer shall deposit Earnest Money Deposit of **INR 29,500/- (In Words: Rupees Twenty-Nine Thousand Five Hundred Only)** through Demand Draft/Banker Cheque/NEFT/RTGS/BG drawn in favor of "International Centre For Automotive Technology" payable at Manesar, Gurugram (Haryana). The Earnest Money Deposit (EMD) of the successful bidder will be returned only after submission of Performance Bank Guarantee by the bidder **Or** In line of Bid Security Bidders should sign "Bid Security Declaration" accepting that if they withdraw or modify their bids during the period of validity etc., they will be suspended for the time specified in the tender document.
10. In the event of Bidder backing out before the actual award or execution of the agreement, ICAT will have the right to forfeit the EMD. In case the successful tenderer (L1) declines the offer of contract for whatsoever reason(s), his EMD will be forfeited.
11. **Performance Bank Guarantee:** The successful bidder will have to deposit a Performance Bank Guarantee of **5%** of total contract value in favor of "International Centre For Automotive Technology" payable at Manesar, Gurugram (Haryana) drawn

on any scheduled Bank before signing of the contract and valid for **180 days** beyond the expiry period of contract i.e., **9 Months**.

- 12. Payment Terms:** The payment for services under this agreement shall be made on satisfactory completion of services as per the scope and approval of the same by ICAT. The mode of payment may be through NEFT/RTGS/IMPS (Online Transfer). The final payment shall, however, be made only after adjusting all the dues/claims of the ICAT. TDS as applicable at the current prevailing rate will be deducted at the source.
- 13. Sub-Contracting:** The vendor shall not directly or indirectly assign, sub-contract, or sublet the whole or any part of the contract if in any manner except with the specific approval of ICAT.
- 14. Bid Validity:** The quoted rates must be valid for a period of 180 (One Hundred Eighty) days from the date of bid submission closing date. The overall offer for the assignment and bidders quoted price shall remain unchanged during the period of validity. If the bidder quoted the validity shorter than the required period, the same would be treated as unresponsive, and it may be rejected.
- 15.** In case the tenderer withdraws, modifies, or changes his offer during the validity period, the bid is liable to be rejected, and the Earnest Money Deposit shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions, etc., of their original tender.
- 16.** In exceptional circumstances, ICAT may request the Bidder's consent to extend the bid validity period. A bidder shall, however, be at liberty to refuse the request without risking the forfeiture of his Earnest Money Deposit (EMD). The bidder agreeing to extend the validity of Bid will not be allowed to modify his Bid.
- 17. Authority of the person signing the document:** A person signing the tender from or any documents forming part of the contract on behalf of another shall be deemed to warrant that he has authority to bind such other and if, on inquiry, it appears that the person, so signing had no authority to do so, ICAT may without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all cost and damages.

18. ICAT reserves the right to reject the tender in whole or part without assigning any reasons thereof.
19. ICAT reserves the right to withdraw/relax/modify any of the terms and conditions mentioned in the tender document if necessary to benefit ICAT.
20. The decision of the Director of ICAT will be final in all respects and will be acceptable to all the tenderers.
21. **Project Site:** ICAT Centre - 1 & 2, Manesar, Gurugram (Haryana).
Site - I Address: International Centre For Automotive Technology, Plot No. 26, Sector - 3, Near HSIIDC Office, IMT Manesar, Gurugram (Haryana)

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Site - II Address: International Centre For Automotive Technology, Plot No. 1, Sector - M11, Near Maruti Gate No. 4, IMT Manesar, Gurugram (Haryana)
22. **Price:** The prices are to be quoted in INR in figures only. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected.
23. Please ensure that ATC document must be signed and stamped on all pages as a token of acceptance of all the terms and conditions.
24. **Arbitration:** Except as otherwise provided elsewhere in the contract, if any dispute, difference, question or disagreement, or matter whatsoever shall, before/after completion or abandonment of work or during the extended period, hereafter arises between parties, as to the meaning, operation or effect of the contract or out of or relating to the contract or breach thereof, shall be referred to a Sole Arbitrator to be appointed by ICAT.
If the Arbitrator to whom the matter is referred initially dies or refuses to act or resigns/withdraws for any reason from the position of arbitration, it shall be lawful for the ICAT to appoint another person to act as Arbitrator in the manner aforesaid. Such person shall be entitled to proceed with the reference from the stage at which his predecessor left it if both the parties' consent to this effect, failing which the Arbitrator shall be entitled to proceed de novo.

It is a term of the contract that the party invoking arbitration shall specify all disputes to be referred to the Arbitrator at the time of invocation of arbitration under this clause. It is also the term of the contract that the parties themselves shall bear the cost of arbitration.

The venue of arbitration shall invariably be at Gurugram.

Subject as aforesaid, the provisions of the Arbitration and Conciliation Act 1996 and any statutory modifications or re-enactment thereof or rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause.

25. **Confidential Information:** ICAT and Selected Bidder shall keep confidential and not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of contract.
26. **Force Majure:** If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract shall be prevented or delayed by reason of any floods, explosions, epidemics, quarantine restrictions or act of God (hereinafter referred to as events), provided notice of happenings of any such eventuality is given by either party within 7 days from the date of occurrence thereof, neither party shall be due to reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance. The operation of the contract shall be resumed as soon as practicable after such event may come to an end or cease to exist, and the conclusive, provided further that if the performance in whole or in part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 90 days either party may at his option terminate the contract.
27. **Any Dispute/Difference arising out of or relating to this tender:** Matter regarding any dispute shall be refereed for arbitration to any office appointed by the Director of ICAT, whose decision shall be binding and final. Even after arbitration if any questions, disputes and/or difference arises under and out of, or in connection with the work, if

concluded, shall be referred to the High Court of Haryana or any other court in the District of Gurugram (Haryana).

28. The tender document is not an offer and is issued with no commitment. ICAT reserves the right to withdraw this notice inviting tender or vary any part thereof at any stage. ICAT further reserves the right to disqualify any bidder, should it be so necessary at any stage. ICAT reserves the right to reject any or all the tenders, wholly or partly without assigning any reason thereof and shall not be bound to accept the lowest tender.
29. Law of the Republic of India are applicable to this tender.
30. **Qualification Criteria:** The bidder whose bid meets the technical specification and evaluation criteria given above would only be considered (As per conditions mentioned in Evaluation Criteria).
31. **System of Award of Contract:** The bidder who satisfies the qualification criteria and offering lowest (L1) would be selected.
32. **Force Majeure:** Force Majeure is herein defined as any cause, which is beyond control of the selected Bidder or the ICAT as the case may be which they could not foresee or this a reasonable amount of diligence could not have foreseen, and which substantially affect the performance of the Contract, such as:
- Natural phenomena, including but not limited to floods, droughts, earthquakes, epidemics; Acts of any Government, including but not limited to war, declared or undeclared, priorities, quarantines, embargoes; Terrorist attacks, public unrest in work are Restriction, Freight Embargo; provided either party shall within ten (10) days from the occurrence of such a cause notify the other in writing of such causes. The Bidder or the ICAT shall not be liable for delay in performing his/her obligations resulting from any Force Majeure cause as referred to and/or defined above.
33. **MSME Exemption Applicability:** If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting

of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

- 34. Preference to Make In India products (For bids < 200 Crore):** Preference shall be given to Class 1 local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. The minimum local content to qualify as a Class 1 local supplier is denoted in the bid document. If the bidder wants to avail the Purchase preference, the bidder must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which no purchase preference shall be granted. In case the bid value is more than INR 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in -India) order 2017 dated 04.06.2020. Only Class-I and Class-II Local suppliers as per MII order dated 4.6.2020 will be eligible to bid. Non - Local suppliers as per MII order dated 04.06.2020 are not eligible to participate. However, eligible micro and small enterprises will be allowed to participate. In case Buyer has selected Purchase preference to Micro and Small Enterprises clause in the bid, the same will get precedence over this clause.
- 35. Purchase preference to Micro and Small Enterprises (MSEs):** Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of

the offered product or service. If L-1 is not an MSE and MSE Seller (s) has/have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for 25% (selected by Buyer) percentage of total Quantity.

Annexure III

Earnest Money/Bid Security (EMD Clause)

Earnest Money Deposit (EMD): INR. 29,500/- (Rupees Twenty-Nine Thousand Five Hundred Only) can be submitted in form of **DD/Bank Guarantee/ Banker's Cheque drawn in favour of "International Centre for Automotive Technology"**, payable at Manesar/ Gurugram valid for at least six months from any branch of Delhi/NCR of Indian scheduled Bank or **Online through RTGS/NEFT/Internet Banking** in Beneficiary Name **"International Centre for Automotive Technology"**.

ICAT Bank Details for NEFT/RTGS (in case any bidder deposits the EMD of INR 29,500/- through NEFT/RTGS)

HDFC Bank Details (Saving A/c for transactions in INR Only); -

Beneficiary Name	International Centre for Automotive Technology
Bank Name	HDFC Bank Ltd.
Branch	Plot-K, Sector-2, Manesar-122050 Haryana
Account No.	05891450000118
Account Type	Saving
RTGS IFSC Code	HDFC0000589
Swift Code	HDFCINBB
MICR Code	110240079

Proof of payment shall be submitted online on GeM portal & original DD/Banker's Cheque/Bank Guarantee/Pay Order should reach at **Purchase Department, International Centre For Automotive Technology, Plot No. 26, Sector - 3, Near HSIIDC Office, IMT Manesar, Gurgaon, 122050 (Haryana)**.

Exemption of EMD/Bid Security Deposit

1. In lieu of EMD, bidders must sign a "Declaration In Lieu of EMD/Bid Security (Form "H")" accepting that they will face suspension as specified in the tender documents if they withdraw or modify their bids during the validity period. Additionally, bidders must submit a **"Bid Security Declaration"** in the specified format enclosed as **"Declaration In Lieu of EMD/Bid Security (Form H)"**. Any indication by the bidder such as 'later', 'to be furnished later', 'NA', etc., against the declaration will render the bid non-responsive and it shall be rejected.

2. EMD shall be exempted to Micro & Small Enterprises registered for the tendered items/as per the latest Govt. of India guidelines. MSME/Start-up Policy is meant for procurement of only goods produced and services rendered by MSE's. However, traders/distributors/sole agent/works contract are excluded from the purview of Public Procurement Policy for MSEs Order, 2012. The bidders claiming the preference must submit the relevant document (The certificate should be valid for at least 6 months from the date of submission of bids).

Key Note's

- *EMD shall be exempted to Micro & Small Enterprises registered for the tendered items/as per the latest Govt. of India guidelines. MSME/Start-up Policy is meant for procurement of only goods produced and services rendered by MSE's. However, traders/distributors/sole agent/works contract are excluded from the purview of Public Procurement Policy for MSEs Order, 2012. The bidders claiming the preference must submit the relevant document (The certificate should be valid for at least 6 months from the date of submission of bids).*
- *The bid received without EMD/Documentary proof of Exemption of EMD, will be summarily rejected.*
- *Cheque/Money Order/Cash shall not be accepted as EMD.*
- *Bid will be rejected if EMD is found to be of lesser amount or EMD is not submitted in the manner prescribed.*
- *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 (EMD) of the unsuccessful bidder will be returned to them within 30 days after finalization and award of the tender without any interest. 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 favor of ICAT in case the Bidder: -

- The EMD may be forfeited, if a Bidder withdraws his bid during the period of bid validity or on submission of false documents/undertaking.

- Without the written consent of ICAT, has withdrawn its Bid during the validity period of the Bids and any extensions thereto.
- After opening of the 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".

Annexure - IV

Scope of Work for Appointment of Agency for Physical Verification and Asset Tagging at ICAT Centre - 1 & 2, Manesar (Haryana)

The Director, International Centre for Automotive Technology (ICAT), a division of the National Automotive Board (NAB), Govt. of India, hereby invites a proposal for “Appointment of Agency for Asset Physical Verification and Asset Tagging at ICAT Centre - 1 & 2, Manesar (Haryana)”.

Scope of Work:

1. General

- 1.1 Time is the essence of the contract.**
- 1.2 The purpose of this bidding document physical assets shall include Plant and Machinery, Office Equipment, Furniture and Fixtures, Vehicles, IT Equipment’s etc.**
- 1.3 These fix assets are located at two locations in Manesar.**
- 1.4 The bidder may physically inspect the sites before submitting the proposal and understand the scope of the work. The bidder will be a single point contract and must provide the overall solution for the same like Asset Identification, Physical Verification, Asset Locations and Sub-Locations, Asset Custodian, Asset Tagging, Mapping with FAR etc.**
- 1.5 The cutoff date for physical verification shall be within 90 days from the date of award of the contract and issuance of Purchase Order.**
- 1.6 It shall be the duty of successful bidder to communicate the field visit plan along with details of manpower schedules for such visit to the Project Team of ICAT at least seven days in advance of such field visit.**

2. **Scope of Work:** The scope of work is broadly classified into 2 modules, the details of work included in each module are as follows: -

2.1 Module - 1

a) Physical Verification of Assets

2.1.1 The selected firm should take physical stock of all fixed assets of ICAT located at Manesar (Centre - 1 & 2) as mentioned above, including any other assets available in possession of ICAT.

2.1.2 The number of assets to be physically identified and covered are in the range of approx. 10714 No's., this indicative range and actual number may vary by 10%-20%.

S No.	Particulars	No of assets ICAT	No of assets NAB	Total asset
1	Air-conditioners	162	1	163
2	Building	140	59	199
3	Computer & Peripherals	596	9	605
4	Electrical Installation	239	0	239
5	Fixture and Fitting	52	0	52
6	Furniture & Fixtures	3927	1	3928
7	Loose Tools	0	0	0
8	Office Equipment's	2164	4	2168
9	Plant, Machinery and Equipment's	3170	139	3309
10	Vehicles	51	0	51
Total Asset's As Per ICAT Records		10501	213	10714

2.1.3 Physically verify the existence of the assets and create a data bank of all physical assets of ICAT in digital format.

2.1.4 Physically check and verify the condition of the assets viz good, medium, damaged, not to use, scrap etc. The certification of the assets should be done as apparent to a visual eye. Technical certification is not expected.

2.1.5 Ensure that all assets are tagged and coded.

- 2.1.6 Reconcile the data bank (number wise) with the data available with ICAT and report the differences, if any. Suitable adjustment of the excess and shortage are to be provided.
- 2.1.7 A complete report of shortage and excess of the fixed assets is to be prepared separately giving full details of the Locations.
- 2.1.8 A Complete report of obsolete/unserviceable fixed assets is to be prepared separately giving full details of the locations.
- 2.1.9 Segregation of Moveable and Immovable Assets
- 2.1.10 ICAT acquires assets using its own funds and receives assets from its parent organization, NAB (NATRiP). The successful bidder must classify the assets into these two categories and specify their buying source.
- 2.1.11 Thorough physical verification of all types of assets, including but not limited to Plant & Machinery, Laboratory Equipment & Machines, Office Equipment, Furniture & Fixtures, Vehicles, IT Equipment, and any other categories not mentioned in the ICAT assets list, must be conducted.
- 2.1.12 The successful bidder must reconcile the assets recorded in the books of accounts or asset register with those physically present at ICAT's various premises.

b) Preparation of fixed assets register.

- 1.1.1 The register shall be prepared for each unit of fixed assets to the satisfaction of ICAT.
- 1.1.2 Physical verification report is to be confirmed with counter signature and acceptance by the official of ICAT or its representative present at the location.
- 1.1.3 Items meant for write-off should also be included in the list in separate categories.
- 1.1.4 The agency has to create separate lists of assets based on classification viz Plant and Machinery, Office Equipment, Furniture and Fixtures, Electrical Equipment's, Vehicles, IT Equipment's etc.
- 1.1.5 Capture and report details and attributes of assets, including but not limited to the Asset Name, Asset Number, Date of Purchase, Make, Model No, Serial

Number, Working Condition, Employee Number, Location, and Asset Category or Group, etc as per the format approved by the ICAT. All attributes of the Fixed Assets which are required to be captured during the verification process should be mapped to the properties available in ICAT records.

- 1.1.6 All the work shall be carried out and completed to the satisfaction of ICAT Management.
- 1.1.7 Strict confidentiality should be maintained with respect to all aspects of the assignment. Neet to hold confidence regarding all information obtained and should not disclose any information to others or use such information except required by Law.
- 1.1.8 The agency shall have to arrange its own transport and accommodation, etc. for their personnel in connection with the work. ICAT shall not provide accommodation, transportation etc., to the agency's personnel.
- 1.1.9 Fixed Assets Registers so prepared shall be reconciled with the records available with ICAT. All constraints and limitations shall be exhaustively explained so that management is able to establish satisfactory improvements and controls going forward on a sustained basis.

1.2 Module II

a) Development of Methodology and Updation of FAR

- 1.2.1 Develop offline formats suitable to update the FAR register on a continuous basis and methodology to duly reconcile it with books of accounts of ICAT.
- 1.2.2 Provide handholding support to finance team of the ICAT in familiarizing with the procedure to update the FAR using the format so developed.
- 1.2.3 Vendor will assign a Project Manager for this project who will interact with the assigned ICAT representative from ICAT side for all the requirements and clarifications.
- 1.2.4 Vendor will conduct weekly update meetings with ICAT to update the status and milestone achievements. The delivery/escalation with lie with the Team Project Manager and the counterpart.

b) Tagging Methodology

- 1.2.5** ICAT wants the agency to use a Bar Code/QR Code concept and affix the codes to the asset. The codes can be printed on paper and affixing can be done using laminated copies of the codes printed on the paper. The codes shall capture all the necessary details of the asset like type, product id, department, location etc.

2. Allocation of Responsibilities for Successful Execution of Work

2.1 ICAT Responsibilities

- 2.1.1** ICAT team shall share the indicative asset register/asset listing at the start of the assignment.
- 2.1.2** ICAT team shall coordinate in advance with the respective teams of each location informing the respective In-charge at each location about the identification & tagging scope and requesting proper support during verification.
- 2.1.3** ICAT team shall provide one-point contact person, who can coordinate the entire assignment on behalf of ICAT Management.
- 2.1.4** Adhere to the project schedule prepared prior to the kickoff and subsequently change with mutual consent.
- 2.1.5** ICAT team shall help the vendor with details that need to be printed on the Tags.
- 2.1.6** Provide guidance, coordination and direction as needed to complete the project.
- 2.1.7** Coordination with Project Manager to ensure Project Success.
- 2.1.8** Approve changes to Project Scope to adhere to the objectives of the assignment.
- 2.1.9** Responsible for overall implementation of the project within the agreed upon timeframe and project scope.
- 2.1.10** Oversee, control & review project progress, schedule and quality.
- 2.1.11** Provide day-to-day planning and administration.

2.2 Responsibilities of Successful Bidder

- 2.2.1** To physically verify the fixed assets.

- 2.2.2 Segregate those assets which are damaged/broken - non repairable, damaged/broken - repairable, obsolete, and non-moving items and put temporary non-removal tag (identification mark) so that these can be easily identified and get the same stacked wherever possible for action in the future.
- 2.2.3 Match the assets physically verified with the checklist of fixed assets as on 31-03-2024 as per Tally for the name and description and put the words “verified and found physically (good condition/damaged condition/physically available/non-available etc.)” in the list.
- 2.2.4 Identify those assets in the list which are not found physically and mark them as “not found physically” in the list and also recommend writing off the same from the books of accounts of ICAT.
- 2.2.5 Identify those assets physically verified but not found in the list and put temporary non-removal tag (identification mark) so that these can be easily identified and later included in the FAR register.
- 2.2.6 To Suggest methodology for reconciliation/write-off the assets.
- 2.2.7 To prepare formats for updation of FAR and the successful bidder shall have to reconcile the updated FAR with the data available with ICAT.
- 2.2.8 To develop coding scheme for the fixed assets. Tagging/Coding of all assets available as per the records of the ICAT with Barcode or QR code enable tags or as per any other method approved by ICAT.
- 2.2.9 To hold meetings at regular intervals with the management of ICAT. The meeting shall be attended by the Financial Expert and Technical Expert as proposed by the bidder during the submission.
- 2.2.10 To deliver the reports/methodology/scheme etc. in a timely manner, as time is the essence of the contract.
- 2.2.11 To compile the fixed assets register having complete details of fixed assets categories and other related information.
- 2.2.12 Provide complete report as per form no. 22 prescribed in General Financial Rules 2017 and Office Memorandum no. 3(2)/e-asset Register/ARC/2017-18/994 issued by the Ministry of Finance. Any subsequent amendments issued up to the date of award of the contract shall also be part of the scope.

Annexure V

Eligibility & Technical Evaluation Criteria

Eligibility Criteria: The following mentions the pre-qualification criteria. A bidder participating in the procurement process shall possess the following pre-qualification/minimum eligibility criteria: Any bid failing to meet the stated criteria shall be summarily rejected and will not be considered for technical evaluation.

Pre-qualification/Minimum Eligibility Criteria for the Bidders:

1. **Legal Valid Entity:** The bidder shall necessarily be a legal valid entity in the form of a proprietary firm, partnership firm, private limited company, or agency (enclose a copy of the registration or incorporation certificate with the technical bid).
 - 1.1 **Certificate of Incorporation (copy to be enclosed)**
 - 1.2 **PAN/GST Registration Certificate (copy to be enclosed)**
 - 1.3 **Name of Firm, Address, E-mail and Telephone Number**
 - 1.4 **Name of Contract Person, Telephone/Mobile/Email.**
 - 1.5 **Name of the Bank (With full address type of account, account number, IFSC Code & RTGS Detail)**
2. Detailed profile of the Agency.
3. Detailed Proposal of Implementation of the work.
4. Bidders should be India-based.
5. The bidders should have an average annual turnover of **INR 50 Lakhs** in the last three consecutive financial years (**FY 2021-22, 2022-23, and 2023-24**). The tenderers shall submit Certificates to this effect which may be an attested certificate from the concerned department/client or Audited Balance Sheet duly certified by the Chartered Accountant/Certificate from Chartered Accountant duly supported by Audited Balance Sheet. The contact details of CA/Statutory Auditor along with **UDIN No.** shall be mandatorily mentioned on copy of certified Balance Sheet/Certificate.
6. The bidder must have 3 Years experience of assignments of recording, verification, tagging and reconciliation of Fixed Assets in **Central Government, State Government, PSU, Autonomous Body, or Reputed Private Sector Firm in India.**
7. The bidder should have satisfactory completion certificates of at least **2** similar works with Central Government, State Government, PSU & Autonomous Body **and 3** similar works with Reputed Private Sector Firm in India.

8. Bidders should not have been blacklisted in past 3 Years by any departments or ministries of the Government of India or of any State Government, PSU, or any reputed private organization or institution in India. A declaration has to be submitted to this effect with the tender document.

Bidders to Comply with:

9. Rule 144(xi) of GFR 2017 regarding restrictions on procurement from a bidder of a country that shares a land border with India will be liable to rejection (refer to the to the Office Memorandum of the Department of Expenditure dated July 23, 2020, and as revised from time to time at <https://doe.gov.in/sites/default/files/OM%20dated%2023.07.2020.pdf>).
10. Department of Industrial Policy and Promotion (DIPP) vide No. P-45021/2/2017-PP (BE-II) dated 04.06.2020 and as revised from time to time regarding bidders eligibility and preference to make _____ in _____ India (<https://dpiit.gov.in/sites/default/files/PPP%20MII%20Order%20dated%204th%20June%202020.pdf>).

Note:

- ICAT reserves the right to give preference to the local supplier, MSME, or start-up as per prevailing government notifications and as revised from time to time.
- MSE Public Procurement Policy is meant for the procurement of only goods produced and services rendered by MSEs. However, traders, distributors, sole agents, and works contracts are excluded from the purview of the Public Procurement Policy for MSEs Order, 2012.
- It is clarified that the relaxation of prior turnover and prior experience with respect to micro and small enterprises is subject to meeting the quality and technical specifications given in the bid document.

Bid Rejection Criteria:

- Bids without EMD would be rejected. However, firms that are registered with NSIC or MSE for the tendered item are exempt from payment of the EMD, but these firms should submit a copy of the registration along with the technical bid.
- Bidders not having an average turnover of INR 50 lakhs in the last three consecutive financial years. Bidders are required to submit a CA-audited balance sheet, or any other relevant certificate certified by CA indicating the turnover for the last 3 consecutive financial years (FY 2021-22, 2022-23, and 2023-24).
- Not submitting a copy of the GST and PAN registration certificates.
- Any deviation requested on tender conditions.

- Not having minimum qualification criteria mentioned in “Pre-qualification/Minimum Eligibility Criteria.”

Bid Evaluation:

- The bidder shall comply with the Pre-qualification/Minimum Eligibility Criteria mentioned in “Annexure V”.
- Only bidders who qualified in the Pre-qualification/Minimum eligibility criteria are eligible for technical bid evaluation.

Technical Bid Evaluation Parameters

1.1 ICAT shall follow segregated bid submission evaluation system. The minimum pass mark in technical bid shall be **80 Points (80%)** out of **100 Points**. Bidders, who gets cut-off marks, will be qualified for next part of evaluation i.e. financial part.

1.2 The Technical Bids shall be awarded points based on the following evaluation criteria:

Item	Detail Description	Parameter Weight
Technical Capability	Compliance to Scope of Work as Specified in the “Annexure A” of the Bid Document	20
Bidder’s Past Experience	Experience of Similar Nature of Work Executed with Central Government, State Government, PSU & Autonomous Body 2 Order (Minimum) - 15 Marks > 2 up to 5 Orders - 17 Marks More than 5 Orders - 20 Marks	20
	Experience of Similar Nature of Work Executed with Reputed Private Sector Firm in India 3 Order (Minimum) - 15 Marks > 3 up to 5 Orders - 17 Marks More than 5 Orders - 20 Marks	20
	Experience (No. of years) 3 Years (Min.) - 15 Marks > 3 up to 5 Years- 17 Marks More than 5 Years- 20 Marks	20
Financial Capability	Financial Capability (Avg. of last 3 years - FY 2021-22, 22-23 & 23-24) 50 Lakhs (Minimum) - 15 marks >50 Lakhs up to 1 Cr. - 17 marks >1 Cr. - 20 marks	20
Grand Total		100

Qualified (Yes/No)

'Similar Nature' is defined as: -

Assignments of recording, verification, tagging and reconciliation of Fixed Assets for any Departments/Ministries of the Govt. of India or of any State Government, PSU, or Any Reputed Private Organization in India.

In Case of any technical query, you are feel free to contact:

Contact Person: Mr. Subhanshu Satsangi – Sr. Manager Finance

Contact No. : +91-9312020412 (Mobile)

Email ID: shubhanshu.satsangi@icat.in

Form "A"

Performa for Performance Bank Guarantee

(To be executed on non-Judicial stamped paper of an appropriate value)

WHEREAS International Centre for Automotive Technology having its office at Plot - 26, Sector - 3, IMT, Manesar, Gurgaon - 122 050 (hereinafter referred to as "**The Owner**" which expression shall unless repugnant to the context includes their legal representatives, successors and assigns) and having their Corporate office at Plot No. 1, Sector - M11, Near Maruti Gate No. 4, IMT Manesar, Gurugram 122050 , has executed a contract on [*Please insert date of execution of Contract*] ("**Contract**") with [*insert name of the Successful Bidder*](hereinafter referred to as the "**Contractor**" which expression shall unless repugnant to the context include its legal representatives, successors and permitted assigns) for the performance, execution and implementation of the Works ("**Works**" shall have the meaning ascribed to it in the Contract] based on the terms & conditions set out in the Tender Documents number [*insert reference number of the Tender Documents*] dated [*insert date of issue of Tender Documents*].....and various other documents forming part thereof.

AND WHEREAS one of the conditions of the Contract is that the Contractor shall furnish to the Owner a Bank Guarantee from a scheduled bank in India having a branch at Manesar for an amount equal to **10% (ten percent)** of the total Contract Sum (the amount guaranteed under this bank guarantee shall hereinafter be referred to as the "**Guaranteed Amount**") against due and faithful performance of the Contract from the post-commissioning stage of the Works under the Contract, including the performance bank guarantee obligation and other obligations of the Contractor for the supplies made and the Works being performed and executed by under the Contract. This bank guarantee shall be valid from the date hereof up to the expiry of the Warranty Period including any extension thereof.

AND WHEREAS the Contractor has approached [*insert the name of the scheduled bank*] (here in after referred to as the "**Bank**") having its registered office at [*insert the address*].....and at the request of the Contractor and in consideration of the promises made by the Contractor, the Bank has agreed to give such guarantee as hereunder:-

- (i) The Bank hereby undertakes to pay under this guarantee, the Guaranteed Amount claimed by the Owner without any further proof or conditions and without demur, reservation, contest, recourse or protest and without any enquiry or notification to the Contractor merely on a demand. Any such demand made on the Bank by the Owner shall be conclusive as regards the amount due and payable by the Bank under this bank guarantee and the Bank shall pay without any deductions or set-offs or counterclaims whatsoever, the total sum claimed by the Owner in such Demand. The Owner shall have the right to make an unlimited number of Demands under this bank guarantee provided that the aggregate of all sums paid to the Owner by the Bank under this bank guarantee shall not exceed the Guaranteed Amount.
- (ii) However, the Bank's liability under this bank guarantee shall be restricted to an amount not exceeding [*figure of Guaranteed Amount to be inserted here*].....
.....only).

- (iii) The Owner will have the full liberty without reference to the Bank and without affecting the bank guarantee to postpone for any time or from time to time the exercise of any powers and rights conferred on the Owner under the Contract and to enforce or to forbear endorsing any powers or rights or by reasons of time being given to the Contractor which under law relating the Surety would but for the provisions have the effect of releasing the surety.
- (iv) The rights of the Owner to recover the Guaranteed Amount from the Bank in the manner aforesaid will not be affected or suspended by reasons of the fact that any dispute or disputes have been raised by the Contractor and / or that any dispute(s) are pending before any office, tribunal or court in respect of such Guaranteed Amount and/ or the Contract.
- (v) The guarantee herein contained shall not be affected by the liquidation or winding up, dissolution, change of constitution or insolvency of the Contractor but shall in all respects and for all purposes be binding and operative until payment of all money due to the Owner in respect of such liability or liabilities is effected.
- (vi) This bank guarantee shall be governed by and construed in accordance with the laws of the Republic of India and the parties to this bank guarantee hereby submit to the jurisdiction of the Courts of New Delhi for the purposes of settling any disputes or differences which may arise out of or in connection with this bank guarantee and for the purposes of enforcement under this bank guarantee.
- (vii) All capitalized words used but not defined herein shall have the meanings assigned to them under the Contract.

NOTWITHSTANDING anything stated above, the liability of the Bank under this bank guarantee is restricted to the Guaranteed Amount and this bank guarantee shall expire on the expiry of the Warranty Period under the Contract. Unless a Demand under this bank guarantee is filed against the Bank within six (6) months from the date of expiry of this bank guarantee all the rights of the Owner under this bank guarantee shall be forfeited and the Bank shall be relieved and discharged from all liabilities hereunder. However, if the Contractor's obligations against which this bank guarantee is given, are not completed or fully performed by the Contractor within the period prescribed under the Contract, the Bank hereby agrees to further extend the bank guarantee for further periods of six months each till the Contractor fulfills its obligations under the Contract.

We have the power to issue this bank guarantee in your favor under Memorandum and Article of Association and the Undersigned has full power to do so under the Power of Attorney dated [*date of power of attorney to be inserted*].....granted to him by the Bank.

Date:

Bank

Corporate Seal of the Bank

By its constituted Attorney Signature of a person duly authorized to sign on behalf of the Bank.

Form "B"
Checklist (Information/Documents to be submitted along with the Bid)

1	Name of the Bidder	
2	Address of the Bidder	
3	Contact Details of the Bidder	
	Telephone No. With STD Code	
	Fax No.	
	Mobile No.	
	E-mail ID	
	Website, if any	
4	Name of Proprietor/Partners/Directors of Firm/Agency	
5	Bidder Bank Details:	
	Name of Account Holder	
	Complete A/c No. (Current/Savings)	
	Name of Bank	
	Name of the Branch with Complete Address	
	IFS Code of the Branch	
	9 Digit MICR Code of the Branch	
6	Registration and Incorporation Particulars of the bidder indicating legal status such as Company, partnership/proprietorship concern, etc (Please attached copies of the relevant documents/certificates)	
7	GST Registration Details	
8	Copies of Permanent Income Tax Number (PAN)/Income Tax Circle	
9	Copies of Income Tax Returns Filed for the Last Three Financial Years should be attached	
10	Annual Turnover for the Last Three Years (Audited A/c Statements such as Profit & Loss A/c, Balance Sheets, etc	

	for the last three financial years should be attached)	
11	Proof of experience in supplying to State/Government Departments/PSUs/Autonomous Bodies/Reputed Private Institutions (Copies of Purchase Orders received from Central/State Departments/Ministries of the Government of India/PSUs/Autonomous Bodies/Reputed Private Institutions during the last three years should be enclosed).	
12	Declaration regarding blacklisting or otherwise by the government departments as given in "Form C"	
13	Bid Document must be duly signed and stamped as proof of having read the contents therein and in acceptance thereof should be enclosed (Form J)	
15	Any other information document: Please specify	

Form "C"

(Format of Undertaking, to be furnished in Company Letter Head With Regard to
Blacklisting/Non-Debarment, By Organization)

Undertaking Regarding Blacklisting/Non-Debrment

To,
Director ICAT,
International Centre For Automotive Technology
Plot No. 26, Sector - 3, Near HSIIDC Office
IMT Manesar, Gurgaon 122051 (Haryana - India)

We here by confirm and declare that we, M/s----- is not
blacklisted/De-registered/debarred by any Government department/ Public Sector
Undertaking/ Private Sector/ or any other agency for which we have executed/undertaken
the works/services during the last 3 Years.

For.....

Authorised Signatory

Date:

Form "D"

Declaration Regarding Make In India & Compliance of Rule 144 (xi) of GFR 2017

The Bidder is requested to provide the following declarations on their letter duly signed and stamped.

* 1. Declaration regarding Make in India

In line with Government Public Procurement Order No. _____ dt _____, 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/Equiury No. _____

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

* 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.]"

Authorised 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.*

Form "E"
Earnest Money Deposit
[To be executed on the Letter Head of the Bidder]

Date: _____

International Centre for Automotive Technology
Plot - 26, Sector - 3, IMT, Manesar,
Gurgaon - 122 050.

Re: Tender No. _____

We hereby enclose NEFT/RTGS UTR No. _____, dated _____, for
Indian Rupees _____ Only (to be filled in figures and words both),
drawn on _____, in favour of "International Centre for Automotive
Technology", payable at Manesar, India.

OR

We hereby enclose Earnest Deposit Money Bank Guarantee for Rs. _____ [amount to
be filled in figures and words both] issued by _____ [Name of the Bank], on
_____ [Insert date of issue] valid up to _____.

Name of Bidder

Signature of Authorised Representative

Form "F"

Declaration In Respect of Conflict of Interest

Tender No. ICAT/T/FIN/ASV&T/2024-25/25

Tender Detail: Appointment of Agency for Physical Verification and Asset Tagging at ICAT Centre - 1 & 2, Manesar (Haryana)

Sr. No.	Particulars		
1	Name of Firm		
2	Office Address Phone No. Fax No. Email ID		
3	Works Address as per Vendor Registration Phone No. Fax No. Email ID		
4	Type of Firm Private Limited Company / Public Limited Company / Limited Liability Partnership (LLP) / Partnership Firm / Proprietor Firm <i>(Tick whichever is applicable)</i>		
5	CIN / LLPIN of Firm		
6	GST No. of Firm		
7	Names of all Directors/LLP Partners/ Partners/ Proprietors of Bidder Firm with DIN (if any) and full address (as on the bid submission date)		
	Full Name	DIN	Full Residential Address

The details of Legal Representative / Agent of the Bidder Firm are as under:

Full Name of Legal Representative / Agent	
Whether employee of Bidder-Firm or not? (Yes/No)	
Designation	
Office Address	
Office Land-Line Nos.	
Mobile No.	
Email ID	
Whether acting as Legal Representative / Agent in any other Private Limited Company or Public Limited Company or Limited Liability Partnership (LLP) or Partnership Firm or Proprietor Firm? If yes, give names.	

WE HEREBY DECLARE AND CONFIRM THAT no bid has been submitted for the quoted item by any other Private Limited Company or Public Limited Company or Limited Liability Partnership (LLP) or Partnership Firm or Proprietor Firm in which any relative of any Director or Partner or Proprietor of Bidder Firm is a Director, Partner or Proprietor. The word “relative” is defined as under:

The Companies Act, 2013 Sec 2(77) “relative”, with reference to any person, means anyone who is related to another, if–

- (1) they are members of a Hindu Undivided Family;
- (2) they are husband and wife; or

(3) A person shall be deemed to be the relative of another, if he or she is related to another in the following manner, namely:-

- a. Father including step-father,
- b. Mother including step-mother,
- c. Son including step-son,
- d. Son's wife,
- e. Daughter,
- f. Daughter's husband,
- g. Brother including step-brother,
- h. Sister including step-sister.

WE FURTHER DECLARE THAT we have carefully read and understood the clause relating to 'Conflict of Interest' of Tender No. _____. The detailed Clause is as under:

"A bidder shall not have conflict of interest with other bidders for particular quoted item. Such conflict of interest can lead to anti-competitive practices to the detriment of Procuring Entity's interests. The bidder found to have a conflict of interest shall be disqualified. A bidder may be considered to have a conflict of interest with one or more parties in this bidding process for particular quoted item, if:

- a) they have proprietor/partner(s)/ Director(s) in common; or
- b) they receive or have received any direct or indirect subsidy/ financial stake from any of them; or
- c) they have the same legal representative/ agent for purposes of this bid; or
- d) they have relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another bidder; or
- e) bidder participates in more than one bid in this bidding process. Participation by a bidder in more than one Bid will result in the disqualification of all bids in which the parties are involved. However, this does not limit the inclusion of the components/ sub-assembly/ assemblies from one bidding manufacturer in more than one bid.
- f) in cases of agents quoting in offshore procurements, on behalf of their principal manufacturers, one agent cannot represent two manufacturers or quote on their behalf in a particular tender enquiry. One manufacturer can also authorize only one agent/ dealer. There can be only one bid from the following:
 1. The principal manufacturer directly or through one Indian agent on his behalf; and
 2. Indian/ foreign agent on behalf of only one principal.
- g) a Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of the Bid;
- h) In case of a holding company having more than one independently manufacturing units or more than one unit

Tender Reference No. ICAT/T/FIN/ASV&T/2024-25/25

Dated: 10-07-2024

having common business ownership / management, only one unit should quote. Similar restrictions would apply to closely related sister companies. Bidders must proactively declare such sister/ common business/ management units in same/ similar line of business.

- i) *Bidder shall not act in contravention/ violation to the provisions of competition act, as amended from time to time."*

We hereby certify that our Firm M/s. _____ do not have any conflict of interest with other bidders for this tender.

We hereby declare and confirm that the above information and particulars are true and correct.

For (Firm Name)

Signature of Director/Partner/Proprietor/ Authorised Signatory

Authorised Signatory Name:

Place:

Date:

Stamp / Seal of Firm

Form G

Project Time Schedule

“Appointment of Agency for Physical Verification and Asset Tagging at ICAT Centre - 1 & 2, Manesar (Haryana)”

SI No.	Activity	Work Order Day "D"	D+30 days	D+60 days	D+90 days
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Annexure "H"
Format of Declaration In Lieu of EMD/Bid Security
(To be submitted on the Bidder's Letter Head)

To,
The Director
International Centre For Automotive Technology
Plot No. 26, Sector - 3, Near HSIIDC, IMT Manesar
Gurgaon - 122050

Reference: Tender Document No.....Tender Title:

Sir/Madam,

We, the undersigned, solemnly declare that:

We understand the according to the conditions of this Tender Document, they must be supported by a Bid Securing Declaration In lieu of Bid Security/Earnest Money Deposit (EMD).

We unconditionally accept the conditions of this Bid Securing Declaration. We understand that we shall stand automatically suspended from being eligible for bidding in any tender in Procuring Organization for **1 Year (12 Months)** from the date of opening of this bid if we breach our obligations under the tender conditions if we:

1. Withdrawn/Amend/Impair/Derogate, in any respect, from our bid, within the bid validity or
2. Being notified within the bid validity of the acceptance of our bid by the Procuring Entity:
 - a) Refused to or failed to produce original documents for scrutiny or the required Performance Security within the stipulated time under the conditions of the Tender Document.
 - b) Fail or refuse to sign the contract.

We know that this bid Securing Declaration shall expire if the contract is not awarded to us, upon:

1. Receipt by us for your notification
 - a) of cancellation of the entire tender process or rejection of all bids or
 - b) of the name of the successful bidder or
2. Forty-Five days after the expiration of the bid validity period or any extension to it.

(Signature with Date)

(Name and Designation)

Duly Authorized to Sign the Bid for and on behalf of (Name & Address of Bidder and Seal of Company)

Date on day of

Place.....

Form I Deviations Suggested

[The Bidder must declare and justify here any modification or improvement to the Conditions of Contract proposed to in the interest of ICAT. Such suggestions should be concise and to the point. In case, the Bidder does not want to suggest any deviation, this section must contain a statement indicating “No Deviation Suggested”]

[The Bidder shall use the following template in order to explain the deviations, and fill and include in the current document as many templates as deviations appear in his offer with regards to Requirements expressed in this tender. The Bidder shall be required to furnish a separate sheet as per the following template for each deviation suggested.]

Requirement ID	
Subject	Requirement appearing on the Tender Document
Proposed Specification	
<i>[Explain in detail what alternative solution are you proposing]</i>	
Reasons for the proposed solution to be superior than initial requirement	
<i>[Give clear reasons why you think the proposed solution is better than the Requirement expressed in TCC and Checklist]</i>	

Form J

UNDERTAKING

This is to certify that we have carefully gone through the scope of work, job requirement, terms and conditions given in the tender documents & have clearly understood the terms & conditions of the tender and have accordingly quoted our balanced rates after going through all details. We hereby give an undertaking that we shall the material & services in accordance with your Tender No. _____, dated _____ as per the requirement during the period of contract.

Dated :

Place:

(Signature of the bidder with seal/ rubber stamp)

Form K
Financial Proposal Submission Form
(To be Executed on Letterhead of the Bidder)

[Location, Date]

To: The Procurement Officer
International Centre for Automotive Technology
Plot - 26, Sector - 3, IMT, Manesar,
Gurgaon - 122 050

Dear Sir,

We, the undersigned, offer to provide the equipment & services in accordance with your Tender No. _____, dated _____ and our Technical Bid. Our attached Financial Bid includes the price in the format for financial bid provide as part of tender documents. The total price of our offer is _____ (in figures and words) and includes all the deliverables under this tender as per our Technical Bid.

We hereby declare that all the information and statements made in this Bid is true and complete in all respects and is as per the guidelines and terms & conditions laid down in the tender document. We further understand that any information which is found false or is not as per the guidelines and terms & conditions of the tender document may lead to our disqualification.

Our Financial Bid shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Bid.

We understand ICAT has right to accept or reject our Bid as per its discretion.

Yours sincerely,

Authorized Signature [*In full*]: _____

Authorized Signature [*In initials*]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____.

[Note : To be signed in blue ink]

Annexure - VI

Financial Bid - For Appointment of Agency for Physical Verification and Asset Tagging at ICAT Centre - 1 & 2, Manesar (Haryana)

SI No.	Configuration summary	Quantity	Basic Value (INR)	Total Value (INR)
1	Charges for Physical Verification and Tagging at ICAT Centre - 1 & 2, Manesar (Haryana) Scope of Work: As Per Scope of Work Given in Annexure IV of the Bid Document.	1 Job		
Total Value (INR)				
GST%				
Grand Total Inclusive of GST (INR)				