

Manesar, 09<sup>th</sup> December’ 2024

**Additional Terms & Conditions (ATC/NIT)**

The Director, International Centre for Automotive Technology (ICAT), a division of National Automotive Board (NAB), Govt. of India, hereby invites tenders through CPPP in **two bid system** from the Bidders in the prescribed proforma for performing, executing, and implementing the Works on the terms and conditions contained in this Tender Document and in the Contract. The brief description of Works and the timelines for tenders are summarized in the table below.

**Tender Activity Schedule:-**

<b>Job Description</b>	<b>Software for Media Team at ICAT Centre – 1, Manesar (Haryana)</b>
<b>Scope of Work/Services</b>	<b>As Per Annexure “B”</b>
<b>Warranty Period</b>	1 Year
<b>Payment Terms</b>	100% Payment within 15 days from the date of activation of license, submission of Invoice along with valid e-way bill at ICAT Site.
<b>Delivery/Completion Period</b>	30 Days from the date of Issuance PO.
<b>Bid Validity</b>	3 Months
<b>Liquidity Damages</b>	The work/service should be completed strictly as per time limits specified in the work contract/agreement, failure to complete the work/service within the stipulated time will make you liable to an unconditional penalty of ½% (Half Percent) of the value of work per week subjected to a maximum of 10% (Ten Percent) of the work contract
<b>Eligibility Criteria</b>	<p><b>Minimum Eligibility Criteria: The bidder whose bid meet the following eligibility criteria would only be considered.</b></p> <ul style="list-style-type: none"> <li>• <b>Legal Valid Entity:</b> The Bidder shall necessarily be a legal valid entity either in the form of Proprietary Firm, Partnership Firm, Private Limited Company/ agency (enclose a copy of registration / incorporation certificate with technical bid).</li> <li>• Bidder must have PAN and GST (enclose a copy of PAN and GST with technical bid)</li> <li>• Bidder should have a minimum experience of 2 year in in selling software.</li> <li>• Bidder shall have executed atleast 2 work order w.r.t. in selling software (<b>Bidder must attached signed copy of 2 work order</b>).</li> <li>• <b>Warranty Period: 1 Year</b></li> <li>• If the bidder fails to submit the authenticated documents in support of his/their credentials as specified in tender documents, his/their tender will liable to be rejected summarily</li> <li>• Bidder should be comply with the complete technical requirement given in the Annexure B.</li> <li>• Rest as per Annexure “A”</li> </ul>

**NIT No.: ICAT/I/IT/Software for Media Team /2024-25/167**  
**Software for Media Team” at ICAT Centre – 1, Manesar (Haryana)**

<p><b>Evaluation Criteria</b></p>	<p>It is mandatory for the bidder to comply with the complete technical requirement given in the bid document. In the event the bidder does not comply with the technical requirement, he shall be disqualified and any deviation proposed on technical requirement from the bidder end will not be considered at all. Disqualified bidders will not be eligible to make any claim. Those bidders who meet our technical requirements will be moved forward for financial evaluation. The order would be awarded to the L1 bidder among the technically qualified bidders. ICAT reserves the right to give preference to the local supplier/MSME/Startup as per prevailing Govt. notifications and as amended from time to time.</p>
<p><b>Delivery/Service Site</b></p>	<p>International Centre For Automotive Technology (Centre – 1), Plot No. 26, Sector – 3, Near HSIIDC, IMT Manesar, Gurgaon 122050</p> <p>GST No. 06AABAN9435G2ZI</p>
<p><b>Billing Address</b></p>	<p>International Centre For Automotive Technology (Centre – 1), Plot No. 26, Sector – 3, Near HSIIDC, IMT Manesar, Gurgaon 122050</p> <p>GST No. 06AABAN9435G2ZI</p>
<p><b>Work/Service Terms</b></p>	<p><b>For Up to ICAT Site-1</b></p>
<p><b>Last Date of submission of bids</b></p>	<p><b>Up to 1600 Hrs. on 30<sup>th</sup> December’ 2024, at ICAT Centre – 1, Manesar, Gurgaon, India.</b></p>
<p><b>Note: ICAT reserves the right to reject/modify/cancel the tender without assigning any reason thereof.</b></p>	

**Annexure A**

**Proposal Invited for “Software for Media Team” at ICAT Centre – I, Manesar (Haryana)**

**1. Minimum Eligibility Criteria:**

**The bidder whose bid meets the following eligibility criteria would only be considered:**

- **Legal Valid Entity:** The Bidder shall necessarily be a legal valid entity either in the form of Proprietary Firm, Partnership Firm, Private Limited Company/ agency (**enclose a copy of registration / incorporation certificate with technical bid**).
- Bidder must have PAN & GST (**enclose a copy of PAN & GST with technical bid**)
- Bidder should have a minimum experience of 2 year in in selling software.
- Bidder shall have executed atleast 2 work order w.r.t. in selling software (**Bidder must attached signed copy of 2 work order**).
- Tender form is not transferable
- Bidder should be comply with the complete technical requirement given in the Annexure B.
- If the bidder fails to submit the authenticated documents in support of his/their credentials as specified in tender documents, his/their tender will liable to be rejected summarily.
- Warranty Period: 1 Year
- Bidder must submit stamped and signed copy (each page) of this document (NIT) for acceptance of terms and conditions and submit along with the technical bid.
- Bidder must comply to the provisions of:
  - Rule 144 (xi) of GFR 2017 (refer Office Memorandum of Department of Expenditure dated 23<sup>rd</sup> July 2020 and as revised from time to time.  
<https://doe.gov.in/sites/default/files/OM%20dated%2023.07.2020.pdf>)
  - 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.  
<https://dpiit.gov.in/sites/default/files/PPP%20MII%20Order%20dated%204th%20June%202020.pdf>)

**2. Technical Specification:**

- **Scope of work:** As per the attached Annexure-B.

**3. ICAT Terms & Conditions:**

- ICAT reserves the right to reject any or all the tenders in part of full without assigning any reason thereof.
- The bidder is required to sign each page of this tender document (ATC) for acceptance of terms and conditions and submit along with the bid..
- **Delivery/Completion Period:** 30 Days from the date of Issuance PO.
- **Payment Term:** 100% Payment within **15 days** from the date of activation of license, submission of Invoice along with valid e-way bill at ICAT Site
- **Liquidity Damages:** The work/service should be completed strictly as per time limits specified in the work contract/agreement, failure to complete the work/service within the stipulated time will make you liable to an unconditional penalty of ½% (Half Percent) of the value of work per week subjected to a maximum of 10% (Ten Percent) of the work contract.
- **Scope of Work:** Software for Media Team.
- Bidder must mention their Company Name and their complete contact details along with mobile number.
- Delviery/service of the item shall be on official working days during 09:00AM to 04:00PM. The successful bidder shall schedule delivery dates after confirmation from the user department.
- In the event of any dispute on this account, the decision of ICAT shall be final and binding on the Contractor/supplier.
- All other applicable statutory taxes i.e. TDS will be deducted at source.

- **Qualification Criteria:** The bidder whose bid meets the technical specification given above would only be considered (As per conditions mentioned in Evaluation Criteria).
- **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.
- **Work/Service Location:** ICAT Centre-1 Manesar.
- **Billing Address:** International Centre for Automotive Technologies Plot no. 26, Sector-3, IMT Manesar, Gurgaon, Haryana **GSTIN 06AABAN9435G2ZI.**
- The bidders are expected to carefully examine all the contents of the Tender Document including instructions, conditions, terms, specifications and take them fully into account before submitting their Bid. Failure to comply with the requirements as detailed in these documents shall be at the Bidder’s own risk. Bids which are not responsive to the requirements of the Tender Document will be rejected.
- All Transportation accommodation and fooding Expenses shall be borne by the bidder
- The work order shall be placed on single bidder for complete BOQ of Annexure “B” the basis of overall L-1 bidder.
- Interested bidders must quote compulsorily for all the service/work as per Annexure B, else their bid will not be considered for further processing and shall be liable for disqualification without further notice
- The comparison of the bids shall be on basis of total price (Inclusive of all taxes etc) quoted by the bidder. No comparison of individual item will be made the individual item charge is only for reference purpose of this office.
- **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, and works contract tax shall be mentioned separately in the invoice.
- **Proposal Validity Period:** Bids validity should be of at least 90 days from the last date of submission of Bids. Any Bid having validity lower than that specified above shall be rejected by ICAT as being nonresponsive. However, ICAT may request the Bidders to extend the Bid unconditionally beyond the Bid validity period up to an additional period of thirty (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.
- **Note:** It is mandatory for the bidder to comply with the complete technical requirement given in the bid document. In the event the bidder does not comply with the technical requirement, he shall be disqualified, and any deviation proposed on technical requirement from the bidder end will not be considered at all. Disqualified bidders will not be eligible to make any claim.

**International Centre for Automotive Technology (ICAT)**

Plot No. - 26, Sector-3, HSIIDC, IMT Manesar, Gurgaon-122050, Haryana,  
IndiaPhone: +91-124-4586-111, FAX: +91-124-2290005, Email: [purchase@icat.in](mailto:purchase@icat.in), Website [www.icat.in](http://www.icat.in)

**Annexure-B**

**Minimum Technical Specification Required**

**Technical Specification “Software for Media Team” at ICAT Centre – I, Manesar (Haryana)**

Technical Specifications				
S. N.	Scope of Work	Technical Specification	Qty	Units
1	Freepik Subscription	Access to Freepik will provide us with a vast library of vectors, stock photos, and PSDs, greatly supporting our design projects.	3	Each
2	Shutterstock Subscription	A subscription to Shutterstock will allow us to access high-quality stock images, videos, and music, which are crucial for our various multimedia projects. Unlimited upload / download / maximum limit available in month.	3	Each

**Please Note:-**

- In case of any query related with technical aspect, please be feel free to contact to the undersigned:

**Contact Person: Ms. Shivangi**

**Contact No. : +91-9617744430**

**Email ID: [shivangi.bundela@icat.in](mailto:shivangi.bundela@icat.in)**

**Contact Person: Mr. Vikram Wadhwa**

**Contact No. : +91-9313054390**

**Email ID: [vikram.wadhwa@icat.in](mailto:vikram.wadhwa@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](mailto:purchase@icat.in),  
Website [www.icat.in](http://www.icat.in)

Annexure-C

**Certificate Regarding Declaration of Local Content**

[On the Letter Head]

To,  
International Centre for Automotive Technology  
Plot No. 26, Sector – 3, Near HSIIDC Office, IMT Manesar  
Gurgaon – 122050 (Haryana)

**Sub: Compliance of Minimum Local Content Requirement as per order no. P-45021/2/2017-PP(BE-II) dated 04<sup>th</sup> June 2020 or as revised from time to time issued by Ministry of Commerce and Industry**

Ref: NIT/Tender Document No: .....

Dear Sir/Madam,

In compliance to order no. P-45021/2/2017-PP(BE-II) dated 04<sup>th</sup> June 2020 or as revised from time to time, issued by Ministry of Commerce and Industry, 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 No. \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

Thanking You,

Your Faithfully,

Seal of Organization & Signature of Authorized Signatory

<b>1</b>	<b>Name of the Bidder</b>	
<b>2</b>	<b>Address of the Bidder</b>	
<b>3</b>	<b>Contact Details of the Bidder</b>	
	<b>Telephone No. With STD Code</b>	
	<b>Fax No.</b>	
	<b>Mobile No.</b>	
	<b>E-mail ID &amp; Website, if any</b>	
<b>4</b>	<b>Nature of Business (Product/Services)</b>	
<b>5</b>	<b>Name of Proprietor/Partners/Directors of Firm/Agency</b>	
<b>6</b>	<b>Company Establishment Year</b>	
<b>7</b>	<b>Whether registered with NSIC/Startup/MSE/SSI (Please enclose relevant self-attested photocopy of Certificates)</b>	
<b>8</b>	<b>Bidder Bank Details (Please attached cancelled cheque) :</b>	
	<b>Name of Account Holder</b>	
	<b>Account Type (Current/Savings)</b>	
	<b>Complete A/c No.</b>	
	<b>Name of Bank</b>	
	<b>Name of the Branch with Complete Address</b>	
	<b>IFSC Code of the Branch</b>	
	<b>9 Digit MICR Code of the Branch</b>	
<b>9</b>	<b>Legal status of the bidder such as Company, partnership/proprietorship concern /JV etc</b>	
<b>10</b>	<b>GST Registration No.</b>	
<b>11</b>	<b>Permanent Income Tax Number (PAN) No.</b>	
<b>12</b>	<b>MSME Registration No. (if applicable)</b>	

(Seal of Organization & Signature of Authorized Signatory)

Date:.....