

**Name of Work: Notice Inviting Tender for “Empanelment of C&AG Empanelled CA Firms for Conducting Plant Audits related to cases of Auto PLI & FAME Departments for 2 years”.**

**The Director**, International Centre for Automotive Technology (**ICAT**), a division of National Automotive Board (NAB), Govt. of India, hereby invites sealed Bids from reputed Chartered Accountant Firms (*C&AG Empanelled*), who have at least three years of experience in Financial and Purchase Audits related matters for **“Empanelment of C&AG Empanelled CA Firms for Conducting Plant Audits related to cases of Auto PLI & FAME Departments for 2 years”**.

<b>Validity of Bids</b>	Quotation shall remain valid and open for acceptance for a period of 90 days from the last date of submission of Quotation.
<b>Contract Period</b>	The work to be awarded for the period of Two (02) years or any lesser time as per the discretion of ICAT.
<b>Eligibility/Qualifying Criteria</b>	<p>The bidder must submit the relevant documents along with <b>TECHNICAL BID</b> in support of their Eligibility as per following:-</p> <ol style="list-style-type: none"><li>1) The bidder should be registered Company/Firm/Organization &amp; having valid PAN and GST No.</li><li>2) The bidder should have <b>Head Office (Corporate Office)</b> in <b>Delhi/NCR</b>. Additionally, the bidder can have Branch Office also in Delhi/NCR with minimum <b>Five (05) CAs</b> (<i>who are eligible/authorized to sign plant audit reports</i>) having min. experience of 2 years in the domain of audits.</li><li>3) The bidder should be in the C&amp;AG Empanelment list for F.Y. 2024-25. Proof of C&amp;AG Empanelment for 2025-26 to be submitted by successful bidder on or before 31<sup>st</sup> March 2025.</li><li>4) Experience Certificate of at least three years in audits related matter with brief summary/profile of bidder/firm.</li><li>5) List of Clients (<i>Pvt. Ltd./Govt. Companies/PSUs/Autonomous Bodies etc.</i>) along with address &amp; contact details w.r.t. Audits (at least 06 Nos. in last 3 FYs).</li></ol>

<b>Conditions for Rejection of Bids</b>	<p>Bids may be rejected, if;</p> <ul style="list-style-type: none"> <li>• The bids received after the scheduled time and date of submission.</li> <li>• The submitted Bids do not fulfill the specified Eligibility/Qualifying Criteria.</li> <li>• The Charges/Prices quoted in submitted Bid is found conditional.</li> </ul>
<b>Detailed Scope of Services, Terms &amp; Conditions</b>	As per <b>Annexure -‘A’</b> and as per Clause no. 2 & 3 of Annexure-‘A’
<b>Financial Bids Evaluation &amp; Determination of Successful Bidders</b>	As per <b>Annexure-‘B’</b>
<b>Address for Communication</b>	<p><b>The Director,</b>  International Centre for Automotive Technology (<b>ICAT</b>),  Plot No # 26, Sector-3, HSIIDC, IMT Manesar, Gurgaon-122050,  Phone: +91-124-4586-111, FAX: +91-124-2290005,  Website: <a href="http://www.icat.in">www.icat.in</a></p>

**Specific Conditions of Contract:-**

1. Bidders are invited to submit their e-bids through CPP Portal under 2 bid system along with necessary supporting documents
- 1.1 TECHNICAL BID shall contain the following**
    - a) Tender Document duly signed and stamped.
    - b) Supporting Documents as per requirements.
  - 1.2 Financial Bid**
    - a) The Bidders shall quote for the entire Works such that the total contract value covers all its risks, obligations and liabilities set out in or to be reasonably inferred from this Tender Document.
    - b) The bidder must mention the GST % to be applied as on date.
    - c) Bidder must attach declaration on their letter head with technical bid regarding any deviation w.r.t. terms & conditions laid down in the tender (if any).
    - d) The bidder must fill each element of the financial bid in excel sheet (BOQ) provided in the tender. The bidder must ensure to mention GST % in order to arrive the total amount (inclusive of GST).

**2 Manner of submission**

- 2.1 The Bids shall be accepted by ICAT till the submission date/time.
- 2.2 ICAT may, at its discretion, extend the deadline for submission of Bids by issuing an addendum, in which case all rights and obligations of ICAT and the Bidders previously subject to the original deadline will thereafter be subject to the extended deadline.
- 2.3 Any Bid received by ICAT after the deadline for submission of Bids will be rejected and returned unopened to the Bidders.
- 2.4 ICAT reserves the right to, without limitation, without incurring any obligation or liability vis-à-vis any Bidder and without expressing any cause or reason thereof, at any time and at its sole discretion to independently verify, disqualify, reject and/or accept any and all Bids or other information and/or evidence submitted by or on behalf of any Bidder, including without limitation pursuant to and/or in connection with:
  - (a) Receipt of a Bid after the submission deadline;
  - (b) Failure to submit necessary supporting documentation following a specific request by or on behalf of ICAT.
- 2.5 Bids sent via hard copy, telefax, email or any other mode except online bid via CPP Portal shall be treated as defective, invalid and shall stand rejected
- 3 The Bidder must ensure that he meets all the requirements spelt in “Annexure A.
- 4 The bidders are expected to carefully examine all the contents of Tender Document including Scope, instructions, eligibility criteria, evaluation parameters, terms & conditions etc. 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.
- 5 While all efforts have been made to avoid errors in the drafting of the Tender Document, the Bidders are advised to check the same carefully. No claim on account of any errors detected in the Tender Document shall be entertained
- 6 The bidder is requested to submit their bid, only if they consider themselves eligible as per the eligibility criteria laid down in this tender and also having supporting documents.
- 7 Failure to furnish information required in the document or submission of a tender not substantially responsive to the document in every respect will result in rejection of the tender.
- 8 Offers made with conditions like “subject to execution” or “taxes are applicable” or such other vague conditions are likely to be ignored. Hence specific mention of conditions in the quotations must be ensured.

## **Tender Documents**

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- 9 The Bidder shall abide by all terms & conditions of ICAT, Manesar. No other terms & conditions of the bidder are binding on ICAT, Manesar.
- 10 Bidders are advised to incorporate each and every cost in their price bid as per requirement laid down in this document. Addition/ Change request with respect to cost/ any condition after opening of bids will not be considered.
- 11 ICAT does not bind itself to accept the lowest tender/bid and reserves the right to reject or accept any or all the tenders/bids received without assigning any reason whatsoever.
- 12 Canvassing in connection with tenders/bids is strictly prohibited and the tenders/bids submitted by the bidder/bidders who resort to canvassing will be liable for rejection on that ground alone.
- 13 The bidder(s) must declare in writing that neither he nor any of their Directors/Partners are in anyway related to any officer in the ICAT as per format given in Declaration 1 under Annexure E.
- 14 ICAT reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time, prior to award of work without assigning any reasons for such acceptance/rejection without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders of the grounds for the ICAT's action.
- 15 In case the tender document submitted by the bidder, has deviations from the specifications or terms and conditions prescribed in this tender, the bidder shall describe them separately and prominently as per Annexure C, ICAT reserves the right to reject the tender having deviations from the prescribed terms and conditions.
- 16 The bidder will submit the undertaking that they are fully acquainted with terms, clauses and conditions, scope, circumstances etc. under which the services are required against the contract.
- 17 The Courts of India at Gurugram will have exclusive jurisdiction to determine any unresolved dispute(s) with respect to this contract.
- 18 The bidder shall not be allowed to sub-contract any part of the contract without the prior consent of ICAT, Manesar. If such consent is given, this shall not relieve the bidder from any liability or obligation under the contract and they shall be responsible of the acts/ defaults and negligence of any such unauthorized engagement of sub-contractors, his agents or workmen as if they were the acts, defaults or neglects of the bidder, agents or workmen.

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- 19 In case of any ambiguity/dispute in the interpretation of any of the clauses/ terms and conditions Director, ICAT's interpretation of the clauses/ terms and conditions shall be final binding on all the parties. The jurisdiction of arbitration shall be Manesar.
  
- 20 Notwithstanding whatsoever stated above and in case of any controversy regarding the scope of work or any other terms and conditions of this tender, the decision of the ICAT, Manesar shall be final and binding in this regard.

## **ANNEXURE “A”**

### **Empanelment of C&AG Empanelled CA Firms for Plant Audit Activities related to the PLI- Auto Scheme, PM E-DRIVE Scheme of MHI & Developmental Projects**

#### **1. SCOPE OF SERVICE:**

ICAT intend to empanel **C&AG Empanelled** Chartered Accountant (CA) Firms for Plant Audits & Desk Appraisals related work involving following Services;

#### **A. Services pertaining to PLI-Auto Certification:-**

- (a) Desk Appraisal of Applications for Certification of DVA as per Clause no. 5.0 of SOP of MHI & providing Report(s) [*including assessment & calculation of DVA in % as per SOP (No.: PLI-AUTO/SOP-01/Version 1.0, dated 26<sup>th</sup> April'2023) of MHI, applicable notifications, FAQs, Common Understanding Procedure Documents etc. as amended from time to time*] including observations/findings/conclusions.
- (b) Plant Audit / Field Visit/Plant Inspection Visit at AAT Applicant's Plant **(PIV-1)** as per Clause no. 6.1 of SOP of MHI as amended from time to time & providing Report (*including documents verification, calculation of Weighted Average Ex-Factory Price of AAT Product, Total Import Contents, Total Local Contents, Calculation of Weighted Average Discounts, DVA (%) etc. as per SOP of MHI SOP of MHI as amended from time to time along with observations/findings*) & preparation and providing Report. One Audit Report shall be as per ICAT's format (*to be prepared & signed jointly by all audit team members*) and another shall be independent Report of C&AG Empanelled CA Firm covering assessment/verification with conclusions of all applicable financial/commercial clauses/points as per SOP (*No.: PLI-AUTO/SOP-01/Version 1.0, dated 26<sup>th</sup> April'2023*) of MHI.
- (c) Plant Audit / Field Visit/Plant Inspection Visit in the Plants of identified Suppliers of AAT Applicant Plant **(PIV-2)** as per Clause no. 6.2 of SOP of MHI as amended from time to time & providing Report (*including documents verification, calculation of total import contents, total local contents etc. as per SOP of MHI SOP of MHI as amended from time to time along with observations/findings*) & preparation and providing Report.

One Audit Report shall be as per ICAT's format (*to be prepared & signed jointly by all audit team members*) and another shall be independent Report of C&AG Empanelled CA Firm covering assessment/verification with conclusions of all applicable financial/commercial clauses/points as per SOP (No.: *PLI-AUTO/SOP-01/Version 1.0, dated 26<sup>th</sup> April'2023*) of MHI.

- (d) To coordinate/follow up with applicant and its suppliers to ensure that all financial/commercial documents required as per SOP (No.: *PLI-AUTO/SOP-01/Version 1.0, dated 26<sup>th</sup> April'2023*) of MHI are received and made available with ICAT. Also, verification of all above said documents submitted by applicants & its suppliers as per Annexure-VIII & other Annexures of SOP of MHI.
- (e) After completion of all requisite Plant Audits, to compile list of all open points, pending documents, pending declarations etc. (*pertaining to all financial/commercial requirements as per SOP of MHI*) and share with ICAT on weekly basis. Also, communicate the same with applicant & its suppliers for timely closure of all open points related to plant audits and points as per SOP of MHI.
- (f) Verification of Ex-Factory Price of the Product (net GST) as per Clause no. 5.3 of SOP. Also, calculation of Weighted Average Ex-Factory Price (net of GST) based on data of GST Invoices, Sales Register of applicant etc.
- (g) Verification of Imports **and Revenue to PPE Ratio of Supplier as per** Clause no. 5.4 of SOP of MHI.
- (h) Verification of Applicant's SOP for DVA as per Clause no. 5.5 of SOP of MHI as amended from time to time. Verification
- (i) Verification of Total Import Contents [*with import services including royalty, as disclosed in form 15CA & 15CB of Income Tax Act/Rules, license, technical know-how expenses paid to entities outside India, payments to expats etc. pertaining to applied AAT Product & its Child Parts*] and Local Contents etc. of AAT Applicant and its identified Suppliers as per SOP of MHI.
- (j) DVA Verification & Calculation (%) as per Clause no. 5.6 and all other applicable Tables (e.g. Table V-1, V-2, V-3, V-4 etc.) of SOP of MHI as amended from time to time

*(by following DVA Verification Methodology along with verification of all the documents/data mentioned at clause no. 5.7 of SOP of MHI).*

- (k) Verification of Undertakings *(as per Annexure-IV of SOP of MHI)* from all the Tier-I suppliers of AAT Applicant. Also, verification of applicable documents certified by Statutory Auditors of AAT Applicant/Suppliers.
- (l) Regular follow up with AAT Applicant and its identified Suppliers for timely receipt of all the required Financial/Commercial documents/data as per SOP of MHI and as per Plant Audit Report Formats.
- (m) Verification of Royalty, license, imported service payments, technical know-how expenses paid to entities outside India, etc. Verification of sales registers, discounts and dealer margins etc.
- (n) Verification of Enterprise Resource Planning (ERP) Software system of AAT Applicant and its identified suppliers to verify whether the ERP Software system being used by Applicant for managing its Procurement, Manufacturing, Inventory, Sales, Investment etc. (for PIV-1 & PIV-2). Additionally for PIV-1 only, verification of functionality in which ERP shall communicate with the Scheme Portal through API for transfer of DVA(%) related data.
- (o) Verification of information/data using the login credentials of applicant/suppliers at the GSTIN, ICEGATE, MCA, EPFO, Income Tax portals, etc.
- (p) Techno Commercial Audit (TCA) as per Clause no. 8.0 of SOP of MHI & providing Report *(including documents verification, calculation of Weighted Average Ex-Factory Price of AAT Product, verification of all points specific to TCA including visit to dealers, Total Import Contents, Total Local Contents, Calculation of Weighted Average Discounts, DVA (%) etc. as per SOP of MHI SOP of MHI as amended from time to time along with observations/findings)*. The TCA Audits will be termed as TCA-1 & TCA-2 which will encompass all activities/verifications like for PIV-1 & PIV-2 but additional verifications specific to TCA as mentioned in Clause no. 8.0 of SOP of MHI. Services specified at Sr. No. A (b to o) above will be applicable for TCA activities also.



- (q) Conducting all the verifications/activities as mentioned above in Sr. No. (a) to (p) for Periodic Surveillance Assessment (PSA)/Re-validation as per Clause No. 9.0 of SOP of MHI as amended from time to time.
- (r) To address & handle all Financial/Commercial/DVA(%) related queries related to the PLI-Auto Scheme to be received from Project Management Agency (i.e. IFCI Ltd.), Nodal Ministry (i.e. MHI), CAG, PLI-Auto applicants, any stake holder of PLI-Auto Scheme.
- (s) Any Litigation/RTIs/Complaints/CAG's Audit observations pertaining to discrepancies or violation of stipulated guidelines for DVA certification (*if any*) with reference to SOP of MHI for cases executed as a part of Scope of this Tender, need to be handled by the C&AG Empanelled CA Firm.

**B. Services pertaining to PM E-DRIVE Scheme:-**

- (a) Plant Audit in the Plant of Applicant [*manufacturer of EV Public Charging Stations (EVPCS)*] and in the plants of identified Tier-I suppliers [*including documents verification, verification of Ex-Factory Price of Product (also calculation of weighted average ex-factory price)/Item/Component, Total Import Contents, Total Local Contents, calculation of DVA (%) etc. as per applicable notifications and operational guidelines issued by MHI as amended from time to time along with observations/findings*] & preparation and providing Report. One Audit Report shall be as per ICAT's format (*to be prepared & signed jointly by all audit team members*) and another shall be independent Report of C&AG Empanelled CA Firm covering assessment/verification with conclusions.
- (b) Regular follow up with Applicant and its identified Suppliers for timely receipt of all the required Financial/Commercial documents/data as per Plant Audit Report Formats.
- (c) To address & handle all Financial/Commercial/DVA(%) pertaining to the queries related to the PM E-DRIVE Scheme to be received from Project Management Agency (i.e. IFCI Ltd.), Nodal Ministry (i.e. MHI), CAG, OEMs/Applicants/Suppliers, any stake holder of PM E-DRIVE Scheme.
- (d) Any Litigation/RTIs/Complaints/CAG's Audit observations pertaining to discrepancies or violation in assessment & calculation of DVA (%) (*if any*) for cases executed as a part of Scope of this Tender, need to be handled by the C&AG Empanelled CA Firm.

**C. Services pertaining to Developmental Projects:-**

- (a) Plant Audit in the Plant of Applicant (*manufacturer of Electric Vehicles or Components*) and in the plants of identified Tier-I suppliers [*including documents verification, verification of Ex-Factory Price (also calculation of weighted average ex-factory price) of Electric Vehicle/Item/Component, Total Import Contents, Total Local Contents, calculation of DVA (%) etc. as per customer's defined procedure/requirement/standard document along with observations/findings*] & preparation and providing Report. One Audit Report shall be as per ICAT's format (*to be prepared & signed jointly by all audit team members*) and another shall be independent Report of C&AG Empanelled CA Firm covering assessment/verification with conclusions.
- (b) To address & handle all Financial/Commercial/DVA(%) related queries, observations etc. if received from CAG, OEMs/Applicants/Suppliers, any stake holder of Project(s).
- (c) Any Litigation/RTIs/Complaints/CAG's Audit observations pertaining to discrepancies or violation in assessment & calculation of DVA (%) (*if any*) for cases executed as a part of Scope of this Tender, need to be handled by the C&AG Empanelled CA Firm.

**2. OTHER CONDITIONS:**

- (a) It may be noted that for assessment & calculation of DVA (%) of one Product, multiple Plant Audits at different locations (*within India*) will be required.
- (b) The nominated Auditor(s) from the hired C&AG Empanelled CA (CAECA) Firm may be asked to travel to different locations within India providing a prior notice of min. 3 days.
- (c) For Plant Audits, travelling expenses (*journey tickets and local conveyance*) will be provided by ICAT. For audit locations wherever applicable, ICAT shall reimburse the hotel/room tariff to the auditor corresponding to the Entitlement of Manager as per ICAT's Policy i.e. INR 4000/- (*excluding taxes*) for Metro Cities & INR 3000/- (*excluding taxes*) for All other Domestic Locations based on the Invoice/Bill of the CAECA Firm. Such reimbursement will be processed by ICAT on monthly basis.
- (d) The expenses towards local conveyance for visiting ICAT, Manesar {*as per requirements of ICAT*} shall also be reimbursed by ICAT. With reference to Point No. 2(c) above, for local conveyance, the charges of taxi {*preferably Ola/Uber/Blu Smart (referred as "TTG")*} which is equivalent to upto Sedan class, shall be reimbursed by ICAT based on the Invoice/Bill of the CAECA Firm. In case of taxi other than TTG, the allowed per km

charges shall be INR 10/-. Such reimbursements will be processed by ICAT on monthly basis.

- (e) In some cases, there can be situation in which min. 3 concurrent Plant Audits may be required to be conducted. So, the CAECA Firm has to plan/make available the requisite number of authorized auditors.
- (f) The duration of one Plant Audit will be 2-3 days (for PIV-1 & TCA-1) and 1 day/2 days in case of all other Plant Audits (*depending upon type & complexity of part/component*).
- (g) The bills/invoices of CAECA Firm shall be processed for payments only after receipt of final signed & stamped Audit Reports in (Original Hard Copies) in ICAT's Office.
- (h) Audit Report to be submitted to ICAT within 15 days from date of completion of Plant Audits with all the required and verified financial/commercial documents.
- (i) The CAECA Firm shall sign NDA with ICAT for maintaining "**CONFIDENTIALITY**" of data/documents/information to be shared by Applicants/Suppliers/ICAT for Audits purpose.
- (j) The above work to be awarded under Rate Contract/LOA basis for the period of two years or any lesser time as per the discretion of ICAT. After the completion of process of Tender, ICAT's Purchase Department will Empanel 05 or less C&AG Empanelled CA Firms (*depending upon the number of bids received*) by issuance of LOA to the qualified & eligible Bidders.

The distribution of work {*either as per Sr. No. 1 (A) or 1(B) or 1(C) or combination of any of the three type of services*} to any CAECA Firm(s) shall be at the discretion of ICAT. Also, ICAT reserves the right to keep the award of work/LOA/PO on hold or cancel the award of work/LOA/PO depending upon the circumstances at that point of time.

- (k) The **TECHNICAL EVALUATION** of Technical Bids shall be done as per the Eligibility/Qualifying Criteria and as per defined 'Conditions for Rejection of Bids' under this Tender Document.

### **3. PAYMENT TERMS:-**

- a. No payment in advance shall be considered.
- b. GST Bill/Invoice of each case (*each case shall include multiple audits at manufacturing plants*) shall be submitted to ICAT within 7 days from the date of submission of all final audit reports {*also refer Sr. No. 2(g) in this regard*}.

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- c. Payments will be made within 15 days from date of submission of GST Bill/Invoice & all final audit reports {*also refer Sr. No. 2(g) in this regard*}. subject to finding the services would be acceptable and in accordance with the requirements/conditions given in the Tender Document.
- d. Counter conditions by the successful bidders/CAECA Firms for matters concerning payment of bills/invoices shall not be acceptable.

## **ANNEXURE “B”**

### **Financial Bids Evaluation & Determination of Successful Bidders:**

1. All valid Financial Bids of Technically Qualified bidders shall be evaluated/ scrutinized as per financial details given in financial bid BOQ and as per defined ‘Conditions for Rejection of Bids’ under this tender document.
2. The Lowest Financial Bid of the Technically Qualified Bids shall be deemed as the Base Successful Bidder (**“BSB”**). Financial Comparison will be made based on item wise rates however Sr. No. 1.01 & 1.02 under PLI Auto Certification of BOQ shall be treated as single item for the purpose of financial comparison. Bidders may quote for any/all items of the BOQ. Further, it is mandatory to quote for Sr. No. 1.01 & 1.02 under PLI Auto Certification **jointly** else their bid may not be considered for further evaluation.
3. In case, the Financial Bid offered by such Bidders are equal, all the lowest bidders may be empanelled (maximum 5 Nos) and if more than 5 CA firms quoted same rate, then the Successful Bidder/Bidders shall be determined by ICAT as per the performance of bidders in the Technical Bids Evaluation.
4. ICAT may empanel more than one C&AG Empanelled CA Firm (maximum 05 Nos.), if Technically Qualified Bidders agree to match the Price quoted by L-1 Bidder (BSB) to overcome the situation of excess workload, timely completion of the plant audits & applications etc. L-1 rates may be offered to the next lowest bidder until required number of C&AG Empanelled CA Firms agrees to the offer.

**ANNEXURE “C”**

**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 (as specified in the Form d0 - Checklist):	[Requirement ID (or range of IDs) this deviation is referring to on the checklist]
Subject	Minimum Requirement appearing on the Checklist and TCC
	[Please copy the requirement on the TCC or Checklist d0 form]
<b>Proposed Specification</b>	
[Explain in detail what alternative solution are you proposing]	
<b>Reasons for the proposed solution to be superior than initial requirement</b>	
[Give clear reasons why you think the proposed solution is better than the Requirement expressed in TCC and Checklist]	

**ANNEXURE “D”**

**List of Clients**

List of Clients (Pvt. Ltd./Govt. Companies/PSUs/Autonomous Bodies etc.) along with address & contact details w.r.t. Audits (at least 06 Nos. in last 3 FYs).

Sl. No	Details of client along with address, contact details (telephone, email, website, fax etc)	No. of audits handled	Amount of contract (Rs. lakh per year)	Duration of Contract
1.				
2.				
3.				
4.				
5.				
6.				

(If the space provided is insufficient, a separate sheet may be attached)

Signature of authorized person

Date:

Name:

Place:

Seal:

**ANNEXURE “E”**

{Format for each of the Declarations & Undertaking to be typed on bidder’s letter head separately and to be submitted in Part –I (TECHNICAL BID) of the tender document}

**DECLARATION -1**

This is to certify that neither we/any of us/ are/is in anyway related to any employee in the International Centre for Automotive Technology (ICAT).

Dated :

Place :

(Signature of the bidder with seal/ rubber stamp)

**DECLARATION -2**

We hereby declare that we have not stipulated any extra condition along with the Part-II (COMMERCIAL BID) of the tender and the terms and conditions in Part I and Part II of the tender shall prevail under all circumstances.

Dated :

Place :

(Signature of the bidder with seal/ rubber stamp)

**DECLARATION-3**

I/We having our office as mentioned below and declare that I/we have never been blacklisted/De-registered/debarred by any Departments/Ministries of the Govt. of India or of any State Government, PSU or Any Reputed Private Organization/Institution in India, for which we have executed/undertaken the works/services during the last 3 Years

Signature :

Name :

Designation :

Name of the Bidder :

Address of the Bidder :

Date :

Place :



**ANNEXURE “F”**

**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 delivery the material / services in accordance with your requirement as per Tender No..... dated ..... during the period of contract.

Dated :

Place : (Signature of the bidder with seal/ rubber stamp)

**ANNEXURE “G”**

**VENDOR INFORMATION FORM (VIF)**

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	Nature of Business (Product/Services)	
5	Name of Proprietor/Partners/Directors of Firm/Agency	
6	Company Establishment Year	
7	Whether registered with NSIC/Startup/MSE/SSI (Please enclose relevant self-attested photocopy of Certificates)	
8	Bidder Bank Details (Please attached cancelled cheque):	
	Name of Account Holder	
	Account Type (Current/Savings)	
	Complete A/c No.	
	Name of Bank	
	Name of the Branch with Complete Address	
	IFSC Code of the Branch	
	9 Digit MICR Code of the Branch	
9	Legal status of the bidder such as Company, partnership/proprietorship concern, etc.	
10	GST Registration No.	
11	Permanent Income Tax Number (PAN) No.	

(Seal of Organization & Signature of Authorized Signatory)

Date