

**eNotice Inviting Tender (NIT)**

The Director, International Centre for Automotive Technology (ICAT), a division of National Automotive Board (NAB), Govt. of India, hereby invites tenders through CPPP online in two bid system for “**Renewal of Canon Document Management Software -AMC of Therefore Software Assurance -1 CSS Point**” at ICAT Centre-1 & 2, Manesar (Haryana) as per following details:

**Tender Activity Schedule**

<b>Job Description</b>	<b>Renewal of Canon document management software -AMC of Therefore Software Assurance-1 CSS point at ICAT Centre-1 &amp; 2 Manesar Haryana.</b>
<b>Scope of Work/Services</b>	<b>As Per Annexure “B”</b>
<b>Eligibility Criteria</b>	<p><b>Minimum Eligibility Criteria: The bidder whose bid meets 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 in the form of Proprietary Firm, Partnership Firm, Private Limited Company. Proof of the legal validity of the Bidder shall be submitted.</li> <li>• The bidder must have a <b>valid PAN No. &amp; GST Documents.</b></li> <li>• Should meet or comply with the attached technical requirement given in Annexure B.</li> <li>• The bidder must have at least 3 years of experience in handling products/licenses.</li> <li>• The bidder must have a registered office located within the Delhi/NCR region.</li> <li>• If the fails to submit the authenticated documents in support of his/their credentials as specified in tender documents, his/their tender will be liable to be rejected summarily.</li> <li>• Tender form is not transferable.</li> </ul>
<b>Evaluation Criteria</b>	<b>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.</b>
<b>Payment Terms</b>	100% Payment after renewal of Software and Submission of Invoice at ICAT Site.
<b>Delivery/Completion Period</b>	<b>Within 30 Working Days from the date of Issuance Purchase Order.</b>

<b>Liquidity Damages</b>	<b>0.5%</b> of the final Contract Price <b>Per Week</b> beyond the completion date up to a maximum of <b>10%</b> of the total contract price.
<b>Price Validity</b>	<b>180 Days (6 Months)</b>
<b>Delivery Terms</b>	<b>For Up to ICAT Centre - 1 &amp; 2 Manesar (Haryana).</b>
<b>Contract Period</b>	<b>1 Year (365 Days)</b>
<b>Service Location</b>	<b>International Centre For Automotive Technology</b> (Centre - 1), Plot No. 26, Sector - 3, Near HSIIDC, IMT Manesar, Gurgaon 122050. <b>&amp;</b> <b>International Centre For Automotive Technology</b> (Centre - 2), Plot No. 01, Sector - M-11, Near HSIIDC, IMT Manesar, Gurgaon 122050.
<b>Billing Address</b>	<b>International Centre For Automotive Technology</b> (Centre - 1), Plot No. 26, Sector - 3, Near HSIIDC, IMT Manesar, Gurgaon 122050. GST No. <b>06AABAN9435G2ZI</b>
<b>Last Date of online submission of Bid</b>	<b>Up to 1700 Hours. on 11<sup>th</sup> April' 2026 through the eProcurement Portal.</b>
	<ul style="list-style-type: none"> <li>Bidders to comply with Rule 144 (xi) of GFR 2017 (refer Office Memorandum of Department of Expenditure dated 23<sup>rd</sup> July 2020).</li> <li><b>Preference to Make in India:</b> As per the revised order issued by Department of Industrial Policy and Promotion (DIPP) vide No. P-45021/2/2017-PP (BE-II) dated 04.06.2020. The purchaser reserves the right to give preference to the local supplier.</li> </ul>
	<b>Bidders shall ensure that their tender, duly signed, complete in all respects as per the instruction contained in the NIT/Tender documents</b>
	<i>Note: ICAT reserves the right to reject/modify/cancel the tender without assigning any reason thereof.</i>

**Annexure: A**

**Proposal Invited for Renewal of Canon document management software -AMC of Therefore Software Assurance-1 CSS point at ICAT Centre-1 & 2 Manesar Haryana.**

**1. Eligibility Criteria: 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 in the form of Proprietary Firm, Partnership Firm, Private Limited Company. Proof of the legal validity of the Bidder shall be submitted.
- The bidder must have a **valid PAN No. & GST Documents**.
- Should meet or comply with the attached technical requirement for software (Therefore) as specified in Annexure B.
- The bidder must have at least 3 years of experience in handling products/licenses.
- The bidder must have a registered office located within the Delhi/NCR region
- If the fails to submit the authenticated documents in support of his/their credentials as specified in tender documents, his/their tender will be liable to be rejected summarily.

**2. ICAT Terms & Conditions:**

- **Scope of Work:** Renewal of Canon document management software -AMC of Therefore Software Assurance-1 CSS point at ICAT Centre-1 & 2 Manesar Haryana.
- The bidder is required to sign each page of each part of this tender document (NIT) for acceptance of terms and conditions and submit along with the bid.
- ICAT reserves the right to reject any or all the tenders in part in full without assigning any reason thereof.
- 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.
- **Bid Validity/Price Validity: 180 days** from the bid end date.
- **Billing:** All bills and accompanying documents should be raised and submitted in original, as per the payment terms and should be accompanied by original copies of duly receipted/certified delivery challan/work progress or completion certificate, as applicable. No payment shall be released against any duplicate bills, work progress report or completion certificate or delivery challan. All applicable taxes such as GST, service tax, works contract tax shall be mentioned separately in the invoice.
- **Payment Terms:** 100% Payment after renewal of Software and Submission of Invoice at ICAT Site.
- **Renewal Period:** 1 Year against Renewal of Canon document management software -AMC of Therefore Software Assurance-1 CSS point at ICAT Site.
- **Delivery/Completion Period:** Within **30 Days** from the date of Issuance Purchase Order.
- **Contract Period:** 1 Year (365 Days).
- **Liquidity Damages/Penalty for Delay:** The delivery of the item shall be completed strictly as per time limits specified in the work contract/agreement, failure to complete the delivery 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.

- Interested bidders must quote compulsorily for all the item as per NIT, else their bid will not be considered for further processing and shall be liable for disqualification without further notice.
- It is the responsibility of the bidder to supply the instrument safely to ICAT without any damage. In case of any damage during transit damaged material will not be accepted.
- Applicable statutory taxes will be deducted at source.
- **Delivery Terms:** FOR Up to ICAT Site - 1 & 2 (Inclusive of Packing, Forwarding, Loading, Insurance, Transportation and Unloading of Equipment at ICAT Site).
- **Work Address:**  
**Centre -1:** International Centre for Automotive Technology (Centre - 1), Plot No. 26, Sector-3, Near HSIIDC, IMT Manesar, Gurgaon- 122050, GST No.: 06AABAN9435G2ZI.  
&  
**Centre -2:** International Centre for Automotive Technology (Centre - 2), Plot No. 01, Sector-M11, Near HSIIDC, IMT Manesar, Gurgaon- 122050, GST No.: 06AABAN9435G2ZI.
- **Billing Address:** International Centre for Automotive Technology (Centre - 1), Plot No. 26, Sector-3, Near HSIIDC, IMT Manesar, Gurgaon- 122050, GST No.: 06AABAN9435G2ZI.

**Annexure: B**

**Technical Bid for “Renewal of Canon document management software -AMC of Therefore Software Assurance-1 CSS point at ICAT Centre-1 & 2 Manesar Haryana.**

Sr. No.	Scope of Work	Quantity
1	<ul style="list-style-type: none"> <li>• The supplier/bidder shall provide the solution required by ICAT.</li> <li>• The License / software assurance period shall be for a duration of 1 years from 1<sup>st</sup> April 2026 to 31<sup>st</sup> March 2027.</li> <li>• If ICAT changes its server hardware, the responsibility of transferring/migrating applications and data from the old server to the new server will be under this scope of supplier without any additional charge.</li> <li>• The supplier/bidder shall provide comprehensive maintenance and support services throughout the period of one year.</li> </ul>	1 Nos.

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

**Contact Person:** Mr. Nitish

**Contact No.:** +91- 0124-4586232, Mob: +91-8930070217

**Email Address:** [nitish@icat.in](mailto:nitish@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**

**Financial Bid for "Renewal of Canon document management software -AMC of Therefore Software Assurance-1 CSS point at ICAT Centre-1 & 2 Manesar Haryana.**

Sl. No.	Particulars	Unit	Quantity	Unit Rate (INR)	Total Value (INR)
1.	Renewal of Canon document management software -AMC of Therefore Software Assurance-1 CSS point for a period of 1 Year (1 <sup>st</sup> April 2026 to 31 <sup>st</sup> March 2027), Named User Licence -10 Nos. at ICAT Centre-1 & 2 Manesar Haryana.	Nos.	1		
<b>Total Amount</b>					
<b>GST%</b>					
<b>Grand Total Inclusive of GST (INR)</b>					

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

**Contact Person:** Mr. Bikash Singh

**Contact No.:** +91- 9748243776

**Email Address:** [bikash.singh@icat.in](mailto:bikash.singh@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-D**

{Format for *each* of the Declarations to be typed on bidder's letter head separately and to be submitted in the tender document}

**DECLARATION -1**

(Declaration regarding Make in India)

In line with Government Public Procurement Order No. P-45021/2/2017-BE-II dt. 15.06.2017 & P-45021/2/2017-PP (BE-II) dated 28.05.2018, we hereby certify that we M/s \_\_\_\_\_ (supplier name) are local supplier meeting the requirement of minimum local content (\_\_\_\_%) as defined in above orders against Tender/Enquiry No. \_\_\_\_\_

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

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

(Signature of the bidder with seal/ rubber stamp)

**DECLARATION-2**

(Declaration regarding compliance of Rule 144 (xi) of GFR 2017)

"I/We have read the clause regarding restrictions on procurement/sub-contracting from an entity/natural person/agent/consortium/Joint venture having beneficial ownership in countries which share land border with India. I/We certify that neither we are not from such a country nor having any beneficial ownership from such a country. If I/We from such a country or having beneficial ownership, are registered with the competent authority. I/We hereby certify that we 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.]"

Authorized Signatory

\* We also understand, false declarations will be in breach of the Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules and would be a ground for immediate termination and further legal action in accordance with law.

Annexure -E

VENDOR INFORMATION FORM (VIF)

**Bidders are requested to fill up this VIF & submit along with their bids.**

Name of the Firm	
Nature of Business (Product/Services)	
Company Category (Micro Unit/Small Unit/Medium Unit/Ancillary Unit/SSI) (Please enclose relevant self-attested photocopy of Certificates)	
Company's Legal Status (Proprietor/Limited Company/Undertaking/Joint Venture/Partnership/Others)	
Bidder Type (Indian/Foreign)	
Full Address of Registered Office with Postal Code	
Telephone Numbers(Mobile & Landline)	
Fax Numbers	
Email Address	
Contact Person	
Name of the Proprietor/Partners, Address, Mobile No.	
D.O.B.	
Registration No. for registration under Companies Act 1956. (Please enclose self-attested photocopy of Certificates)	
Company Establishment Year	
PAN	
GST	
Bidder Bank A/C No.(Attach Bankers certificate of account maintenance for last two years)	
Name of the Bank	
Bank Address	
Branch Code	
IFSC Code	

NIT No.: ICAT/T/IT/RCDMS/2025-26/520  
Manesar, 21st March' 2026