

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	16-06-2026 16:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	16-06-2026 16:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Heavy Industries And Public Enterprises
विभाग का नाम/Department Name	Department Of Heavy Industry
संगठन का नाम/Organisation Name	National Automotive Board
कार्यालय का नाम/Office Name	National Automotive Board Manesar
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	buyer5.dhi.hr@gembuyer.in
वस्तु श्रेणी /Item Category	Hiring of Consultants - Milestone/Deliverable Based - Management Consultants, Functional Consultants, Subject Matter Experts, Engagement of Consultant for Documentation, Governance Framework and Autonomy Application Support; As per Project Requiremen..
अनुबंध अवधि /Contract Period	6 Month(s)
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)

बिड विवरण/Bid Details	
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	5
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	2
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	HDFC Bank
ईएमडी राशि/EMD Amount	150000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	HDFC Bank
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	12

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। एमएसई कटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

(c).ईएमडी और संपादन जमानत राशि लाभार्थी के पक्ष में होनी चाहिए। / Earnest Money Deposit (EMD) shall also be accepted by the buyer in the form of a surety bond.

लाभार्थी /Beneficiary :

International Centre for Automotive Technology
International Centre for Automotive Technology, Plot No. 26, Sector-3, HSIIDC, IMT Manesar, Gurugram-122051
(Icat)

बोली विभाजन लागू नहीं किया गया/Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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1. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Scope Of work:[1780677857.pdf](#)

Profile of Consultants:[1780677866.pdf](#)

Payment Terms:[1780677872.pdf](#)

This Bid is based on Quality & Cost Based Selection (QCBS) . The technical qualification parameters are :-

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
Technical Evaluation	100	60	View File

Total Minimum Qualifying Marks for Technical Score: 60

QCBS Weightage(Technical:Financial):70:30

Presentation Venue:International Centre for Automotive Technology, Plot No. 26, Sector-3, HSIIDC, IMT Manesar, Gurugram-122051

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
10-06-2026 11:00:00	International Centre for Automotive Technology, Plot No. 26, Sector-3, HSIIDC, IMT Manesar, Gurugram-122051

Hiring Of Consultants - Milestone/Deliverable Based - Management Consultants, Functional Consultants, Subject Matter Experts, Engagement Of Consultant For Documentation, Governance Framework And Autonomy Application Support; As Per Project Requiremen.. (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Consulting Category/ Stream	Management Consultants , Functional Consultants , Subject Matter Experts , Engagement of Consultant for Documentation, Governance Framework and Autonomy Application Support
Consultant's Profile	As per Project Requirement as mentioned in ATC
Proof of Concept (POC) Required	No
Deployment of Consultants/Resource	Hybrid(As specified in scope of work)
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Girish Chander	122051,INTERNATIONAL CENTRE FOR AUTOMOTIVE TECHNOLOGY Plot No 26, Sector 3, HSIIDC, IMT-Manesar, Gurgaon 122050	Project / Lumpsum Based	N/A

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions**1. Generic**

OPTION CLAUSE 25% : The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.

For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

2. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid. All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM. If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into

force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

ATC Document

Proposal Invited for Engagement of Consultant for Documentation, Governance Framework and Autonomy Application Support for International Centre for Automotive Technology (“ICAT”), Manesar, 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 “**Engagement for Consultant for Documentation, Governance Framework and Autonomy Application Support for International Centre for Automotive Technology (“ICAT”), Manesar, Gurugram (Haryana)”** (Technical & Financial) as per following details:

Name of Work	Engagement of Consultant for Documentation, Governance Framework and Autonomy Application Support for ICAT, Manesar, Gurugram (Haryana)
Location	ICAT Centres - 1 & 2, Manesar, Gurugram (Haryana)
Scope of Work Details	As Per Scope of Work Given in Annexure “IV”
Contract Period	6 months from the date of award of contract.
Earnest Money Deposit (EMD)	<p>Rs.1,50,000/- (Rupees One Lakh Fifty Thousand only) shall be submitted through Online Payment/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 consist of Full Address of the bank along with contact details i.e. name, contact no., fax no. & e-mail address of 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 contracts 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>

Address for Communication	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 .
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Annexure - I

Instructions To the Bidders

1. Definitions:

- a) "The Purchaser" 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 –
 - ATC 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.
- 2.3 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 inadvertent errors detected in the Tender Document shall be entertained.
- 2.4 Bidders should go through the Scope of supply and Tender Documents carefully and thoroughly before quoting and get clarifications, if required, from ICAT in this context.

3. **Document/Certificates:** The bidders are required to submit technical bid enclosing therewith photocopies of following documents (Self-attested copies of original documents should be produced for verification before signing 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) 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 indicating turnover of last 3 FY's. The contact details of CA/Statutory Auditor along with UDIN No. shall be mandatorily on copy of certified Balance Sheet/Certificate.
 - e) 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 devinder@icat.in, shubhanshu.satsangi@icat.in, prem.purang@icat.in, javed.rahi@icat.in & neeraj.garg@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 identifying 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 Purchaser 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 and GeM 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, may 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. **Submission of Bids**

Bidders are invited to submit their e-bids through GeM Portal under 2 bid system along with necessary supporting documents.

9.1 ***Technical Bid shall contain the following:***

- a) Earnest Money Deposit
- b) Tender Document duly signed and stamped (including ATC, all Annexures and duly filled forms).
- c) Supporting Documents as per eligibility criteria.

9.1 ***Financial Bid shall contain the following:***

- a) The Bidders shall quote for the entire scope 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 of bid submission in order to arrive the total amount (inclusive of GST).

10 **Deadline for Submission of Bids**

10.1 Bids must be submitted online through GeM Portal on or before the prescribed date and time.

- 10.2 No bids will be received/accepted after the expiry of the prescribed date and time for submission of bids.
- 10.3 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.
- 10.4 The responsibility of submission of the bids in time would rest with the bidder.
- 10.5 Hard copy/E-mail/Telegraphic/Fax Offers will be treated as defective, invalid and rejected. Only detailed complete bids received on GeM Portal prior to closing time and date of the bids will be taken as valid.
- 11 **Modification and Withdrawal of Bids:** No bid shall be modified after the deadline for submission of bids.

Annexure - II

General Terms and Conditions:

- 1. Scope of Work:** Engagement of Consultant for Documentation, Governance Framework and Autonomy Application Support for ICAT, Manesar, Gurugram (Haryana), 122051 (As per scope of work defined in Annexure - IV).
- 2. Schedule for Completion of Work:** The entire work under scope as specified in Annexure -IV (I)A to (I)D should be completed within the time of 6 months from the date of award of contract. The balance scope of work as specified in Annexure -IV (I)E to (I)F shall be completed within reasonable time after submission of application for autonomy and/or registration formalities to the government.
- 3. Liquidated Damages:** Delay in completion of entire work as specified in Annexure -IV (I)A to (I)D will attract a penalty of 0.5% per week, subject to maximum of 10% of the contract value.
- 4. Liability Period:** The service rendered for the engagement 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 till contract completion period. In case any failures/defects/errors are noticed during the liability period, the consultant is liable for rectification/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 consultant and ICAT may forfeit the Performance Bank Guarantee furnished by the contractor.
- 5. Exit Clause:** Notwithstanding anything contained in any other clause of this tender, the contract can be terminated by ICAT by giving 2 month notice without giving any reason.
- 6. Earnest Money Deposit (EMD)/Bid Security Declaration:** The tenderer shall deposit Earnest Money Deposit of **Rs.1,50,000/- (Rupees One Lakh Fifty Thousand only)** through Demand Draft/NEFT/RTGS/BG/ Banker's cheque drawn in favor of "International Centre For Automotive Technology" payable at Manesar, Gurugram (Haryana). EMD of the successful bidder will be returned only after submission of Performance Bank Guarantee by the bidder **Or** In case 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.

7. 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.
8. **Performance Bank Guarantee:** Within 15 days of date of award of contract, the Successful Bidder shall execute a Performance Bank Guarantee as per Form A), from a scheduled Bank, for an amount equivalent to 5% of the contract value, which shall be kept valid for the entire period of contract. The PBG shall be made in INR (Indian rupee) only.
9. **Payment Terms:**
 - 60% payment shall be released after satisfactory completion of supply of documents mentioned at S. No. I(A) to I(D) of Annexure-IV to this ATC along with original invoice for services rendered under this agreement.
 - 20% payment shall be released after completion of scope of work as mentioned in S. No. I(E).
 - The balance payment of 20% shall be released after completion of scope of work as mentioned in S. No. I(F).

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.

10. **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.
11. **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.

12. 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.
13. ICAT may request the Bidder to extend the bid validity period, the validity of the Earnest Money Deposit shall be extended for a further period of 90 (ninety) days.
14. **Authority of the person signing the document:** A person signing the tender form or any documents forming part of the contract on behalf of another shall 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.
15. ICAT reserves the right to reject the tender in whole or part without assigning any reasons thereof.
16. ICAT reserves the right to withdraw/relax/modify any of the terms and conditions mentioned in the tender document if necessary to benefit ICAT.
17. The decision of the Director of ICAT will be final in all respects and will be acceptable to all the tenderers.
18. **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)

&

Site - II Address: International Centre For Automotive Technology, Plot No. 1, Sector - 11, Near Maruti Gate No. 4, IMT Manesar, Gurugram (Haryana)
19. **Price:** The prices are to be quoted in INR only.
20. Bidders must ensure sign and stamp all pages of this document as a token of acceptance of all the terms and conditions and submit the same along with technical bid.
21. **Dispute and Arbitration: Dispute Resolution (Arbitration):** In the event of any dispute or difference arising between the International Centre for Automotive Technology (ICAT) and the Contractor/Supplier in connection with or arising out of this Contract,

including any matter relating to the interpretation or performance of its terms, the parties shall endeavor to resolve such disputes amicably through mutual discussion and consultation.

- 21.1** If the dispute remains unresolved after thirty (30) days of such mutual discussions, the matter shall, subject to the provisions herein, be referred to arbitration in accordance with the Arbitration and Conciliation Act, 1996, and any amendments thereto.
- 21.2** Subject to the guidelines issued by the *Department of Expenditure, Ministry of Finance, vide OM No. F.1/2/2024-PPD dated 03.06.2024*, arbitration shall be an available method of dispute resolution only where the value of the dispute is less than **₹10 crores (Rupees Ten Crore)**. This threshold refers to the value of the dispute and not the overall value of the contract. For disputes where the value exceeds **₹10 crores**, the parties shall resolve the matter through appropriate judicial forums and arbitration shall not be applicable. Where arbitration is permissible, a Sole Arbitrator shall be appointed by the Director (ICAT), with the mutual concurrence of both parties. The decision of the Sole Arbitrator shall be final and binding on both parties.
- 21.3** The arbitration proceedings shall be conducted in the English language, and the venue of arbitration shall be Gurugram, Haryana. The parties agree that they shall not approach any court of law for the resolution of disputes unless the arbitration mechanism provided herein is exhausted, where applicable.
- 21.4** Subject to the above, the courts at Gurugram, Haryana, shall have exclusive jurisdiction over all matters arising under this contract.
- 22 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 any 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. The successful bidder shall undertake and commit not to disclose, divulge, communicate, or make available to any third party any information received from ICAT, whether obtained directly or indirectly, or generated during the execution of the work under this tender, or any

information otherwise relating to ICAT received from any source, except with the prior written consent of ICAT.

23 Force Majeure: For this Contract, “Force Majeure” shall mean any event or circumstance beyond the reasonable control of either party (the Successful Bidder or ICAT) which was not reasonably foreseeable, or which, with the exercise of due diligence, could not have been foreseen or prevented, and which materially and adversely affects the performance of obligations under this Contract.

23.1 Events qualifying as Force Majeure shall include, but not be limited to, the following:

- Natural calamities such as floods, droughts, earthquakes, hurricanes, cyclones, lightning, or other acts of God.
- Pandemics or epidemics, or any public health emergency declared by competent authorities.
- Acts of war (declared or undeclared), hostilities, invasion, armed conflict, terrorism, civil unrest, riots, or sabotage.
- Acts or orders of Government authorities, including but not limited to quarantine restrictions, embargoes, prohibitions, or trade restrictions imposed by any competent government authority.
- Freight embargoes, restrictions on transportation, or any unforeseen change in law or government policy materially impacting contract performance.

23.2 Obligations during Force Majeure: The party affected by a Force Majeure event shall, within Seven (7) calendar days of the occurrence of such event, notify the other party in writing, providing sufficient details and evidence of the Force Majeure circumstances and its anticipated impact on the performance of contractual obligations.

23.3 Neither party shall be held liable for any delay or failure in the performance of its contractual obligations arising directly from such Force Majeure event, provided that:

- The obligations affected are directly related to the Force Majeure event.
- The affected party takes all reasonable steps to mitigate the effect of the Force Majeure on the performance of the contract.

- The performance is resumed as soon as reasonably practicable after the Force Majeure event ceases.
- 23.4** If the period of delay due to Force Majeure extends beyond sixty (60) days, either party shall have the right to terminate the contract by giving fifteen (15) days' written notice, without any financial repercussion or liability on either side, subject to settlement of dues already accrued prior to such termination.
- 23.5** The decision of ICAT regarding the existence, duration, and impact of Force Majeure shall be final and binding on the successful bidder.
- 24** 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.
- 25** Law of the Republic of India are applicable to this tender.
- 26 Qualification Criteria:** The bidder whose bid meets the technical specification and evaluation criteria given below would only be considered (As per conditions mentioned in Evaluation Criteria).
- 27 System of Award of Contract:** As per QCBS methodology.
- 28 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. 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.
- 29 Preference to Home Grown Big Indian Entities:** Preference shall be given to Home Grown Big Indian Entities as highlighted by our Honourable Prime Minister. A declaration to status being Home Grown Big Indian Entity shall be certified by the statutory auditor being a practicing a chartered accountant.

Annexure III

Earnest Money/Bid Security (EMD Clause)

Rs.1,50,000/- (Rupees One Lakh Fifty Thousand only) shall be submitted through **Online Payment/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 Rs.1,50,000/- (Rupees One Lakh Fifty Thousand only) through **Online Payment/ NEFT/RTGS/BG**)

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 and via email at prem.purang@icat.in. Further original DD/Bank Guarantee 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 contracts 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

- *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, it 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 Documentation, Governance Framework and Autonomy Application Support for ICAT, Manesar (Haryana)

The Director, ICAT a division of the National Automotive Board (NAB), Govt. of India, hereby invites a proposal for “**Engagement of consultant for Documentation, Governance Framework and Autonomy Application Support for ICAT, Manesar (Haryana)**”.

Scope of Work:

The selected consultant shall provide end-to-end advisory and execution support for the formation of an autonomous body for the International Centre for Automotive Technology (ICAT).

I. SCOPE OF WORK: The scope of work shall include, but not be limited to, the following:

A. Diagnostics & Assessment

- Review of existing legal, administrative, financial, and operational framework of ICAT.
- Gap analysis vis-à-vis requirements for autonomous institutions (as per relevant government guidelines/policies).
- Benchmarking with similar autonomous bodies in India

B. Documentation & Structuring

- Drafting of requisite documents for autonomy, including:
 - Memorandum of Association (MoA) / Trust Deed / Society Deed (as applicable)
 - Articles/Rules & Regulations
 - Governance manuals and policies
- Preparation of detailed project report (DPR) / concept note for autonomy.

C. Governance Framework Design

- Design of an appropriate governance structure, including:
 - Board composition, Governing Council and other such committees
 - Roles and responsibilities of governing body and management
 - Delegation of financial and administrative powers
- Development of Manuals / Handbook / Standard operating procedures (SOPs):
 - Management Information System Handbook
 - Corporate Accounting System Handbook
 - Budget Handbook
 - Procurement Handbook
 - Human Resource Handbook
 - Internal Audit & Risk Management Handbook
 - Contract Management Handbook
 - Delegation of Financial Powers (DoFP) Handbook
 - Asset Management & Fixed Assets Register Handbook
 - IT Governance & Information Security Handbook
 - Quality Assurance & Accreditation Handbook

D. Regulatory & Approval Support

- Identification of applicable regulatory requirements and approvals.
- Preparation, liaising, Co-ordination with government bodies and stakeholders for successful submission of application(s) for autonomy to relevant authorities.

E. Liaison and coordination Support

- Liaison and coordination with government bodies and stakeholders till the final decision on application from the authority regarding registration/ grant of Autonomy.

F. Implementation Support

- Assistance in executing and operationalizing the autonomous structure.
- Support in transition planning (people, processes, systems).
- Handholding support until grant of autonomy and initial stabilization phase.

II. RESPONSIBILITIES OF THE Consultant

The selected agency shall:

- Deploy a qualified and experienced team with expertise in governance, legal structuring, and autonomous (body) sector advisory.
- Ensure timely delivery of all agreed milestones and outputs.
- Maintain confidentiality of all data and documents shared during the engagement.
- Conduct stakeholder consultations, workshops, and presentations as required.
- Ensure compliance with all applicable laws, rules, and government guidelines.
- Provide regular updates on progress, risks, and dependencies.
- Incorporate feedback from ICAT and relevant authorities in deliverables.
- Support ICAT during interactions with regulatory bodies, including presentations and clarifications.
- Ensure high-quality documentation suitable for submission to government authorities.

III. Reporting & Deliverables

A. Reporting Structure

- The consultant shall report to a designated Project Steering Committee / Nodal Officer appointed by ICAT.
- A Project Manager from the consultant shall be the single point of contact.

B. Reporting Frequency

- Fortnightly progress updates (written/email reports).
- Monthly review meetings with ICAT management.

- Ad-hoc meetings as required for critical milestones or approvals.

C. Key Deliverables

- Inception Report (including detailed work plan and timelines)
- Diagnostic & Gap Assessment Report
- Benchmarking Report
- Draft Governance Framework
- Draft Legal & Constitutional Documents
- DPR / Autonomy Proposal Document
- Requisite Compliances and registrations for application for Autonomy
- Final Application for Autonomy (with all annexures)
- Implementation & Transition Plan
- Final Completion Report

Annexure V

Eligibility & Technical Evaluation Criteria

Eligibility Criteria: The following mentions the pre-qualification criteria. A bidder (including firms under an Alliance as defined under ICAI Regulations) 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:

Sr No	Minimum Eligibility Criteria	Minimum Eligibility Criteria description	Supporting Document
1.	Legal Entity	The Bidder (including firms under an Alliance as defined under ICAI Regulations) should be a Registered entity in India under the Companies Act, 1956, 2013 or LLP Act.	Copy of Certificate of Incorporation/ Registration Certificate.
2.	Existence	The Bidder should either be a partnership firm / limited liability partnership / Company incorporated under the Companies Act, 1956 / 2013 or body corporate incorporated under the applicable laws of India and should be in existence for a minimum period of 10 years as on last date of bid submission.	Copy of Proof shall be submitted
3.	Valid Goods and Service Tax	The Bidder shall submit valid documentary proof of GST and	Valid documentary proof of GST and PAN

Sr No	Minimum Eligibility Criteria	Minimum Eligibility Criteria description	Supporting Document
	Registration and PAN	the details of Income Tax Registration number (PAN).	
4.	Financial Turnover	The bidder should have average annual turnover of not less than Rs. 50 Crores of the preceding three Financial Years i.e. 2022-23, 2023-24 & 2024-25 and should upload the annual turnover for the said three financial years.	(i) CA certificate (with Unique Document Identification Number (UDIN)) based on Audited annual accounts shall be submitted for this purpose (ii) Self-attested copy of audited Financial Statements / annual accounts for the last 3 Financial Years
5.	Net Worth	The Bidder should have a positive Net-Worth from its Indian operations separately during the last three (3) financial years namely, FY 2022-23, FY 2023-24 and FY 2024-25.	Certificate from the Statutory Auditor/ Chartered Accountant of Bidder for the last 3 financial years
6.	Experience in implementing similar projects in India	The Bidder should have executed at least one such consultancy for documentation and related activities with filing for Autonomy consulting assignment etc. of Government/ Autonomous Bodies/ Institutions/ PSU/ Reputed Corporate in India with turnover of minimum INR 250 Crs in last five years.	Attach the proof of work order/ contract/ completion certificate. Also, self-certification on company's letter head shall be provided as proof of payment/ completion.
7.	Manpower	The Bidder should have minimum 15 Partners and minimum 100 CAs (full time basis) working in Audit and Assurance /risk consulting/risk	Self-certification from authorized signatory of the bidder

Sr No	Minimum Eligibility Criteria	Minimum Eligibility Criteria description	Supporting Document
		advisory as on date of submission.	
8.	Non-Blacklisting	The Bidder must not be under a declaration of ineligibility/ banned /blacklisted by any State Government/ Central Government/ PSU/ Local bodies/ any other Government entities in India for any reason as on last date of submission of the Bid or convicted of economic offence in India for any reason as on last date of bid submission.	The Bidder must submit self-certificate to this effect signed by authorized signatory as mentioned in the RFP.
9.	Office Location	The head office/ branch office of the Bidder must be situated in Delhi NCR.	Valid GST registration certificate.

Bidders to Comply with:

1. Rule 144 (xi) of GFR 2017 (refer Office Memorandum of Department of Expenditure dated 23rd July 2020 and as revised from time to time
<https://doe.gov.in/sites/default/files/OM%20dated%2023.07.2020.pdf>)
2. 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>)

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.
- 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

- The bidder would be technically evaluated out of 100 marks. All the bidders who secure overall minimum of 60% will be considered as technically qualified.
- Technical Evaluation shall be on the basis the following parameters and associated marks:

Sl. No	Criteria	Marking Scheme	Max. Marks	Documentary Evidence
1	Age of Firm: Experience of audit and assurance work like statutory audit/Internal audit/risk consulting/risk advisory assignment etc. in automobile sector and/or non-profit organization similar to ICAT in India minimum 10 Years of work from the due date of submission of bid.	Minimum 10 years: 4 marks 10 to 15 years: 6 Marks 15 to 25 years: 8 Marks More than 25 years: 10 Marks	10	Copy of Incorporation certificate along with self-certification by the bidder
2	Number of CAs (full time basis)in India in the firm. (With a dedicated team who is dealing in Consultancy for documentation and related activities with	Minimum 100: 10 Marks 100 and < 200: 12 Marks More than 200: 15 Marks	15	Certificate signed by the Authorized signatory on official letterhead

	filing for Autonomy, advisory assignment etc.)			
3	Executed at least one such consultancy for documentation and related activities with filing for Autonomy consulting assignment etc. of Government/ Autonomous Bodies/ Institutions/ PSU/ Reputed Corporate in India with turnover of minimum INR 250 Crs in last three years.	<p>Number of Executed Assignment with entity whose min Turnover INR 250 Crs</p> <p>5 marks for each eligible assignment (Maximum 15 Marks)</p>	15	Work Order/ Copy of Contract
4	Professional receipt/ turnover of firm in risk consulting/ risk advisory	<p>Avg Annual Turnover from risk advisory for last three F/Y (FY 24-25, FY 2023-24, FY 2022-23) from date of submission of bid</p> <p>Minimum INR 50 Cr: 15 Marks</p> <p>More than INR 50-75 Cr to INR 250 Cr: 16 Marks</p> <p>More than INR 75 Cr to INR 100 Cr: 18 Marks</p> <p>More than INR 100 Cr: 20 Marks</p>	20	Audited Balance sheet/ CA certificate with UDIN
5	Understanding of Scope, Deliverables Approach, Methodology & Past Success Stories (to be evaluated on the basis of presentation)	Presentation showing understanding of ICAT requirement (Scope of work, firm past experience/ credentials, deliverables and business context), detailed approach & methodology for addressing ICAT requirements, plan to meet quality, timeliness of deliverables & value proposition.	40	Bidder (represented by Concerned Partner) will be required to present before the Tender Evaluation committee.
		Total Marks	100	

Financial Bids of only those bidders whose Technical Score (including points scored in Interaction stage) is more than 60 shall be opened. A final combined score will be arrived at by applying above mentioned relative weightage to the score of technical criteria & score of financial bid. The proposal with highest weighted combined score shall be selected for initially one-year term.

To ascertain the Inter-se-ranking of the bids, the Quality & Cost Based Selection (QCBS) methodology as mentioned below shall be adopted:

An **Evaluated Bid Score (B)** will be calculated for each bid, which meets the minimum Qualifying marks of 60 (sixty) in 'Quality' Evaluation Criteria, using the following formula in order to have a comprehensive assessment of the Bid price and the Quality of each bid

$$B = (C_{low}/C) \times 100 \times X + (T/Thigh) \times 100 \times Y$$

where,

C = Evaluated Bid Price of the bidder

C_{low} = The lowest of the evaluated bid prices among the responsive bids

T = The total marks obtained by the bidder against "Quality" criteria

Thigh = The highest mark scored against "Quality" criteria among all responsive bids

X = 0.30 (The weightage for 'Quoted price' is 30 %)

Y = 0.70 (The weightage for 'Quality' is 70 %)

Note:

- a) The Evaluated Bid Score (B) shall be considered up to two decimal places.
- b) Contract shall be awarded to the bidder with the highest Evaluated Bid Score (B).
- c) In the event of two or more bids having the same highest Evaluated Bid Score (B), the bid scoring the highest marks against 'Quality' criteria will be recommended for award of contract. Even if there is a tie, 'draw of lots' will be resorted to arrive at the recommended bidder.

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

Contact Person:

Mr. Subhanshu Satsangi – Sr. Manager Finance

Mr. Devinder-Executive Finance

Contact No. : +91-9312020412 (Mobile)

Email ID: shubhanshu.satsangi@icat.in; Devinder@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 **5% (five 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/Equiry 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. ICAT/GeM/FIN/Conslt/2026-27/80

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/GeM/FIN/Conslt/2026-27/80

Tender Detail: Engagement of consultant for Documentation, Governance Framework and Autonomy Application Support for International Centre for Automotive Technology, 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	

<p>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.</p>	
---	--

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 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

Engagement for Documentation, Governance Framework and Autonomy Application Support for International Centre for Automotive Technology, 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					

Form "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

Tender No. ICAT/GeM/FIN/Conslt/2026-27/80

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**

Tender No. ICAT/GeM/FIN/Conslt/2026-27/80

[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
Declaration by the Bidder for Code of Integrity
(On the Letter Head of the Bidder)

Date _____

Tender No. ICAT/GeM/FIN/Conslt/2026-27/80

To,
The International Centre for Automotive Technology
Unit - National Automotive Board (NAB), Ministry of Heavy Industry (Govt. of India)
Plot No. 26, Sector - 3, Near HSIIDC Office, IMT Manesar, Gurugram - 122051 (Haryana)

Dear Sir,

We, [Name of the Bidder], hereby solemnly affirm and declare that:

1. We have not engaged in any corrupt, fraudulent, collusive, coercive, or undesirable practices in competing for or in executing the contract for [Tender/Work/Service Description].
2. We have complied with all applicable laws, regulations, and guidelines including the General Financial Rules (GFR) and relevant procurement manuals issued by the Government of India.
3. We declare that no undue influence or payments have been made or promised to any official or employee of the Procuring Entity in connection with this tender.
4. We understand and agree that violation of this declaration shall result in rejection of our bid, termination of the contract, and/or legal actions as deemed appropriate by the Procuring Entity.
5. We commit to uphold integrity and transparency throughout the tendering process and contract execution.

Thanking you,

Yours faithfully,

[Signature of Authorized Signatory]

[Name of Authorized Signatory]

[Designation]

[Company Seal]

[Date]