



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2024/B/5509378  
Dated/दिनांक : 16-10-2024

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	06-11-2024 13:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	06-11-2024 13:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	180 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Heavy Industries And Public Enterprises
Department Name/विभाग का नाम	Department Of Heavy Industry
Organisation Name/संगठन का नाम	N/a
Office Name/कार्यालय का नाम	National Automotive Board
Item Category/मद केटेगरी	Financial Audit Services - AS per ATC; Audit Firm
Contract Period/अनुबंध अवधि	1 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	192 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (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

Bid Details/बिड विवरण	
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	No
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Estimated Bid Value/अनुमानित बिड मूल्य	9800000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation

#### EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	HDFC Bank
EMD Amount/ईएमडी राशि	196000

#### ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	HDFC Bank
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	14

(a). 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./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई केटेगरी 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।

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

#### Beneficiary/लाभार्थी :

Sr. Manager  
International Centre for Automotive Technology (ICAT), Plot No.# 26, Sector-3, HSIIDC, IMT Manesar, Gurugram-122050  
(Shubhanshu Satsangi)

#### MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
5. 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.
6. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
  1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
  2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
  3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

**Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा**

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

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
Existence of firm	10	4	<a href="#">View File</a>
Employee Strength	15	10	<a href="#">View File</a>
Past Experience	15	5	<a href="#">View File</a>
Turnover	20	15	<a href="#">View File</a>
Presentation	40	26	<a href="#">View File</a>

**Total Minimum Qualifying Marks for Technical Score: 60**

**QCBS Weightage(Technical:Financial):70:30**

**Presentation Venue:**International Centre for Automotive Technology (ICAT),  
Plot No.# 26, Sector-3, HSIIDC, IMT Manesar, Gurugram-122050, Phone:+91-124-4586-111, Website: www.icat.in

## Financial Audit Services - AS Per ATC; Audit Firm ( 1 )

### Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
<b>Core</b>	
Scope of Work	AS per ATC
Type of Financial Audit Partner	Audit Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Audit of financial statements , Internal control of financial , Investigating fraud , Compliance with law & regulations , Compliance with contracts , Review system & processes , Treasury operations , Bank Transactions , As per ATC
Type of Industries/Functions	Purchase & Procurement , Sales, Services and Revenue , Inventory & Store management , Human Resource & Payroll , Operational & Administrative , Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance , As per ATC
Frequency of Progress Report	Quarterly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Quarterly
State	NA
District	NA
<b>Addon(s)/एडऑन</b>	
Post Financial Audit Support	NA

### Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	To be set as 1	Additional Requirement/अतिरिक्त आवश्यकता
1	Girish Chander	122051,INTERNATIONAL CENTRE FOR AUTOMOTIVE TECHNOLOGY Plot No 26, Sector 3, HSIIDC, IMT-Manesar, Gurgaon 122050	1	N/A

## Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

### 1. Generic

OPTION CLAUSE: 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, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

### 2. Buyer Added Bid Specific ATC

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

## Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the

case may be.

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 within 4 days of bid publication on GeM. 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.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), 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 General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

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./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।

**---Thank You/धन्यवाद---**

**ATC Document**

**Proposal Invited for “Appointment of Agency for Internal Audit at ICAT Centre - 1 & 2, Gurugram (Haryana)”**

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

<b>Name of Work</b>	<b>Appointment of Agency for Internal Audit at ICAT Centre - 1 &amp; 2, Manesar (Haryana).</b>
<b>Location</b>	<b>ICAT Centre - 1 &amp; 2</b>
<b>Scope of Work Details</b>	<b>As Per Scope of Work Given In Annexure “IV”</b>
<b>Contract Period</b>	Initially for 1 year from the date of issue of LOA/NTP. This can be further extended for another 2 years on yearly basis based on satisfactory performance, with the approval of Competent Authority.
<b>Earnest Money Deposit (EMD)</b>	<p><b>INR. 1,96,000/-</b> (Rupees One Lakh Ninety Six Thousand Only) in form of DD/Bank Guarantee/ Banker’s Cheque in favour of “International Centre for Automotive Technology”, payable at Manesar / Gurugram valid for at least six months from any branch in Delhi NCR of Indian scheduled Bank. The above Bank Guarantee should be consisting of Full Address of the bank along with contact details i.e. name, contact no., fax no. &amp; e-mail id of the responsible person issuing the BG. (To be enclosed along with the technical Bid).</p> <p style="text-align: center;"><b>Or</b></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 <b>(Form “H”)</b>.</p> <p style="text-align: center;"><b>Or</b></p> <p><b>EMD shall be exempted to Micro &amp; Small Enterprises registered for the tendered items/as per the latest Govt. of India guidelines. MSME/Start-up Policy is meant for procurement of only goods produced and services rendered by MSE’s. However, traders/distributors/sole agent/works contract are excluded from the purview of Public Procurement Policy for MSEs Order, 2012. The bidders claiming the preference must submit the relevant document (The certificate should be valid for at least 6 months from the date of submission of bids).</b></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](http://www.icat.in).



## Annexure – I

### Instructions To The Bidders

#### 1. Definitions:

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

#### 2. Bid Documents:

2.1 The bid documents consist of the following –

- 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 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 (Documents to original should be

produced for verification before signing of the agreement), failing which their bids will be summarily rejected and will not be considered any further:

- a) Registration Certificate as Per Existing Norms (Indicating the Legal Status - Company/Partnership Firm/Proprietorship Concern, etc.)
- b) Copy of GST Registration Certificate.
- c) Copy of PAN Card.
- d) Copies of Audited A/c Statement i.e., Balance Sheets for last three financial years duly certified by the Chartered Accountant/Certificate from Chartered Accountant duly supported by Audited Balance Sheet. The contact details of CA/Statutory Auditor along with UDIN No. shall be mandatorily on copy of certified Balance Sheet/Certificate.
- 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](mailto:devinder@icat.in), [shubhanshu.satsangi@icat.in](mailto:shubhanshu.satsangi@icat.in), [prem.purang@icat.in](mailto:prem.purang@icat.in) & [anuraj.p@icat.in](mailto:anuraj.p@icat.in). Such requests for clarifications should be sent not later than seven days prior to original or extended deadline for submission of bids. Explanation of the query but without identify the source of the inquiry will be uploaded on to ICAT website [www.icat.in](http://www.icat.in) for the benefit of all the prospective bidders.
- 4.2 Any clarification issued by the Purchase in response to queries raised by prospective bidders shall form an integral part of the bid document and it may amount to amendment of relevant clauses of the bid document.

#### **5. Amendment of Bid Documents:**

- 5.1 At any time prior to the deadline for submission of bids, the purchaser may for any reason, whether at its own initiative or in response to clarification requested by the prospective bidder, modify the Bid documents by amendment. The amendment will be

uploaded on the ICAT website and CPPP portal for the benefit of all the prospective bidders.

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

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

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

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

## 9. **SUBMISSION OF BIDS**

Bidders are invited to submit their e-bids through CPP 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**

- 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.
- c) 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).

## 10 **Deadline for Submission of Bids**

10.1 Bids must be submitted online through CPP 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 prior to closing time and date of the bids will take 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: Appointment of Agency for Internal Audit at ICAT Centre - 1 & 2, Manesar, Gurugram - Haryana 122050** (As per scope of work defined in Annexure - IV).
2. **Schedule for Completion of Work:** The entire work under scope should be completed quarter-wise within the stipulated time of 1 year from the date of issue of NTP (Notice to Proceed) to the auditor. The quarterly consolidated reports/findings of the audit shall be submitted within 1 month after completion of each quarter.
3. **Liquidated Damages:** Delay in submission of quarterly consolidated reports/findings of the audit, will attract a penalty of **0.5%** of the quarterly contracted work for audit per week or part thereof, subject to maximum of **10%** of the contract value.
4. **Liability Period:** The service rendered for Internal Audit 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 Contractor 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 audit firm and ICAT may forfeit the Performance Bank Guarantee furnished by the contractor.
5. **Period of Contract:** The initial contract period will be for 1 year from the date of issue of LOA/NTP. This can be further extended for another 2 years on yearly basis based on satisfactory performance, with the approval of Competent Authority. In case the performance of the Vendor is found to be unsatisfactory as per operational parameters set out in the contract or is not in conformity with the terms & conditions of the Tender, then the contract may be terminated by ICAT even before the scheduled time by giving advance notice of 1 month of this effect. In the event of premature contract termination for the reasons mentioned above, this Performance Bank Guarantee shall be absolutely forfeited.
6. **Exit Clause:** Notwithstanding anything contained in any other clause of this tender, the contract can be terminated by ICAT by giving 1 month notice without giving any reason.

7. **Earnest Money Deposit (EMD)/Bid Security Declaration:** The tenderer shall deposit Earnest Money Deposit of **INR 1,96,000/- (In Words: Rupees One Lacs Ninety Six Thousand Only)** through Demand Draft/NEFT/RTGS/BG drawn in favor of “International Centre For Automotive Technology” payable at Manesar, Gurugram (Haryana). The Earnest Money Deposit (EMD) of the successful bidder will be returned only after submission of Performance Bank Guarantee by the bidder **Or** In 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.
8. 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.
9. **Performance Bank Guarantee:** Within 15 days of date of acceptance of LOI, the Successful Bidder shall execute a Performance Bank Guarantee as per the Form A), from a scheduled Bank, for an amount equivalent to the 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.
10. **Payment Terms:** 100% quarterly proportionate payment shall be released after satisfactory completion of services for each quarter as per scope and upon submission of quarterly consolidated reports/findings of the audit alongwith original invoice for services rendered under this agreement. 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.
11. **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.
12. **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.

13. 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.
14. ICAT may request the Bidder's to extend the bid validity period, the validity of the Earnest Money Deposit shall be extended for a further period of 60 (sixty) days.
15. **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 be deemed to warrant that he has authority to bind such other and if, on inquiry, it appears that the person, so signing had no authority to do so, ICAT may without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all cost and damages.
16. ICAT reserves the right to reject the tender in whole or part without assigning any reasons thereof.
17. ICAT reserves the right to withdraw/relax/modify any of the terms and conditions mentioned in the tender document if necessary to benefit ICAT.
18. The decision of the Director of ICAT will be final in all respects and will be acceptable to all the tenderers.
19. **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 - M11, Near Maruti Gate No. 4, IMT Manesar, Gurugram (Haryana)
20. **Price:** The prices are to be quoted in INR in figures only. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected.

21. 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.

22. **Arbitration:** Except as otherwise provided elsewhere in the contract, if any dispute, difference, question or disagreement, or matter whatsoever shall, before/after completion or abandonment of work or during the extended period, hereafter arises between parties, as to the meaning, operation or effect of the contract or out of or relating to the contract or breach thereof, shall be referred to a Sole Arbitrator to be appointed by ICAT.

If the Arbitrator to whom the matter is referred initially dies or refuses to act or resigns/withdraws for any reason from the position of arbitration, it shall be lawful for the ICAT to appoint another person to act as Arbitrator in the manner aforesaid. Such person shall be entitled to proceed with the reference from the stage at which his predecessor left it if both the parties' consent to this effect, failing which the Arbitrator shall be entitled to proceed de novo.

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

The venue of arbitration shall invariably be at Gurugram.

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

23. **Confidential Information:** ICAT and Selected Bidder shall keep confidential and not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of contract.

24. **Force Majure:** If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract shall be prevented or delayed by reason of any floods, explosions, epidemics, quarantine restrictions or act of God (hereinafter referred to as events), provided notice of happenings of any such



eventuality is given by either party within 7 days from the date of occurrence thereof, neither party shall be due to reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance. The operation of the contract shall be resumed as soon as practicable after such event may come to an end or cease to exist, and the conclusive, provided further that if the performance in whole or in part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 90 days either party may at his option terminate the contract.

25. **Any Dispute/Difference arising out of or relating to this tender:** Matter regarding any dispute shall be referred for arbitration to any office appointed by the Director of ICAT, whose decision shall be binding and final. Even after arbitration if any questions, disputes and/or difference arises under and out of, or in connection with the work, if concluded, shall be referred to the High Court of Haryana or any other court in the District of Gurugram (Haryana).
26. 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.
27. Law of the Republic of India are applicable to this tender.
28. **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).
29. **System of Award of Contract:** As per QCBS methodology
30. **Force Majeure:** Force Majeure is herein defined as any cause, which is beyond control of the selected Bidder or the ICAT as the case may be which they could not foresee or this a reasonable amount of diligence could not have foreseen, and which substantially affect the performance of the Contract, such as:  
Natural phenomena, including but not limited to floods, droughts, earthquakes, epidemics; Acts of any Government, including but not limited to war, declared or

undeclared, priorities, quarantines, embargoes; Terrorist attacks, public unrest in work are Restriction, Freight Embargo; provided either party shall within ten (10) days from the occurrence of such a cause notify the other in writing of such causes. The Bidder or the ICAT shall not be liable for delay in performing his/her obligations resulting from any Force Majeure cause as referred to and/or defined above.

31. **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.
32. **Preference to Make In India products (For bids < 200 Crore):** Preference shall be given to Class 1 local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. The minimum local content to qualify as a Class 1 local supplier is denoted in the bid document. If the bidder wants to avail the Purchase preference, the bidder must upload a certificate from the regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which no purchase preference shall be granted. In case the bid value is more than INR 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in -India) order 2017 dated 04.06.2020. Only Class-I and Class-II Local suppliers as per MII order dated 4.6.2020 will be eligible to bid. Non - Local suppliers as per MII order dated 04.06.2020 are not eligible to participate. However, eligible micro and small enterprises will be allowed to participate.

### Annexure III

#### Earnest Money/Bid Security (EMD Clause)

Earnest Money Deposit (EMD): INR. 1,96,000/- (Rupees One Lakh Ninety Six Thousand Only) can be submitted in form of DD/Bank Guarantee/ Banker's Cheque drawn in favour of "International Centre for Automotive Technology", payable at Manesar/ Gurugram valid for at least six months from any branch of Delhi/NCR of Indian scheduled Bank or Online through RTGS/NEFT/Internet Banking in Beneficiary Name "International Centre for Automotive Technology".

ICAT Bank Details for NEFT/RTGS (in case any bidder deposits the EMD of INR 1,96,000/- through NEFT/RTGS)

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

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

Proof of payment shall be submitted online on CPPP portal and via email at [prem.purang@icat.in](mailto: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 contract are excluded from the purview of Public Procurement Policy for MSEs Order, 2012. The bidders claiming the preference must submit the relevant document (The certificate should be valid for at least 6 months from the date of submission of bids).

#### Key Note's

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

#### EMD should be forfeited in favor of ICAT in case the Bidder: -

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

- Without the written consent of ICAT, has withdrawn its Bid during the validity period of the Bids and any extensions thereto.
- After opening of the financial bid, alters the quoted rates/conditions in the Bid.
- Fails to provide /furnish the Performance Bank Guarantee within stipulated period mentioned in the Letter of Acceptance.
- Does not reply to any queries that may be raised after opening of technical/financial bids.
- If the bidder does not accept the corrections made by ICAT to its Bid Price pursuant to "Examination of Financial Proposal and Correction of Arithmetical Errors".

## Annexure - IV

### Scope of Work for Appointment of Agency for Internal Audit at ICAT Centre - 1 & 2, Manesar (Haryana)

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

#### Scope of Work:

The scope of the work will include the following:

- Understanding the existing processes & risk control structure (through discussion and walkthrough of sample transactions)
- Performing the gap analysis
- Providing and categorizing the recommendations as following (indicative and not exhaustive):
  - Prevalent Industry practices
  - Process redrafting/ redesigning
  - Automation and Digitization
  - Integration of various processes software/ modules
  - MIS or reporting improvement
  - Governance and Transparency improvement (Segregation of Duty and Delegation of Authority)
- Provide us the priority for implementation of agreed recommendations
- Review mechanism and best industrial practices.
- Above mentioned work is to be done for following processes as defined in S. no.3

#### 1. Detailed Processes

##### a. Operations:

1. Testing of Vehicles and sub-assemblies
2. Certification of Vehicles and Sub-assemblies
3. Testing of Non-Automotive/BIS samples etc.

**List of activities of above major operation (S. no. 1 to 3)**

- Handling of Contract/ query of customers
- Receiving, storage and handling of Customer test property including Jig & Fixtures throughout the life of sample in ICAT
- Pre Test Inspection visit and preparation of report (In case of certification work)
- Testing as per requisite test standards
- Maintain the quality standards as per laid down procedures and requirements of ISO/IEC 17025:2017
- Generation of Test Results
- Generation and Approval of test reports
- Preparation and approval of Type approval Certificates based on the test reports
- Handover test reports and Certificates to Customer
- Handling of complaints received from interested parties (Customers/suppliers/employees/legal authorities etc.)
- Data Generation and Data Analysis
- Interfacing with Instrumentation
- Recovery of travel expenses incurred during test witnesses, COP etc.
- Facilitating online payment through IOCS

**b. Finance & Accounts:**

- General accounting controls (provisioning, write offs etc.)
- Treasury Management (Cash and Bank)
- Vouching and verification of accounting ledgers/documents.
- Bill verification procedures, payment procedures & controls
- Reimbursement of expenses to an employee as an advance, travel and other settlements etc.
- Assets management system(internal control)/Fixed assets & physical verification procedures
- MIS reporting, SOP, Checklist
- Trail balance and Expense variance review
- Reconciliations (Vendor, Customer and Intercompany/unit)
- Handling of statutory audits as a compliance
- Ensuring Invoice generation and PI for all services to customer
- Method for Test cost finalization- Accuracy and adherence
- Accuracy of invoices
- Taxation (direct and indirect) audit and opportunities for improvements
- C&AG points closure and process for reply

**c. Information Technology**

- Access Rights Management.
- Review of key IT Policies and Expenses

- Vulnerability Assessment & Penetration Testing
- Process of Change Management in ERP and other Key Systems
- Data management & backup processing
- Infrastructure Maintenance and safety.

**d. HR & Payroll**

- Manpower Budgeting and Planning
- Recruitments rules and Job Description
- Appointment, termination , resignation & retirement process
- Induction, trainings & development
- Attendance & Leave capturing and monitoring
- Payroll processing, Loans and Advances
- Employee and payroll masters
- Appraisal process and upgradation
- Organization chart management
- Third party verification of recruitment file of personnel
- Disciplinary Management & Grievance addressal
- Contractual Manpower management
- Exit interview process

**e. Compliances**

- Compliances Framework in term of applicable rules and acts
- Tracking of compliances and Escalation
- Compliance Monitoring
- Management Reporting

**f. Purchase**

- Purchase procedures as per ICAT Policies and GFR
- Annual Rate contract management and consumption trend analysis
- Review of process flow of Purchase, SOP, Checklist etc.
- MIS Generation and reporting
- Compliance monitoring
- Management reporting
- Pricing and after sale support/ AMCs
- Supplier performance management.

**2. RESPONSIBILITIES:**

**Internal Controls**



- Evaluate adequacy and effectiveness of the internal control systems on a continuous basis through a systematic and disciplined approach.
- Present to the ICAT management/Audit Committee significant findings relating to internal control/process weakness along with process owners action plan.
- Keep track and follow up with the process owners for pending action plans and present the status to the ICAT management/Audit Committee.
- Issue Quarterly reports to the ICAT management/Audit Committee and management summarizing results of audit activities.

### **Review of Compliance Framework**

- Review effectiveness of the system for monitoring compliance with laws and regulations.
- Sample testing of compliances (eg. Accounting Standards, Related party transactions, secretarial etc.)
- Review mechanism for adherence to the ICAT Code of Conduct.
- Review compliance on policies, plans, procedures, laws and regulations.

### **Quality Assurance**

The Internal Auditor shall ensure that high standards are sustained in the auditing process and towards this, they shall:

- Maintain a professional audit staff with sufficient knowledge, skills, experience, and professional certifications to meet the requirements of this charter.
- Keep the ICAT management/Audit Committee informed of emerging trends and successful practices in internal auditing.

### **Review mechanism & Best industrial practices**

All Internal Audit working papers and reports should be reviewed by Internal Audit managers before the reports are released. This review should include:

- determining that Audit working papers adequately support the Audit findings, conclusions and report
- making sure that Audit reports are accurate, objective, clear, concise, constructive and timely.

Internal Audit working papers should show clear evidence of this management review.

Identify, facilitate transfer and implementation of Best Practices and Benchmarking through financial and operations reviews across all entities of automobile industry

**3. REPORTING:**

The primary purposes of internal audit reports are to provide management with an opinion on the adequacy of the internal control system, and to inform management of significant audit findings, conclusions and recommendations.

The aim of every internal audit report shall be:

- To prompt management to implement recommendations for change leading to improvement in performance and control
- To provide a formal record of points arising from the internal audit assignment and, where appropriate, of agreements reached with management.

Reporting arrangements, including the format and distribution of internal audit reports, shall be agreed with management. It will be ensured that reports are sent to managers who have a direct responsibility for the function being audited and who have the authority to take action on the internal audit recommendations. Internal audit reports are confidential documents and their distribution should therefore be restricted to those managers who need to know, the ICAT management/ Audit Committee and the External Auditors.

The Internal Auditor shall produce clear, constructive and concise written reports based on sufficient, relevant and reliable evidence, which:

- state the scope, purpose, extent and conclusions of the internal audit assignment.
- acknowledge the actions taken, or proposed, by management.

The Internal Auditor shall also prepare flash reports to alert management on the need to take control, or when there are reasonable grounds for suspicion of any major irregularity fraud or theft.

The audit observations are first discussed and agreed at the operating or ‘process owner’ level. The reports are then issued to process owners for their formal management responses. Upon receipt of such responses, formal audit reports are released to the senior management.

**4. Period of Internal Audit Report and Audit Terms:**

Internal Audit will be conducted for each quarter and quarterly report will be submitted. The period of coverage will be year to date (YTD) 2024-25.

Audit Area	Q1	Q2	Q3	Q4
Operation	Yes		Yes	
Finance & Accounts		Yes		Yes

Information Technology	Yes		Yes	
HR & Payroll		Yes		Yes
Compliance	Yes		Yes	
Purchase		Yes		Yes

**Annexure V**

**Eligibility & Technical Evaluation Criteria**

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

**Pre-qualification/Minimum Eligibility Criteria for the Bidders:**

Sr No	Minimum Eligibility Criteria	Minimum Eligibility Criteria description	Supporting Document
1.	Legal Entity	The Bidder should be a Registered entity in India under the Companies Act, 1956, 2013 or LLP Act.	Copy of Certificate of Incorporation/ Registration Certificate.
2.	Experience	Bidder should have in existence for minimum of 3 years in Internal audit/ risk consulting/ risk advisory assignment etc	Copy of Proof shall be submitted
3.	Valid Goods and Service Tax Registration and PAN	The Bidder shall submit valid documentary proof of GST and the details of Income Tax Registration number (PAN).	Valid documentary proof of GST and PAN
4.	Financial Turnover	10	(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

Sr No	Minimum Eligibility Criteria	Minimum Eligibility Criteria description	Supporting Document
5.	Net Worth	The Bidder should have a <b>positive Net-Worth</b> from its Indian operations separately during the last three (3) financial years namely, FY 2020-21, FY 2021-22 and FY 2022-23).	Certificate from the statutory auditor/ Chartered Accountant of Bidder for the last three financial years (FY 2020-21, FY 2021-22 and FY 2022-23)
6.	Experience in implementing similar projects in India	The Bidder should have experience of working in the similar assignment (Completed/ Ongoing) related to Internal Audit/ Risk consulting/ Risk advisory in India in last three years ending last day of month previous to the one in which / bids are invited should be either of the following: a) One project of similar nature costing not less than the project value of INR 1 Cr. b) Two projects of similar nature costing not less than the project value of INR 50 lacs c) Three projects of similar nature costing not less than the project value of INR 35 lacs	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 have minimum 10 Partners and minimum 500 employees (full time basis) working in Internal audit/ risk consulting/ risk advisory as on date of submission.	Self-certification from authorized signatory of the bidder
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	The Bidder must submit self-certificate to this effect signed by authorized signatory as mentioned in the RFP.

Sr No	Minimum Eligibility Criteria	Minimum Eligibility Criteria description	Supporting Document
		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.	
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 23<sup>rd</sup> July 2020 and as revised from time to time  
<https://doe.gov.in/sites/default/files/OM%20dated%2023.07.2020.pdf>)
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**

- a) 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.
- b) 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 similar work like Internal audit/ risk consulting/ risk advisory assignment etc. in India minimum 3 Years of work from the due date of submission of bid.	Minimum 3 years: 4 marks 3 to 7 years: 6 Marks 7 to 12 years: 8 Marks More than 12 years: 10 Marks	10	Copy of Incorporation certificate along with self-certification by the bidder
2	Number of full-time employees on its payroll in India, who are dealing in internal audit/ risk consulting / risk advisory service etc.	Minimum 500: 10 Marks 500 and < 2500: 12 Marks More than 2500: 15 Marks	15	Certificate signed by the Authorized signatory on official letterhead
3	Executed at least one internal audit/ risk advisory/ risk consulting assignment etc of Government/ Autonomous Bodies/ Institutions/ PSU/ Reputed Corporate in India with turnover of minimum INR 1000 Crs in last three years.	Number of Executed Assignment with entity whose min Turnover INR 1000 Cr  5 marks for each eligible assignment (Maximum 15 Marks)	15	Work Order/ Copy of Contract
4	Professional receipt/ turnover of firm in risk consulting/ risk advisory	Avg Annual Turnover from risk advisory for last three F/Y (FY 21, FY 22, FY 23) from date of submission of bid	20	Audited Balance sheet/ CA certificate with UDIN

		Minimum INR 100 Cr: 15 Marks More than INR 100 Cr to INR 250 Cr: 16 Marks More than INR 250 Cr to INR 500 Cr: 18 Marks More than INR 500 Cr: 20 Marks		
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.
		<b>Total Marks</b>	<b>100</b>	

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<sub>low</sub> = 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 feel 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](mailto:shubhanshu.satsangi@icat.in)

**Form "A"**

**Performa for Performance Bank Guarantee**

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

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

**AND WHEREAS** one of the conditions of the Contract is that the Contractor shall furnish to the Owner a Bank Guarantee from a scheduled bank in India having a branch at Manesar for an amount equal to **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)**

<b>1</b>	<b>Name of the Bidder</b>	
<b>2</b>	<b>Address of the Bidder</b>	
<b>3</b>	<b>Contact Details of the Bidder</b>	
	<b>Telephone No. With STD Code</b>	
	<b>Fax No.</b>	
	<b>Mobile No.</b>	
	<b>E-mail ID</b>	
	<b>Website, if any</b>	
<b>4</b>	<b>Name of Proprietor/Partners/Directors of Firm/Agency</b>	
<b>5</b>	<b>Bidder Bank Details:</b>	
	<b>Name of Account Holder</b>	
	<b>Complete A/c No. (Current/Savings)</b>	
	<b>Name of Bank</b>	
	<b>Name of the Branch with Complete Address</b>	
	<b>IFS Code of the Branch</b>	
	<b>9 Digit MICR Code of the Branch</b>	
<b>6</b>	<b>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)</b>	
<b>7</b>	<b>GST Registration Details</b>	
<b>8</b>	<b>Copies of Permanent Income Tax Number (PAN)/Income Tax Circle</b>	
<b>9</b>	<b>Copies of Income Tax Returns Filed for the Last Three Financial Years should be attached</b>	

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/Equiniry No. \_\_\_\_\_*

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

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**\* 2. Declaration regarding compliance of Rule 144 (xi) of GFR 2017**

*"I/We have read the clause regarding restrictions on procurement/sub-contracting from an entity/natural person/agent/consortium/Joint venture having beneficial ownership in countries which share land border with India. I/We certify that neither we are not from such a country nor having any beneficial ownership from such a country. If I/We from such a country or having beneficial ownership, are registered with the competent authority. I/We hereby certify that we fulfill all requirements in this regard and are eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached.]"*

**Authorised Signatory**

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



**Form "E"**  
**Earnest Money Deposit**

[To be executed on the Letter Head of the Bidder]

**Date:** \_\_\_\_\_

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

**Re: Tender No.** \_\_\_\_\_

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

OR

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

**Name of Bidder**

**Signature of Authorised Representative**

**Form "F"**

**Declaration In Respect of Conflict of Interest**

**Tender No. ICAT/T/FIN/IA/2024-25/108**

**Tender Detail:** Appointment of Agency for Internal Audit at ICAT Centre - 1 & 2, Manesar (Haryana)

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


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

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

(LLP) or Partnership Firm or Proprietor Firm? If yes, give names.	
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**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**

**“Appointment of Agency for Internal Audit at ICAT Centre - 1 & 2, Manesar (Haryana)”**

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

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

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

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

Sir/Madam,

We, the undersigned, solemnly declare that:

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

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

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

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

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

**(Signature with Date)**



**(Name and Designation)**

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

**Date on ..... day of .....**

**Place.....**

**Form I  
Deviations Suggested**

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

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

<b>Requirement ID</b>	
<b>Subject</b>	<b>Requirement appearing on the Tender Document</b>
<b>Proposed Specification</b>	
<i>[Explain in detail what alternative solution are you proposing]</i>	
<b>Reasons for the proposed solution to be superior than initial requirement</b>	
<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)