



NATIONAL AUTOMOTIVE TEST TRACKS

Request for Proposal (RFP)

FOR

**"Hiring of consultant for Liaisoning and Compliance work
with State Electricity Board MP,"**

at

NATRAX- PITHAMPUR,
DIST. DHAR (Madhya Pradesh)

Tender No. - NATRAX/UTL/ELE/Consultant/21/132

National Automotive Test Tracks (NATRAX)

(A Unit of NATRIP Implementation Society, Ministry of Heavy Industries, Govt of India)

NH-52, Old Agra- Mumbai Highway, Near to Pithampur Flyover,

Post Khandwa (Near Pithampur)

Dhar District, Madhya Pradesh-454774

Phone: +919893892310, Fax - 07292-256101

Email: tulika.banerjee@natrip.in; anuj.kumar@natrip.in



1. General Instructions:

The National Automotive Test Tracks (NATRAX) is an Automotive Testing & Certification Centre under NATRiP Implementation Society (NATIS), an autonomous body constituted by Ministry of Heavy Industries & Public Enterprises, Government of India. NATRAX is being set up on approx. 3000 acres for comprehensive testing and evaluation of all types of automobiles, near Pithampur, Dist. DHAR, (Madhya Pradesh, India).

NATRAX invites password protected quotations through email under open tender system from the experienced and reputed bidders in the prescribed proforma for performing, executing and implementing the Works on the terms and conditions contained in this document. The brief description of Works and the timelines are summarised in the table below:

Description of Work	Time for completion	Estimated cost	Date of start of floating of tender	Last date for submission of Bid	Date & Time of Bid opening
Hiring of consultant for Liaisoning and Compliance work with State Electricity Board MP, for NATRAX Pithampur	3 months from the acceptance of PO/work order.	Rs. 1.5 Lakh	12 th July 2021	03 rd Aug 2021, 3:00 pm through email.	03 rd Aug 2021, 3:30pm through Online mode

2. Quotations Submission details:

The password protected quotations are to be submitted through email at the following email address not later than the aforesaid time & date or as next convenient date & time on pre-intimation.

Email Ids:

1. Anuj.kumar@natrip.in;
2. tulika.banerjee@natrip.in;
3. Ajay.kala@natrip.in;
4. Pankaj.singh@natrip.in

No quotation will be accepted after the aforesaid date and time. However, on exceptional cases, NATRAX reserves the right to extend the time/last date of submission of Bid to a next convenient date/time before opening of the quotations.

NATRAX shall not be responsible for any delays for non-receipt of quotations or due to wrong email address or any technical problems or any other.

3. Disclaimer:

NATRAX reserves all rights to accept/ reject/modify/split any or all proposals without assigning any reasons. Bidders shall not have any cause of action or claim against NATRAX for any of its decisions.

For NATRAX
Procurement Incharge

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**ANNEXURE I
INSTRUCTION TO BIDDERS**

1. Bidders are required to submit their quotations password protected through email only.
2. The Contract shall be governed by NATRAX's Special Conditions for Contract (SCC) and all other relevant specification applicable.
3. All Bidders are hereby explicitly informed that "CONDITIONAL OFFERS" or "OFFERS WITH DEVIATIONS" from the conditions of the document, or any other requirements as stipulated in this document are liable to be "REJECTED".
4. The Bidders are expected to carefully examine all the contents of the Quotation documents including instructions, conditions, terms, specifications, drawings (if any), shall inspect the Site with prior notice to NATRAX and at Bidders own cost, acquaint himself with all local conditions, means of access to the work, nature of the work and all matters pertaining thereto & take them fully into account before submitting their offer. Failure to comply with the requirements as detailed in these documents shall be at the Bidder's own risk. Bids which are not responsive to the requirements of the tender will be rejected.
5. While all efforts have been made to avoid errors in drafting of the this documents, the bidder is advised to check the same carefully. No claim on account of any errors detected in the this documents shall be entertained.
6. The Bidder shall carry out all the work strictly in accordance with Specification, Standard Practices and instructions of NATRAX or NATRAX's representative and deviation on any account will not be permitted. If in the opinion of NATRAX, changes have to be made in the design and it desires the Bidder to carry out the same. The decision of NATRAX in such cases shall be final and shall not be open to arbitration.
7. The successful Bidder is bound to carry out associated work necessary for the completion of the job even though such items are not included in the bill of quantities and drawings to achieve end results and deemed to be priced in the other items. No claim on this account shall be entertained.
8. The successful Bidder should make his own arrangement to obtain all materials required for the work.
9. Addendum / Corrigendum (if required) to the document may be issued prior to the date of opening of the quotations to clarify or to intimate any changes/modifications etc. All such addendum / corrigendum shall be treated as an integral part of this document.
10. Any effort by a Bidder to influence NATRAX or any of its functionaries in the process of examination, clarification, evaluation and comparison of tenders and in decisions concerning award of contract, may result in rejection of the quotation.
11. In order to afford prospective bidders, reasonable time for preparing their Quotes after taking into account such amendments, NATRAX may, at its discretion, extend the deadline for





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submission of quotations.

12. Information relating to the examination, clarification, evaluation and comparison of quotations and recommendations concerning the award of Contract shall not be disclosed to Bidders or other persons not officially concerned with such process.

13. NATRAX reserves the right to accept / reject or modify any quotations, and to annul the Tender process and reject all quotations, at any time prior to award of Contract, or to divide the Contract between/amongst Bidders without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds for NATRAX's action. Any bidder not following ITB, stands rejected.

14. The rate should be quoted both in words and figures on our prescribed format duly signed & stamped by the bidder, incase any discrepancy, word will be preferred. All statutory deductions shall be applicable while releasing payments. All corrections and overwriting should be initialed by the Bidder.

15. Bidders should give details of their technical soundness and provide list of customers/client of previous works of similar nature in Government Departments/ Undertakings/ Public / Private sectors/Autonomous etc.,

16. Minimum Eligibility Criteria: -

Documents to be submitted along with the bid:

The bidders whose bid meet the following criteria would only be considered as responsive and evaluated by NATRAX.

i. MEC 1: -

Legal Valid Entity:

The Bidder shall necessary be a legal valid entity either in the form of Proprietary/Private Partnership/Private/Govt./ Public/Autonomous. In form of JV/Consortium not permitted.

List of acceptable documents: -

- a) License certificate/Gumasta of the firm
- b) Details of Owner/partners of the firm
- c) Copies of Income Tax Registration/PAN Card, GST registration, PF registration and any other statutory requirements, etc.,

ii. MEC - 2: Financial Capabilities

The minimum Average Annual Financial turnover of the bidder during the last; three financial years, ending on 31st March of the previous financial year, should be as Rs



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20 Lakh. 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.

- iii. **MEC-3:** should be registered as "A Class" electrical contractor.
- iv. **MEC- 4: Experience:** The Bidder should have at least 3 years experience in similar filed and have successfully completed at least 3 *similar works during last Three (3) years.
- v. **MEC- 5: Technical Capability:** Should have completed Similar works* component in the last 3 years meeting the following criteria: -
 - a. Three similar completed works costing not less than the amount equal to 40(forty) percent of the estimated cost; or
 - b. Two similar completed works costing not less than the amount equal to 50 (fifty) percent of the estimated cost; or
 - c. One similar completed work costing not less than the amount equal to 80 (eighty) percent of the estimated cost;

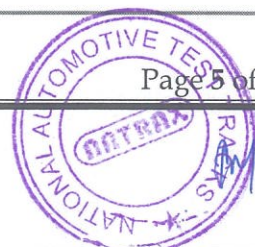
**Similar works means Liaisoning and Compliance work with State Electricity Board etc.*

List of accepted documents:

- a) Completion certificate alongwith PO/work order, clearly indication value of works and date of completion etc.,
- b) Incase completion certificate/PO does not clearly mention the value of work executed, then the bidder shall submit the fresh summary & proof as TDS, CA certificate, Excise, GST etc.,

17. Tender Fee & EMD Exemption: -

- a) This tender is free of cost.
- b) If registered under "MSME (Udhyam)" supporting documents need to be submitted to avail exemption from Earnest Money, subject to verification of certificate.
- c) For MSME, price benefit shall be given as per the guideline.





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18. The Bidders are expected to carefully examine all the contents of the Tender documents including instructions, conditions, terms, specifications, drawings (if any), shall inspect the Site with prior notice to NATRAX and at Bidders own cost, acquaint himself with all local conditions, means of access to the work, nature of the work and all matters pertaining thereto & take them fully into account before submitting their offer. Failure to comply with the requirements as detailed in these documents shall be at the Bidder's own risk. Bids which are not responsive to the requirements of the Tender will be rejected.

19. While all efforts have been made to avoid errors in drafting of the Tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the Tender documents shall be entertained.

20. The Bidder shall carry out all the work strictly in accordance with Specification, Standard Practices and instructions of NATRAX or NATRAX's representative and deviation on any account will not be permitted. If in the opinion of NATRAX, changes have to be made in the design and it desires the Bidder to carry out the same. The decision of NATRAX in such cases shall be final and shall not be open to arbitration.

21. The successful Bidder is bound to carry out associated work necessary for the completion of the job even though such items are not included in the quantities and drawings to achieve end results and deemed to be priced in the other items. No claim on this account shall be entertained.

22. The successful Bidder should make his own arrangement to obtain all materials required for the work.

23. Addendum / Corrigendum (if required) to the Tender may be issued prior to the date of opening of the Bid to clarify or to intimate any changes/modifications etc. All such addendum / corrigendum shall be treated as an integral part of the Tender.

24. Any effort by a Bidder to influence NATRAX or any of its functionaries in the process of





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examination, clarification, evaluation and comparison of tenders and in decisions concerning award of contract, may result in rejection of the Bid.

25. In order to afford prospective bidders, reasonable time for preparing their Quotes after taking into account such amendments, NATRAX may, at its discretion, extend the deadline for submission of bids.

26. Information relating to the examination, clarification, evaluation and comparison of bids and recommendations concerning the award of Contract shall not be disclosed to Bidders or other persons not officially concerned with such process.

27. NATRAX reserves the right to accept / reject or modify any bids, and to annul the Tender process and reject all quotations, at any time prior to award of Contract, or to divide the Contract between/amongst Bidders without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds for NATRAX's action. Any bidder not following ITB stands rejected.

28. Quotation/bids Opening Details:

- a) The Password protected quotations will be opened at NATRAX HUB office at the date and time through **online mode only** mentioned in Tender / corrigendum in the presence of Bidders or their duly authorized representatives, who choose to remain present at the time of opening the Bids.
- b) A letter of authorization or email shall be submitted to NATRAX, through email, by the Bidder's representative prior the opening of Bids.

29. It is advisable for the bidders to be present for the bid opening as the password of the quotation documents shall be shared by the bidders at the time of bid opening only. **No other way of submission of the passwords shall be accepted by NATRAX.** However, absence of bidders or their duly authorized representatives shall not impair the legality of the bid opening process.

30. TECHNICAL BID EVALUATION

- a) NATRAX shall follow the **Segregated bid evaluation** system (No bearing of technical



score in the financial bid evaluation and L-1 in the financial bid shall be deemed as successful bidder) to determine the successful bidder. (Bidders may also refer the SCC)

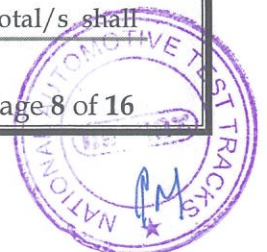
- b) The bidder should qualify the all three MEC.
- c) The Bidder is requested to specify what particular value he is offering for each particular requirement, rather than just stating he is fulfilling the Minimum Requirement. Unless specifically required ("Specify yes/no"), cells filled with terms like "compliant" or "yes" will not be evaluated. Even when a "Specify yes/no" answer is required a small sentence explaining the requirement is required (Refer Annexure A)
- d) During the technical bid evaluation process, NATIS may ask clarifications to the bidder through E-mail/ Fax, for confirming and consolidating their technical offers.
- e) All such clarifications are required to be answered by the bidder by E-mail/Fax, within the time specified by NATRAX.
- f) Only the technically qualified bidders shall be intimated for financial bid opening in writing.

31. **Opening of Financial Bid:** The financial bids of technically qualified bidders shall only be opened through same process, and qualified bidders (only) will be ask to provide the password for opening of financial bids. The financial bids will be opened in the presence of authorized representatives of Qualified Bidders and members of opening committee of NATRAX, Through Video confrancing.

32. The rate should be quoted both in words and figures on our prescribed format duly signed & stamped by the bidder, incase any discrepancy, word will be preferred. All statutory deductions shall be applicable while releasing payments. All corrections and overwriting should be initialed by the Bidder.

33. **FINANCIAL BID EVALUATION**

- a) For the evaluation of the Financial Bids, the eventual Bid prices shall be ascertained after considering all the terms and conditions associated with the Bid price specified in the Financial Bid document and after detailed scrutiny of the financial bid.
- b) No Bidder shall be allowed to propose/carry out any revision / correction / modification in his Price Bid offer.
- c) If there is a discrepancy between the sub total/s and the total price that is obtained by multiplying the unit price and quantity/adding the sub total/s, the sub total/s shall





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- prevail and the total price shall be corrected, unless in the opinion of the Employer that there is an obvious misplacement of the decimal point in the sub total price, in which case the total price as quoted shall govern and the sub total/s shall be corrected;
- d) If there is an error in a total, corresponding to the addition or subtraction of sub totals, the subtotals shall prevail and the total shall be corrected; and
- e) The bidder needs to fill the rates against each item in word as well as in figures as mentioned in BOQ (Financial bid). In case of any discrepancy, the rate provided in word shall prevail and correct the amount against the item. All the prices should be inclusive of all taxes and GST.
- f) The amount stated in the Letter to Bid will be adjusted by the Employer in accordance with the above procedure for the correction of errors and, shall be considered as binding upon the bidder. If the bidder does not accept the corrected amount of bid, the bid will be rejected.
- g) Contract negotiations, if any, will be held before the issuance of Letter of Acceptance/ Notification of Award. The negotiation shall conclude with a revised offer letter from the successful bidder, affecting the discounts if any and accepted by NATRAX.
- 34. Award of Work:**
- a) Prior to the expiry of the period of Bid validity prescribed, NATIS will issue to the Successful Bidder, the Work Order. The Successful Bidder shall return one copy of the Work Order to NATRAX duly acknowledged and signed by the authorized signatory, within two [2] days of receipt of the same by him.
- b) NATRAX shall notify all the unsuccessful Bidders and discharge/ return their Earnest Money Deposit. No correspondence will be entertained by NATRAX from the unsuccessful Bidders.
- 35. Validity of bids:**
- The rate quoted should be valid for a minimum period of 60 days from the last date of Submission of Quotation. No claim for escalation of rate will be considered at any point of time.
- 36. Bidders requiring any clarification on this document may write to tulika.banerjee@natrip.in, anuj.kumar@natrip.in.**
- 37. The quotation / related correspondences shall be made in English language only.**



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38. Special Conditions:

a.	Scope of work	Hiring of consultant (A Class contractor) for complines of Electricity Board MP, for NATRAX Pithampur
b.	Completion Schedule	3 months from the date of acceptance of Purchase Order
c.	Liquidated Damages	0.1% of the Contract Price per day to a maximum of 10% of the Contract Price.
d.	Amount of Recoverable advance Payments towards Mobilization of works/Materials.	<p>Up to Ten (10) % of the Accepted Contract Price, with a simple interest rate of 10% per annum on the balance outstanding, against the BG of 110% of requisite advance amount, valid up to contract period/ up to recovery of full amount, whichever is earlier, shall be paid after release of work order and request of the contractor.</p> <p>i.e. "The mobilisation advance shall not be paid in less than two instalments" as decided by NATRAX representative on specific request by the contractor. On each occasion of the release of mobilisation advance, Bank Guarantee equivalent to 110% of the advance so paid shall be furnished by the contractor for the period mentioned above.</p> <p>Note: A utilization certificate for this advance amount should also be submitted by the contractor.</p>
e.	Payment & Mode	<ul style="list-style-type: none">100% after successful completion of work and successfully certified by Engineer In-charge. The balance payment shall be made after deduction of all the penalties (if any) and statutory deductions.
f.	Warranty Period/Defect rectification period (DLP)	Not applicable
g.	Project Facility / Place of Installation/delivery	NATRAX Site NH-52, Old Agra- Mumbai Highway, Near to Pithampur Flyover, Post Khandwa (Near Pithampur), Dhar District, Madhya Pradesh-454774
h.	Performance Security	Three (3) % of the contract amount, should be valid for 6 Months from the date of Issuance. Performance Security may be furnished in the form of a Fixed Deposit Receipt or Bank Guarantee from a Nationalised Bank favouring "National Automotive Test Tracks" & payable at Pithampur and should remain valid for a period of Sixty days beyond the date of completion of all Contractual Obligations.
i.	Date of return of the Performance	Shall be released within one month after Completion of work period.



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	Guarantee	
j.	Bid Security/Earnest Money Diposite (EMD)	<p>Rs. 5,000/- in form of DD/FDR/BG/Banker Cheque etc. in favour of "National Automotive Test Tracks" payable at Pithampur, should be remain valid for at least 3 months from the date of Issue. The EMD shall be return to bidder (except successful bidder) within 15 Days from the finalization of tender. The EMD of successful bidder shall be return after receipt of PBG as specified above.</p> <p>Note: the bidders registered under MSME/NSIC/Startups shall be exempted from the submission of EMD.</p>

39. The bidder should give the following, duly signed and sealed, failing to which the quotation will be summarily rejected:

a. DECLARATION

(To be executed on Bidder's letter head)

I/We having acquainted with the content & requirement of this Tender (Tender No. - NATRAX/UTL/ELE/Consultant/21/132), do hereby accept to furnish the same in compliance with all terms & conditions. I/we have not tampered/modified the tender in any manner and breach of any such, will result in rejection of quotation and / or prosecuted.

I / We hereby declare that the firm/company has not been blacklisted or debarred in the past by any other Government organization from taking part in Government tenders.

In case the above information found false or in case of breach of any of terms and conditions at any stage of Tender or Contract, I/We are fully aware that the Tender/ Contract will be rejected / cancelled by NATRAX and Payments (for completed/partially completed), Retention, Performance Security, etc., shall be forfeited.

Signature of the Bidder:

Name and Designation:

Address: _____

Contact details:

Place:

Date:

Seal of the Bidder's Firm





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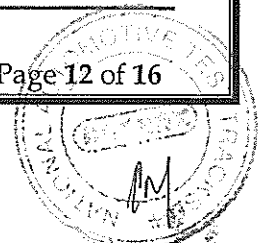
ANNEXURE II
TECHNICAL CONDITIONS

Scope of work:

The consultant should complete all the necessary formalities and documentation with MP electricity board for its compliances to get all the necessary permission for already installed DG Set (capacity 1x1500kva, 2x600kva, 1x125kva, 1x625kva & 1x62.5kva) operation. And 11KVA/440V, CSS & IIT Cable etc according to CEA norms.

The consultant should be capable to fulfil the regulation 43 of CEA (Measures relating to seafety and Electric Supply) 2010 & fulfil the required compliance of Form G of safety, of Deputy Ehief Electrical Inspector Ujjain. As per standard procedure through require documents.

The consultant should also be capable to give needful suggestions as per pervaling rules and norms of the Electrical Inspectrate, Govt. of MP, for rutine & mandatory formalities, without any penalty or falier.





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Financial Bid

Financial Proposal Submission Form

(To be Executed on Letterhead of the Bidder)

FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To:

The Sr. Eng. (Procurement & TC)
NH-52, Old Agra- Mumbai Highway,
Near to Pithampur Flyover,
Post Khandwa (Near Pithampur)
Dhar District, Madhya Pradesh-454774

Dear Sir,

We, the undersigned, offer to provide the equipment & services in accordance with your Tender No. _____, dated _____ and our Technical Bid. Our attached Financial Bid includes the price in the format for financial bid provide as part of tender documents. The total price of our offer is _____ (in figures and words) and includes all the deliverables under this tender as per our Technical Bid.

We hereby declare that all the information and statements made in this Bid is true and complete in all respects and is as per the guidelines and terms & conditions laid down in the tender document. We further understand that any information which is found false or is not as per the guidelines and terms & conditions of the tender document may lead to our disqualification.

Our Financial Bid shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Bid.

We understand NATRAX has right to accept or reject our Bid as per its discretion.





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Yours sincerely,

Authorized Signature *[In full]*: _____

Authorized Signature *[In initials]*: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

[Note : To be signed in blue ink]

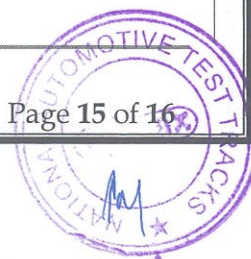




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Checklist

S.No	Particulars	Document Attached
1.	Have you enclosed the EMD for Rs 5,000/- in the technical Bid?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.	Have you submitted the details of your technical soundness	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.	Legal Valid Entity: Have the documents mentioned in the NIT have been submitted?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.	Is your firm a legal entity for the last 3 years. If yes, please provide Certificate of Incorporation,	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.	CA Certificate/Audited Balance sheet for (2017-18, 2018-19 & 2019-20) should be provided.	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.	It should have the average turnover of Rs. 20 Lac, in the last 3 financial years (2017-18, 2018-19 & 2019-20), please provide details	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.	Details of Technical Capabilities (similar experience) in last 3 years with reference of clients (Name & Contact numbers) should be attached.	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.	If registered under "Micro, Small & Medium Enterprises" (MSME), supporting documents need to be submitted to avail exemption from Bid Security / Earnest Money.	Yes <input type="checkbox"/> No <input type="checkbox"/>





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9.	Copy of "class A" Ele. Contractor certificate	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10.	Have your technical bid been prepared for packing as per Tender?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11.	Duly Stamped and signed on all pages of the Tender/Quotation documents, as issued by NATRAX (in Original)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12.	Have your financial Bid proposal is duly filled, sealed and signed on all pages?	Yes	No
13.	Have you filled your quotes against all items?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
14.	Have you verified the calculation of prices ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
15.	Have your financial bid been properly packed as per Tender?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
16.	Total no of pages submitted by the bidder as a part of the bid	Total no. of pages: _____ pgs	

