



**NATIONAL AUTOMOTIVE TEST TRACKS**

**Tender Document**

**For**

**Repairing & new work for false ceiling in client  
workshop building**

**At**

**NATRAX**

**PITHAMPUR, DIST. DHAR (Madhya Pradesh)**

**Tender No. - NATRAX/PROC/C&I/22/37**

**National Automotive Test Tracks (NATRAX)**

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: [a.prabhakar@natrip.in](mailto:a.prabhakar@natrip.in), [anuj.kumar@natrip.in](mailto:anuj.kumar@natrip.in)



**1. General Instructions:**

**National Automotive Test Tracks (NATRAX)** is an Automotive Testing & Certification Centre under NATRiP Implementation Society (NATIS)/National Automotive Board (NAB) which is an autonomous body constituted by Ministry of Heavy Industries, Government of India. NATRAX has been set up on approx. 3000 acres of land for comprehensive testing and evaluation of all types of automobiles, near Pithampur, Dist. Dhar, (Madhya Pradesh, India).

The National Automotive Test Tracks (NATRAX), invites **Password Protected Quotation/Bid** from the registered, qualified and experience under Limited tender enquiry (LTE) in the prescribed Proforma for performing, executing and implementing the works on the terms and conditions contained in this Bid document. Brief Description of works and the timelines for NIQ are summarised in the table below:

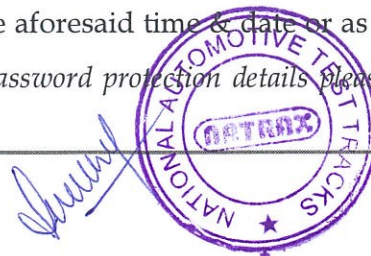
Description of Work	Period of Contract	Date of start of floating of tender	Last date for submission of Bid	Date & Time of Bid opening
Repairing & new works for false ceiling in client workshop building at NATRAX, Pithampur, Dhar (MP)	21 days from the date of Issue of Work Order.	04th Oct 2022	11 <sup>th</sup> Oct 2022 at 1500 Hrs	11 <sup>th</sup> Oct 2022 at 1530 Hrs

The Bidder(s) who meet the Minimum Eligibility Criteria (MEC) as mentioned in the Instructions to Bidder (ITB) may be eligible to become successfully in the Bidding process.

**The bidder(s) in the form of JV/Consortium is not permitted.**

**2. Quotations/Bid Submission details:**

- a. **Password protected Bid/Quotation** is to be submitted by the Bidder at the following email ID's not later than the aforesaid time & date or as next convenient date & time on pre-intimation. (for Password protection details please refer Annexure IV of this document).



mail to: [a.prabhakar@natrip.in](mailto:a.prabhakar@natrip.in), [anuj.kumar@natrip.in](mailto:anuj.kumar@natrip.in),

OR

Sealed Bids/quotations may also be submitted in the hard copy in **sealed envelopes** at **NATRAX Hub office** in the aforesaid date and time. However, Bidders are encouraged to Bid/quote through electronic mode considering the ongoing Covid pandemic.

- b. No Bids 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 Bids.
- c. **Bids sent telegraphically or through other means of transmission (telefax, etc.) which are not Password Protected shall be treated as defective, invalid and shall stands rejected.**
- d. NATRAX shall not be responsible for any delays for non-receipt /non-delivery/or any technical errors or due to wrong addressee. Bidders may confirm the receipt of their Bids submission from NATRAX

**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

  
Head Procurement & Stores



**A. INSTRUCTION TO BIDDERS (ITB)**

1. Bidders are required to submit their Bids in a **Password Protected PDF format**, named as **"Bid for Tender No. NATRAX/PROC/C&I/22/37"** on the subject of the email, **containing Password Protected PDF document**, as given below. The **Password Protected** bids shall be submitted at the mentioned email ID's before the closure of bid submission date/time.

OR

Sealed Bid/quotation may also be submitted in the hard copy containing Technical bid and financial bids in single sealed envelope at NATRAX office in the aforesaid date and time. However, Bidders are encouraged to Bid/quote through electronic mode in order to avoid Covid pandemic.

Incase of online Bid submission, the password of the document shall be submitted by the Bidder at the time of the opening of Bid.

2. **Bid Opening:**

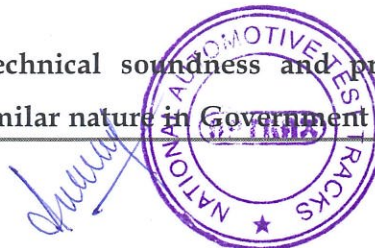
The bid shall be opened by the committee of NATRAX Officials in the presence of bidder (if available) for further scrutiny, evaluation, ranking & placement of order.

- a) During the technical bid evaluation process, NATRAX may ask clarifications to the bidder through E-mail or in writing for confirming and consolidating their technical offers.
- b) All such clarifications are required to be answered by the bidder by E-mail, within the time specified by NATRAX.

3. The Contract shall be governed by the terms and conditions specified in this tender document including ammendments, work order etc., .

4. All Bidders are hereby explicitly informed that "CONDITIONAL OFFERS" or "OFFERS WITH DEVIATIONS" from the conditions of Contract, the quotation not meeting the minimum eligibility criteria, technical specifications, or any other requirements as stipulated in the Tender documents are liable to be "REJECTED".

5. Bidder 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.,

6. **Minimum Eligibility Criteria:** - The bidder should fulfill either of the following two (A OR B):

A. The bidder should have valid registration with NATRAX under vender registration.

Or

B. The bidder should meet the following criteria:

i. **Legal valid entity:** - it shall be valid legal entity in form of Proprietor/partnership/LLP/Pvt. Ltd company/Govt. entity/Limited Company/autonomous body etc, and should have valid registration with appropriate governing authority. To supporting this, proof should have to be submitted along with quotation.

ii. **Turnover:** it should have minimum turnover of Rs. 5 Lac during last 3 FY (2018-19, 2019-20, 2020-21), to supporting this, bidder have to submit a copy of balance sheet/CA Certificate clearly indication the turnover and UDIN should also mandatorily mentioned on the same, along with quotation.

iii. **Experience:** it should have minimum 3 years' experience in similar work\*.

Similar works\* - successfully completed Works pertaining to providing & fixing of false ceiling works/Aluminum works etc. To supporting this, copy of valid work order & completion certificate should be submitted with quotation. *In case, work order & completion certificate issued by other than Govt. entity, NATRAX reserve the rights to seeking the 26AS or TDS certificate for the relevant period for authenticity of said order & certificates.*

*Exemption: valid MSME/Startups registered firms shall be exempted from above B (ii & iii) subject to submission of valid registration certificate and supporting documents for technical competency.*

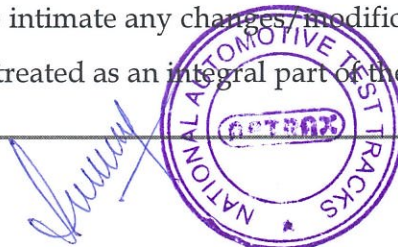
7. Opening & Evaluation of Quotations: the bids shall be opened by the committee of NATRAX officials, and shall be evaluated in following mannar:

7.1. If the bidder is registered vender of NATRAX the quotations shall be accepted to comparission of quoted rates. If bidder is not registered vender of NATRAX than the



evaluation shall be done as per below:

- i. in first instance- the quotations shall be evaluated as per the MEC defined as above 6 (B).
8. 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.
9. 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.
10. 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.
11. 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.
12. The successful Bidder should make his own arrangement to obtain all materials required for the work.
13. 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.



14. 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 Bid.
15. 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.
16. 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.
17. 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.
18. **Quoted Rates:** The rate should be quoted both in words and figures on NATRAX prescribed format duly signed & stamped by the Bidder, incase any discrepancy, rate quoted in word will be preferred. All statutory deductions shall be applicable while releasing payments. All corrections and overwriting should be initialed by the Bidder.
  - a) 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.
  - b) 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.

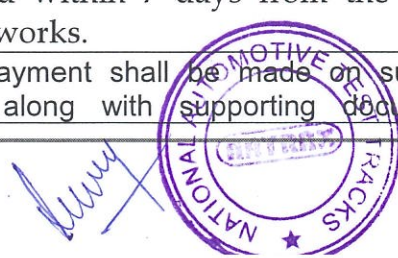


19. **Contract negotiations:** If required, NATRAX reserve the right to negotiate with the bidder before the issuance of work order/Letter of Acceptance/ Notification of Award. The negotiation shall conclude with a revised offer letter from the successful bidder, affecting the discounts if any and accepted by NATRAX.
20. **Award of Work:** Prior to the expiry of the period of Bid validity prescribed, NATRAX 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.
21. **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.

22. Bidders requiring any clarification of the Tender may write to [a.prabhakar@natrip.in](mailto:a.prabhakar@natrip.in); [anuj.kumar@natrip.in](mailto:anuj.kumar@natrip.in),
23. The Bids / related correspondences shall be made in English language.
24. **Special Terms & Conditions:**

a.	<b>Scope of work</b>	Repairing & new works for false ceiling in client workshop building at NATRAX, Pithampur, Dhar (MP)
b.	<b>Contract Period</b>	21 days from the date of Issue of Work Order.
c.	<b>Engineer In charge (EIC)</b>	Shall be notified to successful bidder.
d.	<b>Retention Amount</b>	Five (5%) of each Running bill
e.	<b>Date of Release of Retention</b>	After Completion of Defect Rectification Period
f.	<b>Defect Rectification Period (DRC)</b>	180 days from the date of issuance of completion certificate by EIC.
g.	<b>Completion certificate</b>	Shall be issued within 7 days from the satisfactory completion of works.
h.	<b>Payment, Mode</b>	<ul style="list-style-type: none"> <li>95 % payment shall be made on submission of Invoice along with supporting documents, and</li> </ul>





	and Retention	<p>certification by Engineer-in-Charge.</p> <ul style="list-style-type: none"> <li>• Balance 05% shall be retained as retention money and shall be released on completion of defect rectification period.</li> <li>• Payments shall be made within 10 days from the submission of invoice at site.</li> <li>• <b>The GST/Taxes &amp; duties of Govt. will be reimbursed on actual basis upon the submission of original receipt / documentary evidence.</b></li> <li>• <b>All the payments shall be made through RTGS only.</b></li> </ul>
i.	Liquidated Damages	0.1% of the Contract Price per day to a maximum of 10% of the Contract Price.
j.	Quantity variation	+/- up to 25% of Contract price on same rates.
k.	Electricity	Free of cost
l.	Price escalation	Not applicable
m.	Insurance	Labour Insurance
n.	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
o.	Performance Security	Not applicable
p.	Termination of Contract	If the work/service is found to be not satisfactory or not found as per the specification indicated in this document, the Service Contract will be terminated with short notice.
q.	Safety	No work permitted without Safety arrangement like safety belt, helmet. Etc.
r.	Tools, Tackles, Scaffolding, painting tools & other arrangements	Arranged by Vendor
s.	Specification Aluminum partition works	As per MPSOR 2020 As per Technical specification attached

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





26. DECLARATION:

(To be executed on Bidder's letter head)

I/We having acquainted with the content & requirement of this Tender No. NATRAX/-----  
-----, dated \_\_\_\_\_ and 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 Tender 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, Bid Security (EMD), Performance Security, etc., shall be forfeited.

Signature of the Bidder: \_\_\_\_\_

Name and Designation: \_\_\_\_\_

Address: \_\_\_\_\_

Contact details: \_\_\_\_\_

Place:

Date:

Seal of the Bidder's Firm

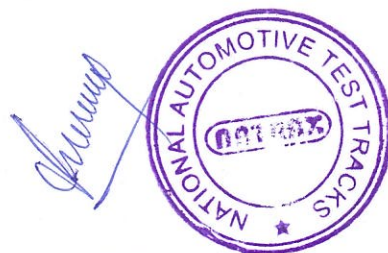


ANNEXURE - II

Technical Conditions of Contract/technical specifications

**Technical Specification**

**Work methodology:** the works should be completed as per the applicable standard/rules, however, NATRAX Reserve the rights to change work methodology and manner as per the conditions of site.



A handwritten signature in blue ink is written over a circular purple stamp. The stamp contains the text "NATRAX" in a stylized font, "NATIONAL AUTOMOTIVE TEST TRACKS" around the perimeter, and a small star at the bottom.



Tender No. -NATRAX/PROC/C&I/22/37

Form for the submission of Financial Bid

**Financial Proposal Submission Form**

(To be Executed on Letterhead of the Bidder)

[Location, Date]

To:

The Head Procurement  
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.

Yours sincerely,

Authorized Signature [In full]: \_\_\_\_\_





Tender No. -NATRAX/PROC/C&I/22/37

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Authorized Signature [*In initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

[Note : To be signed in blue ink]



Bill of Quantities (BOQ)/Financial Bid

**BILL OF QUANTITY FOR REPAIRING AND NEW WORK OF FALSE CEILING IN CLIENT WORKSHOP BUILDING AT NATRAX PITHAMPUR DIST. DHAR (M.P.)**

S.No.	Description of Item	Unit	Quantity	Rate in figure	Rates in words	Amount	Remarks
1	<p>Providing and fixing tiled false ceiling of specified materials of size 595x595 mm in true horizontal level, suspended on inter locking metal grid of hot dipped galvanized steel sections (galvanized @ 120 grams/ sqm, bothside inclusive) consisting of main "T" runner with suitably spaced joints to get required length and of size 24x38 mm made from 0.30 mm thick (minimum) sheet, spaced at 1200 mm center to center and cross "T" of size 24x25 mm made of 0.30 mm thick (minimum) sheet, 1200 mm long spaced between main "T" at 600 mm center to center to form a grid of 1200x600 mm and secondary cross "T" of length 600 mm and size 24x25 mm made of 0.30 mm thick (minimum) sheet to be interlocked at middle of the 1200x600 mm panel to form grids of 600x600 mm and wall angle of size 24x24x0.3 mm and laying false ceiling tiles of approved texture in the grid including, required cutting/making, opening for services like diffusers, grills, light fittings, fixtures, smoke detectors etc. Main "T" runners to be suspended from ceiling using Gl-slotted cleats of size 27 x 37 x 25 x 1.6 mm fixed to ceiling with 12.5 mm dia and 50 mm long dash fasteners, 4 mm GI adjustable rods with galvanized butterfly level clips of size 85 x 30 x 0.8 mm spaced at 1200 mm center to center along main T, bottom exposed width of 24 mm of all T sections shall be pre-painted with polyester paint, all complete for all heights as per specifications, drawings and as directed by Engineer-in-charge.</p>						



<p>1.1 12.5 mm thick square edge PVC Laminated Gypsum Tile of size 595x595 mm, made of Gypsum plasterboard, manufactured from natural gypsum as per IS 2095 part I and laminated with white 0.16mm thick fire retardant PVC film on the face side and 12micron metalized polyester on the back side with all edges sealed with the face side PVC film which goes around and wraps the edges and is bonded to the edges and the back side metalized polyester film so as to make the tile a completely sealed unit.</p>	<p>Sqm</p>	<p>103.00</p>							
<p>1.1 PVC laminated Gypsum tiles (New Work)</p>	<p>Sqm</p>	<p>103.00</p>							
<p>2 Dismantling aluminium/ Gypsum partitions, doors, windows, fixed glazing and false ceiling including disposal of unserviceable surplus material and stacking of serviceable material with in 50 meters lead as directed by Engineer-in-Charge</p>	<p>sqm</p>	<p>103.00</p>							
<p>3 Repairing of existing false ceiling including clips, and hanging arrangement excluding the cost of Tee and runners paid seperately</p>	<p>sqm</p>	<p>251</p>							
<p>4 Providing and fixing of Tee and runners of same as existing false ceiling for repairing work</p>	<p>Rmt</p>	<p>200</p>							
<p>Total Amount</p>									
<p>Add GST @18%</p>									
<p><b>Total Amount</b></p>									

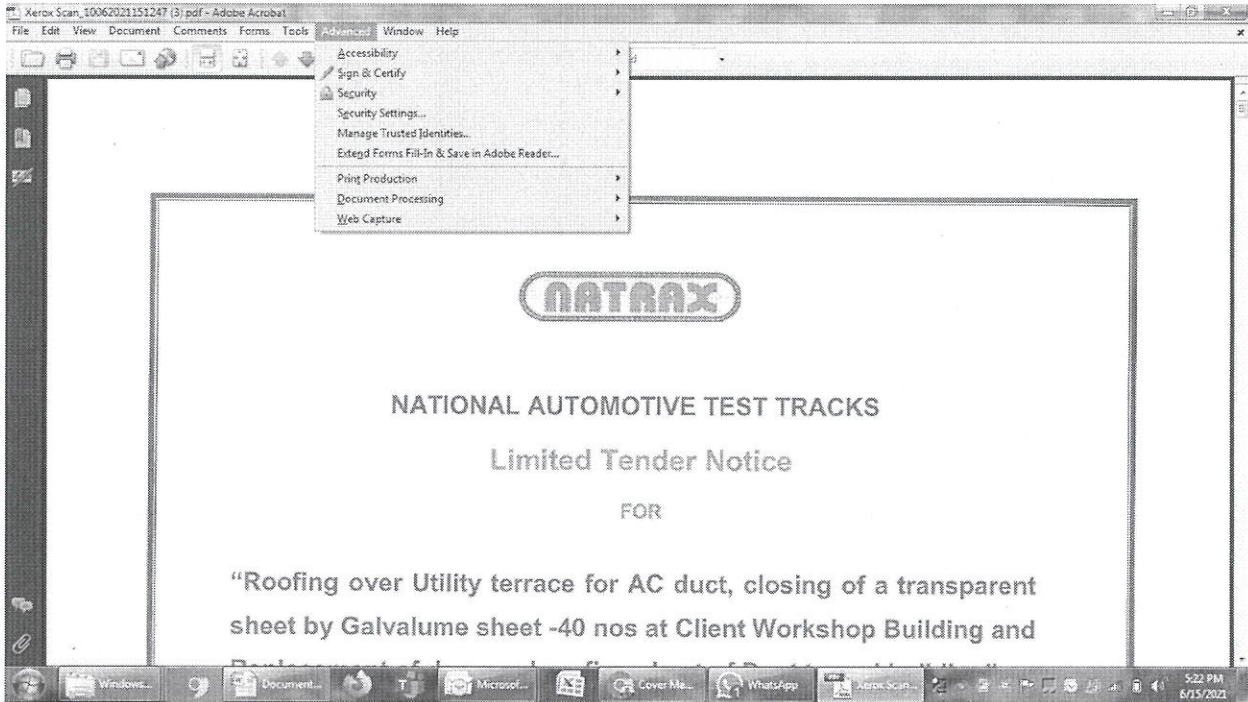
Note: above quoted amount should be inclusive of all taxes and duties, delivery charges up to site etc.



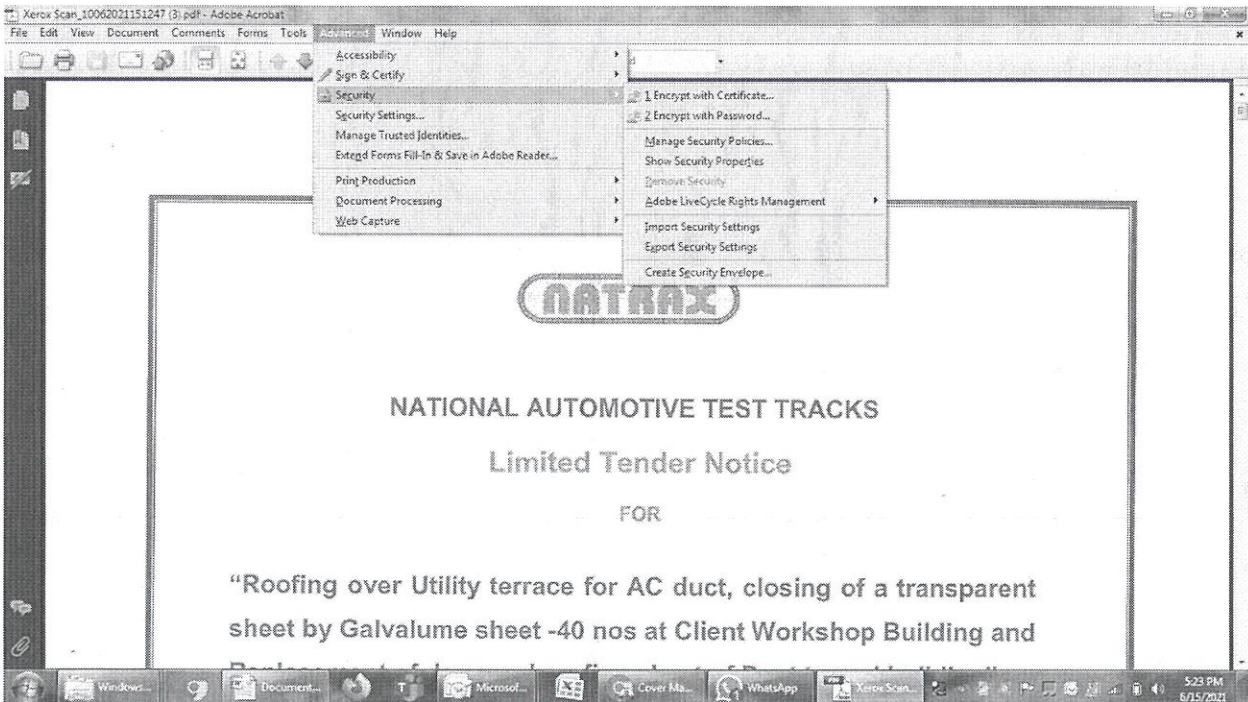
Signature of bidder

**Steps for loading passwords in PDF Files-Method I**

Step 1- please open PDF file and click on "Advance" tab.



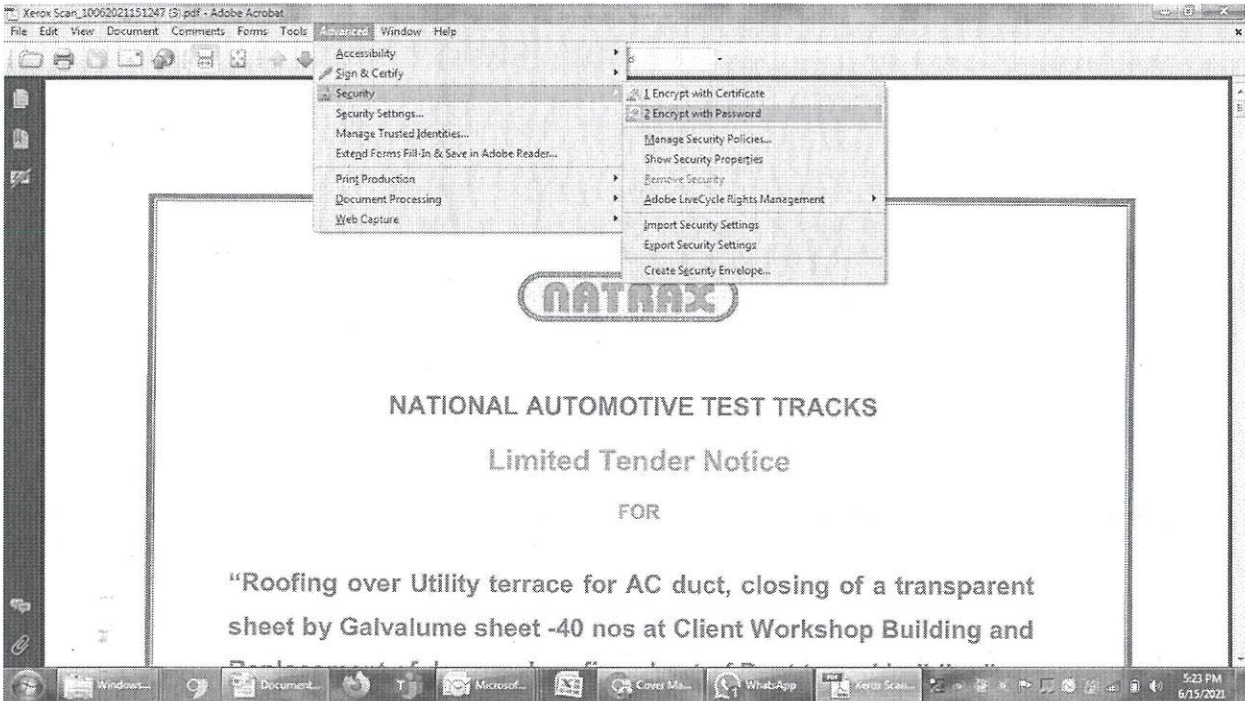
Step 2- in advance tab, please click on "Security" tab.



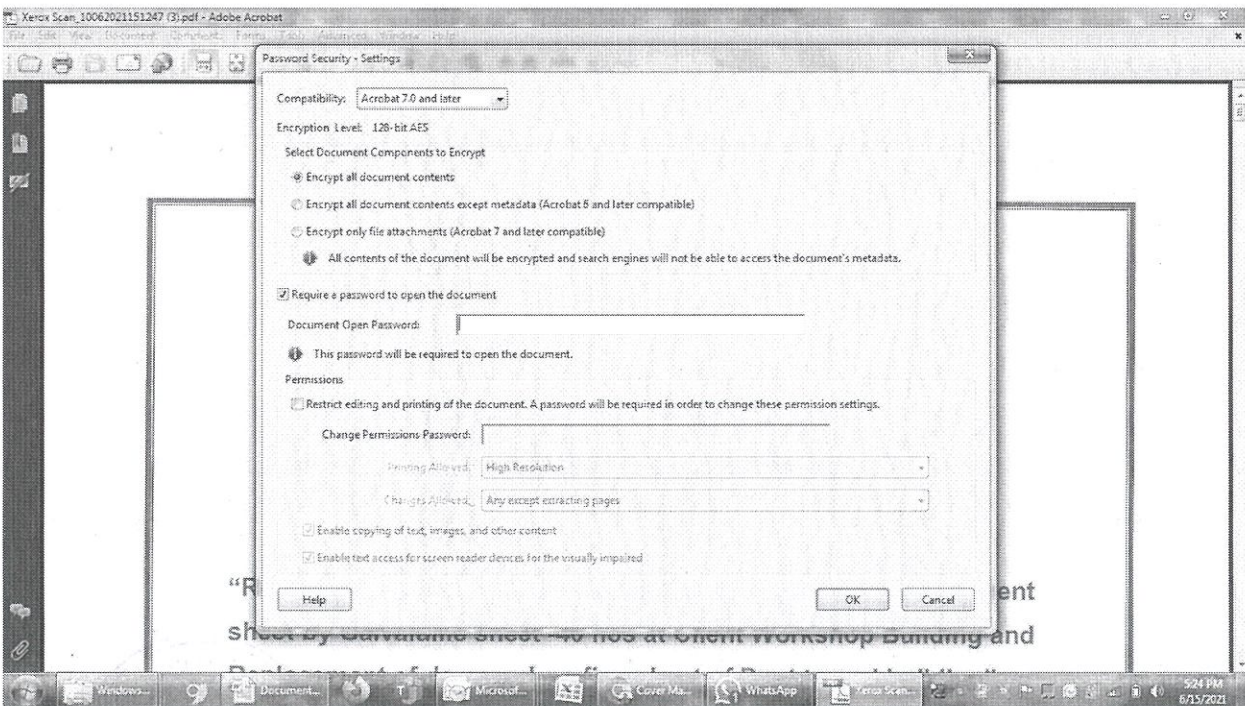
*[Handwritten signature]*  



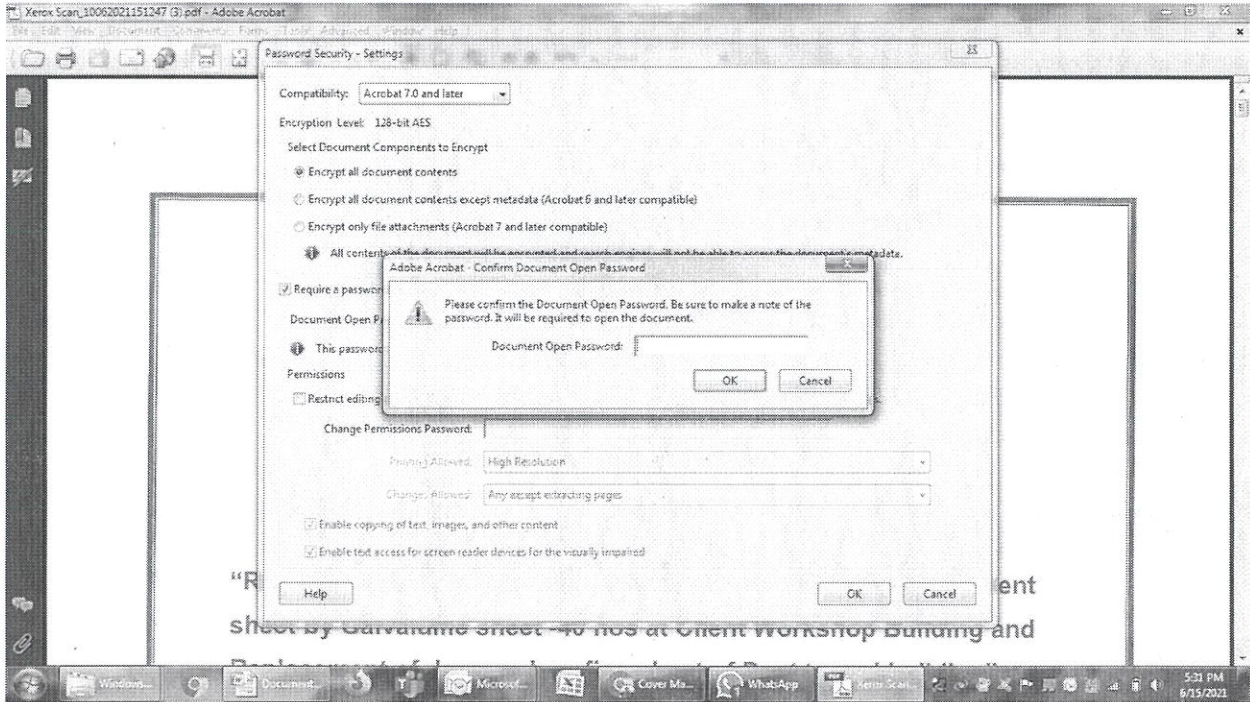

Step 3- in security tab, please click on "2 Encrypt with Password".



Step 4- after that below window will open, please check in option "Required a password to open the document". Then please fill password and click "ok".



Step 5- after that below window will be open, please fill same password again, and click "ok".



*[Handwritten Signature]*

A circular purple stamp with the text 'NATIONAL AUTOMOTIVE TEST TRACKS' around the perimeter and a star at the bottom. The word 'NATRAX' is written across the center of the stamp.