



NATIONAL AUTOMOTIVE TEST TRACKS

Tender Document

For

Misc. Maintenance of Aluminium works and other works in various
buildings

At

NATRAX

PITHAMPUR, DIST. DHAR (Madhya Pradesh)

Tender No. - NATRAX/PROC/C&I/22/36

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, anuj.kumar@natrip.in

anuj



1. General Instructions:

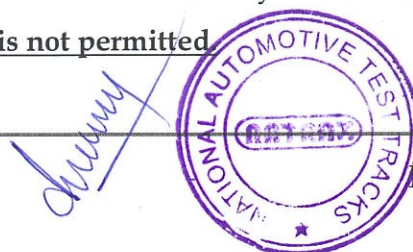
National Automotive Test Tracks (NATRAX) is an Automotive Testing & Certification Centre under NATRiP Implementation Society (NATIS)/National Automotive Board (NAB) which is an autonomous body constituted by Ministry of Heavy Industries, Government of India. NATRAX has been set up on approx. 3000 acres 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
Misc. repairing work of Aluminum doors in Track access control, Control Tower building main door, Porta Cabin locks at T-3 & repairing of Door of T-13 Porta cabin and False ceiling repairing works in VDY lab K&C area and Track Access control building at NATRAX Pithampur (M.P.)	1 month from the date of Issue of Work Order.	04 th Oct 2022	11 th Oct 2022 at 1530 Hrs	11 th Oct 2022 at 1600 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, 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



ANNEXURE I

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/22/36"** 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 SITC or repairing of Aluminum or MS works/fabrication 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.

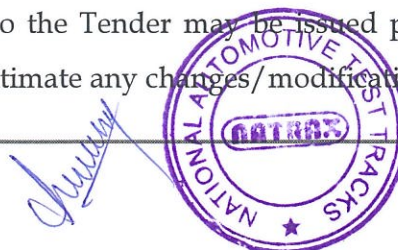
7. Opening & Evaluation of Quotations: the bids shall be opened by the committee of NATRAX officials, and shall be evaluated in following mannar:

7.1. If the bidder is registered vender of NATRAX the quotations shall be accepted for



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; anuj.kumar@natrip.in,

23. The Bids / related correspondences shall be made in English language.

24. **Special Terms & Conditions:**

a.	Scope of work	Misc. repairing work of Aluminum doors in Track access control, Control Tower building main door, Porta Cabin locks at T-3 & repairing of Door of T-13 Porta cabin and False ceiling repairing works in VDY lab K&C area and Track Access control building at NATRAX Pithampur (M.P.)
b.	Time for Completion of Work	One month from the date of Issue of Work Order. (30 days)
c.	Engineer In charge (EIC)	Shall be notified to successful bidder.
d.	Payment, Mode and Retention	<ul style="list-style-type: none">75 % of payment of invoice value shall be made against material advance at site after submission of original invoice of material.Remaining payment after adjustment of material advance, shall be made on submission of Final Bill after completion of work.Payment will be made on actual measurement



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		<p>basis</p> <ul style="list-style-type: none">• Payment shall be processed only after due certification by Engineer-in-Charge.• Payments shall be made within 10 days from the submission of invoice at site.• The GST/Taxes & duties of Govt. will be reimbursed on actual basis upon the submission of original receipt / documentary evidence.• All the payments shall be made through RTGS only.
e.	Quantity variation	+/- up to 25% of Contract price on same rates.
f.	Electricity	Free of cost
g.	Insurance	Labour Insurance
h.	Project Facility / Place of Installation/ delivery	<p style="text-align: center;">NATRAX NH-52, Old Agra- Mumbai Highway, Near to Pithampur Flyover, Post Khandwa (Near Pithampur), Dhar District, Madhya Pradesh-454774</p>
i.	Safety	No work permitted without Safety arrangement like safety belt, helmet. Etc.
j.	Tools, Tackles, Scaffolding, tools & other arrangements	Arranged by Vender

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





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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





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ANNEXURE - II

Technical Conditions of Contract/technical specifications

As per BOQ and prevailing standard, the work should be carried out and completed as per instructions of Engineer In-charge of NATRAX.





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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]: _____





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Authorized Signature [*In initials*]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____.

[*Note : To be signed in blue ink*]





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ANNEXURE-III-

Bill of Quantities (BOQ)/Financial Bid

BOQ for Misc. repairing work of Aluminium doors in Track access control,Control Tower building main door, Porta Cabin locks at T-3 & repairing of Door of T-13 Porta cabin and False ceiling repairing works in VDY lab K&C area and Trackaccess control building at NATRAX Pithampur (M.P.)

S. No.	Description of Item	Unit	Quantity	Rates in figure	Rates in words	Amount
1	Repairing of existing aluminium doors including clips and jointing arrangement & labour charges complete work.	Nos	4.00			
2	Providing and fixing of Aluminium Tower bolt 300 mm long	Nos	1.00			
3	Providing & Fixing of Mortice lock ISI mark approved quality for T-3 Porta Cabin doors including necessary tools complete	Nos	6			
4	Providing & Fixing of SS Hinges of 150mm long including necessary tools complete	Nos	6			
5	providing and fixing of Vertical door lock for aluminium doors including necessary tools complete.	Nos	4			
6	providing and fixing of 5 mm thick clear glass of size 3 ftx4 ft including rubber gasket etc complete	Nos	2			
7	Providing and fixing of aluminium doors stoper including necessary tools complete.	Nos	4			
8	Providing & fixing of Aluminum clip including cutting etc complete in aluminium frames of doors and windows	Rmt	4			
9	Repairing of existing false ceiling including Scofoulding of 5 mtr height, clips, and hanging arrangement including the cost of Tee and runners in VDY K&C pit area.	Sqm	60			
	Total Amount					
	Add GST @18%					
	Total Amount					

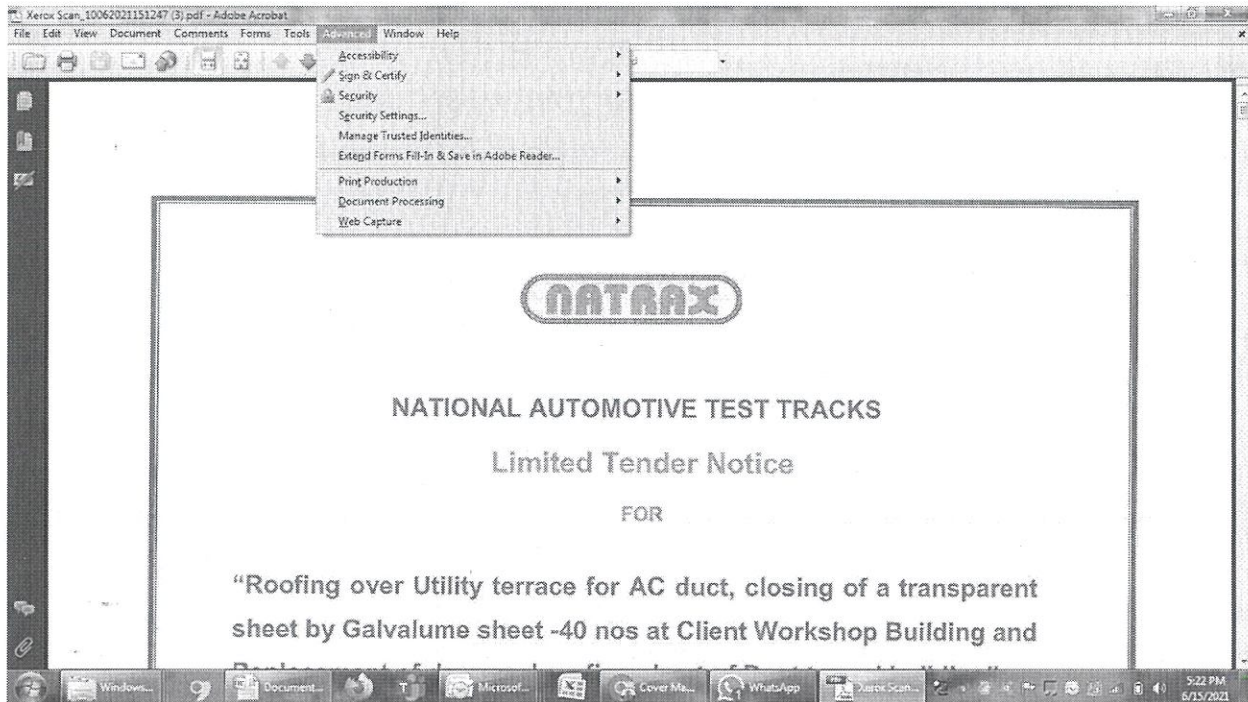
Note: above quoted amount should be inclusive of all taxes and duties, delivery charges up to site etc.



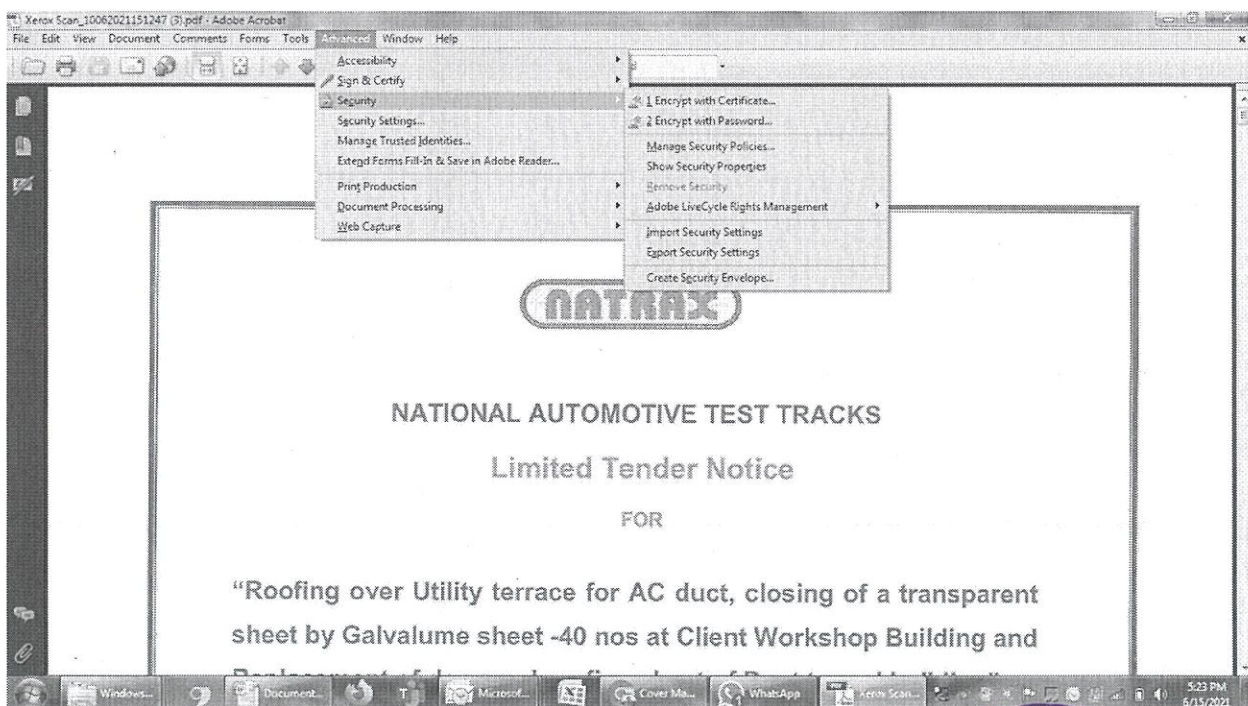
Signature of bidder

Steps for loading passwords in PDF Files-Method I

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



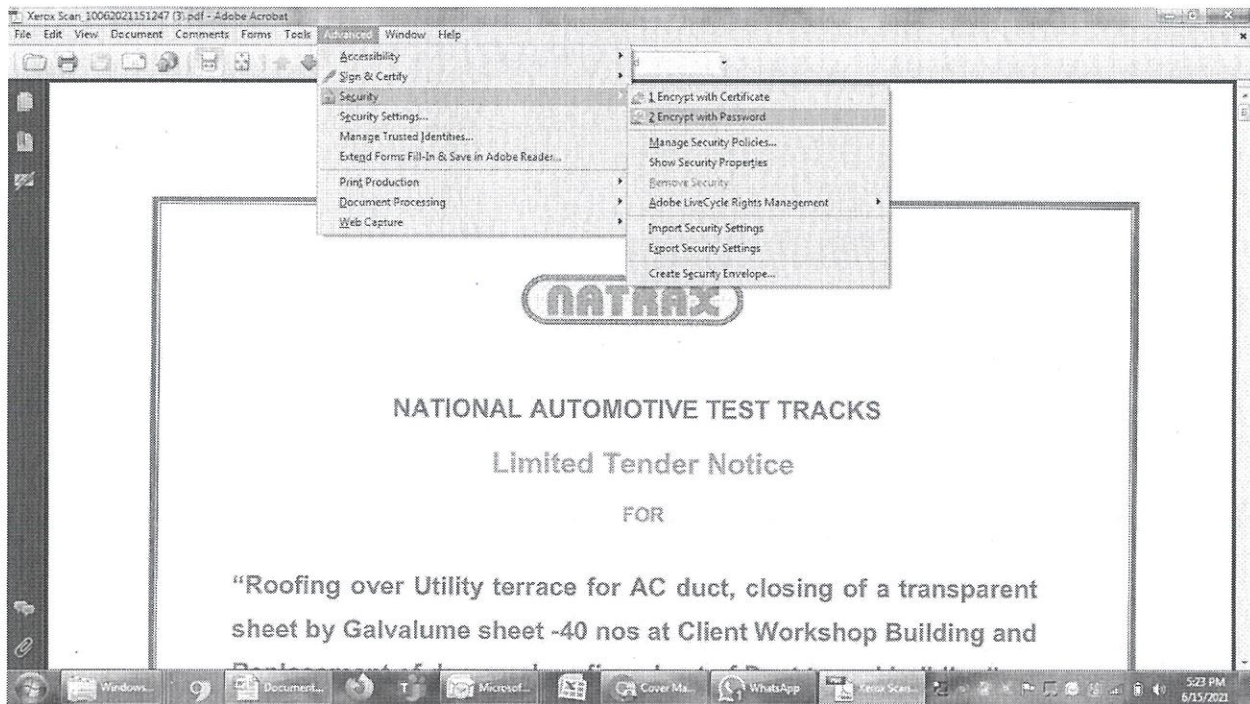
Step 2- in advance tab, please click on "Security" tab.



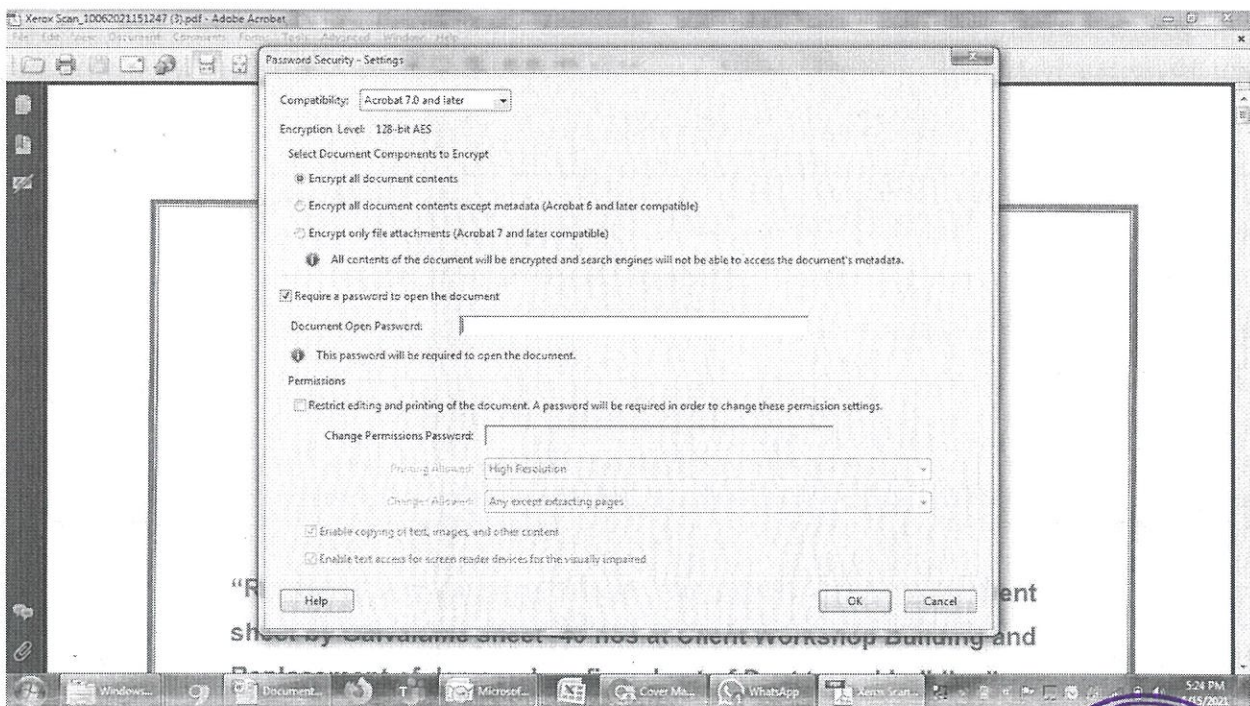


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Step 3- in security tab, please click on "2 Encrypt with Password".



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".

