



Request for Proposal (RFP) For

Preparation of “Detailed Procurement Manual & Policy (DPM&P)” for NATRAX Pithampur



January 24, 2025

Tender No. NATRAX/PROC/P&S/25/01

NATIONAL AUTOMOTIVE TEST TRACKS (NATRAX)

A unit of National Automotive Board (NAB)

Under Ministry of Heavy Industries,

Government of India



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Detailed Request for Proposal from Consultancy firms / agencies for Appointment of consultant, to provide consultancy services for preparation of Detailed Procurement Manual and Policy (DPM&P).

1. GENERAL INFORMATION ABOUT THE PROJECT

1.1. Background

National Automotive Test Tracks (NATRAX) is an Automotive Testing & Certification Centre under Automotive Board (NAB) which is an autonomous body under 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 main objective of this notice is to appoint the consultant to **“Provide consultancy services in preparation of Detailed Procurement Manual and Policy (DPM&P)”**. The scope of work shall *inter-alia* include assessing the current procurement policies of NATRAX, conducting market potential study, preparing the scale up strategy including modernization, diversification, expansion, preparation of detailed policy in line with GFR and other guidelines issued by central government time to time including but not limited to CVC, C&AG, Finance Ministry, MSME etc, for smooth functioning and compliance the statutory and regulatory rules & regulations in procurement of goods/services/works etc, in NATRAX.

Entities having experience in the field of Public Procurement Policies/Manuals preparation and having requisite work experience of similar nature for any Govt entity in the past five (5) years, are eligible to apply for empanelment.

The consultant will be selected as per guidelines indicated in the TOR section of this document; NATRAX will only consider technically qualified consultants for further processing of commercial offer.

1.2. Manner of submission of proposals:

The proposals should be submitted in two parts (pdf files) **“Technical bid”** comprising all the documents related to Eligibility Criteria, technical experince and soundness of firm, details of team of firm, complete seal & signed copy of this document token acceptance of all the terms and conditions etc., AND **“Financial Bid”** containing only the quoted rates in the given format **“BOQ”** at the last of this document.

Note: Firms/Agencies/Consultants/Bidders are advised to do not attempt any modification/change in the any condition/specification/format of this document and accept all conditions without any deviations. If found so, the proposal may lead to be rejected.

The bidders are advised to mentioned **“Proposal for preparation of Detailed Procurement Manual and Policy (DPM&P)”** in the subject of email.

Note: both the pdf file (Techncial Bid & Financial Bid) should be password protected with different passwords and the password should only be shared after written



request from NATRAX, any bid found without password or password shared prior to written request from NATRAX, the bid shall be rejected.

1.3. Important Information (Date & Time Schedule)

RFP publish date: 24/01/2025 at 11:00 AM

Last date for submission of proposal: 14th Feb 2025 by 03:00 PM and opening of technical bid on 03.30 PM on 14th Feb 2025.

Email ID for submission of Proposals: a.prabhakar@natrip.in, anuj.kumar@natrip.in, je.procurement@natrax.in,

Venue of opening: NATRAX, Pithampur, near Indore (MP)

Note: The Proposals/Bids received after the scheduled last date for submission shall be outrightly rejected and no claim in this regard shall be entertained.

2. TERMS OF REFERENCE (TOR)

2.1. Objectives

NATRAX requires the services of suitably qualified entities (proprietorship/ company/ partnership firms/ LLP) to Prepare Detailed Procurement Manual & Policy (DPM&P) and consultancy services including but not limited to sourcing, empanelment, evaluation of serious and experienced suppliers/service providers/contractors for procurement of goods/services/works at NATRAX. The consultant will also be responsible to train the existing procurement staff of NATRAX for effective and time manner procurement activities including supply chain management and store functioning with scrap out of old/unusable items.

2.2. **Validity of Bids/Proposals: 120 days from the date of opening of technical bid), the work order shall be issued to successful bidder (L-1 Quoted bidder).**

2.3. Scope of services

- i. Assess and document the current policies, rules & regulations, tendering process etc followed at NATRAX.
- ii. Conduct potential study, identify potential areas for upkeep & develop effective procurement strategy.
- iii. Prepare the scale-up strategy including plans for modernization/diversification/expansion of procurement policies in NATRAX.
- iv. Assess the existing staff in procurement & store department of NATRAX and trained them for effective procurement process and tendering system.
- v. Prepare the detailed procurement manual including but not limited to Format of Tenders, Bid Security, Performance Security, Indents, Purchase Orders, Work Orders, Agreements MOUs etc.
- vi. Training about finalization of evaluation parameters for tender mainly pertaining to goods, services, works etc, and training to perform the evaluations.



- vii. DPM&P should *inter-alia* in line with General Financial Rules 2017 (including amendments if any time to time), CVC Guidelines issued time to time, Guidelines of MSME, Guidelines of Ministry of Finance GOI etc.
- viii. Support procurement team, in management of all tenders, procurements for a period of at least 6 months from the date of engagement.
- ix. Submit the draft DPM&P for approval of the NATRAX.
- x. Make modifications in DPM&P, as per NATRAX's instructions.
- xi. Submit the final DPM&P after obtaining approval of the NATRAX.
- xii. Support, monitor, and coordinate any other work related to the procurement policies and tenders.

2.4. Eligibility/ Qualification Criteria

The entities intending to be empanelled for DPM&P preparation should fulfil the following eligibility criteria and shall provide documentary evidence towards the following: -

- i. The applicant entity must be a Legal Entity such as Sole Proprietorship/ Private Limited / Public Sector Undertaking / Limited Company / Partnership Firm/LLP and shall be based in India. **Consortium/Joint ventures shall not be allowed.**
 - ii. **The applicant entity must be in the field of Consultancy Services in "Public Procurement Policy/Contract Management" for the last three (3) financial years and must be in continuous operation as on Nov 30, 2024.**
 - iii. **Must have an average annual turnover of Rs. 10 Lakh as in the last three Financial Years (2021-22, 2022-23 & 2023-24).**
 - iv. **Should have carried out consultancy services pertaining to "Public Procurement Policy/Contract Management", of value not less than Rs. 10 Lakh for any Govt Entity within the last three Financial Years (2021-22, 2022-23 & 2023-24).** *The details of consultancy services pertaining to "Public Procurement Policy/Contract Management" of value not less than Rs. 10 Lakh, awarded within the last three years and the work is currently in progress shall also be submitted to claim eligibility.*
 - v. **Must have at least 2 professional personnels related to Contract Management/Public Procurement having at least 5 years experience in the field,** for assisting the NATRAX in the preparation of DPM&P.
- #### 2.5. Opening and Evaluation of Bids:
- i. **Opening of Technical Bid:** the technical bids shall be opened by NATRAX as per the schedule date in the presence of bidder's representatives (if available at the schedule time) however the absence of bidders shall not affect the opening process of technical bid.
 - ii. **Evaluation of Technical Bid:** the bids shall be evaluated as per the evaluation/eligibility criteria given in this document; Therefore, bidders are advised to submit all the documents as per the eligibility criteria. However, if feels/required any clarifications NATRAX may ask for the same and bidders are expected to provide the same as per the requirement within given time.



The bids found eligible in above evaluation process shall be marked as “**Qualified**” and those not found eligible shall be marked as “**Disqualified**”. The qualified bids shall be considered for further consideration.

- iii. **Opening of Financial Bids:** The Financial bids of only Qualified bidder during technical evaluation shall be opened on the schedule time. The time & date for opening of financial bids shall be communicated to qualified bidder (24 hrs before opening), *if any bidders wants to be part of financial bid opening meeting they may visit NATRAX accordingly with the authorization letter from bidder.*
The total quoted amount of all qualified bidders shall be announced at the time of financial bid opening, however if any arithmetical corrections found same shall be taken into consideration during evaluation of financial bid.
- iv. **Evaluation of Financial Bids:** on opening of financial bids NATRAX shall perform arithmetical checks of the quoted amount in this process the rates quoted by bidder for each item shall be constant and subtotals & total shall be derived as per the quoted rates. During evaluation process if any correction found in total or subtotals same should be accepted by respective bidder failing which the bid shall be rejected. *After completion of arithmetic checking the Lowest quoted bidder (L-1) shall be emerged as successful bidder.*
- v. **Negotiation:** if NATRAX feels the negotiation shall be done only with L-1 Bidder and bidder should have to justify its rates for whole or item wise. The date & time for negotiation meeting shall be communicated 24 hrs prior to schedule. After negotiation meeting the Successful bidder needs to submit its revised offer within 24 hrs from the date & time of negotiation meeting.
- vi. **Award of work:** Prior to expiry of bid validity NATRAX shall issued work order to successful bidder and bidder need to accept the same within 48 hours from the date of this order, failing which it shall be deemed as accepted.

2.6. **Special Terms & Conditions:**

- i. **Payment:** the payment shall be released as per below details:
40% of contract value- shall be released after submission of Draft DPM&P to NATRAX for approval, on submission of Tax invoice.
40% of contract value- shall be released after submission of final DPM&P after successful acceptance by NATRAX, on submission of tax invoice.
Balance 20% shall be released after due completion of scope of work and certification by NATRAX.
- ii. **Contract Period:** the total contract period shall be 7 months from the date of order however the activity wise contract period shall be as below:
15 days from the order for preparation and submission of draft DPM&P.
Thereafter 15 days for submission and getting approval from NATRAX of Final DPM&P.
6 months support, training and hand holding period from the date of finalization of Manual.



2.7. Other terms and conditions:

- i. The bidder shall furnish any additional information which they think is necessary to establish their capabilities to successfully complete the envisaged work. It is, however, advised not to furnish superfluous information. No information shall be entertained after submission of eligibility criteria document unless it is called for by NATRAX.
- ii. The gross annual turnover should be certified by the Chartered Accountant and UDIN Number should be mentioned on the respective document. In case, if no turnover is shown in any year, it would be considered as no turnover in that particular year, for working out the average.
- iii. The bidder should have an established office with sufficient manpower in india.
- iv. The appointed consultant shall share all data and findings accumulated during the DPM&P preparation stage with the NATRAX.
- v. Even though any bidder may satisfy the above requirements (including eligibility criteria), still they would be liable for disqualification if they have:
 - i) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the qualification documents.
 - ii) In case the bidder is already blacklisted/debarred by any government department then the applicant will not be considered for appointment.
 - iii) Any effort on the part of the bidder or their agent/representative to exercise influence or to pressurize the employer (NATRAX) (Canvassing of any kind is prohibited).

2.8. Final Decision-Making Authority

NATRAX reserve the right to modify the eligibility criteria, to decide on cut-off date of implementation, to accept or reject any application, to annul the qualification process, to reject all applications or accept new applications at any time, without assigning any reason or incurring any liability to the applicants.



3. ANNEXURES

3.1. RFP Submission Letter Format

To,

The Head Procurement & Store

NATRAX, Pithampur

SUB: RFP for Appointment of Consultancy Firm for preparation of DPM&P for NATRAX.

Sir,

Having examined the details given in Request for Proposal (RFP) for the above work, I/we hereby submit our qualification and relevant documents.

1. I/We hereby certify that all the statements made, and information supplied in the enclosed Forms are true and correct.
2. I/We have furnished all information and details necessary for Empanelment and have no further pertinent information to supply.
3. I/We hereby confirm that we have read and understood all the stipulations given in this RFP and the decision of NATRAX with regard to our qualification shall be final and binding on us.

(Signature of Authorized Signatory)

(Full Name & Designation of Authorized Signatory)



3.2. Form A - Structure and Organization

Name and Address of applicant entity	
District for which empanelment application made	
Telephone No.: E-mail id:	
Legal status of the applicant (attach copies of original documents defining the legal status)	a. Proprietorship Firm b. Partnership Firm c. Limited Liability Partnership d. Limited Company (Private or Public)
Name of Partners / Directors/ Chief Promoters with their addresses, Telephone numbers, and Email address	
Designation of individuals authorized to act for the applicant entity	
Details of Registration of Entity (<i>Attach copy of UDYAM/GST registration for Proprietorship Firm, Partnership Deed for Partnership Firm & LLP, Certificate of Incorporation for Companies</i>)	
Does the applicant entity have any pending litigation in the name of the organization? If so, give details	
Has the applicant entity ever been convicted by court of law? If so, give details	
Accreditations/ Certifications, if any. (<i>Copies to be enclosed</i>)	
Any other information considered necessary but not included above	



3.3. **Form B - Financial Information -**

Annual Turnover for last 3 financial years

Sl. No.	Financial Year	Amount (Rs. in Lakhs)	UDIN Number
1	2021-22		
2	2022-23		
3	2023-24		

In addition to the above details, the applicant must submit the following documents/
Information:

1. Copy of Audited Balance Sheet(s) for the last three years (FY 2021-22 , FY 2022-23 & FY 2023-24)
2. Copy of valid GST Number
3. Copy of PAN/ TAN card
4. Details of litigations, if any

5. Other relevant details, if any

(Signature of Authorized Signatory)

(Seal)



3.4. Form C - Work Experience

Details of similar works during the last 3 years

Sl. No.	Name of work	Scope of Services	Cost of Project (Amount in Rs.)	Date of Start	Date of Completion	Name & Address of the Client	Type of work

For all the above quoted works, attach copies of Certificates / Work Orders / Work Completion Certificate issued by Client Department/ Agency. In case of ongoing projects certificates issued by Client or Statutory Auditor /registered Chartered Account to be submitted.

(Signature of Authorized Signatory)

(Seal)



3.5. Form D - Technical Manpower

Details of current manpower of the firm

Sl. No.	Technical Profession	Name	Designation	Qualification	Total years of experience	Employee of the firm (Please tick)	Linked/ Short term hiring (Please tick)	Remarks
1	Expert for public procurement							
2	Expert for contract management							

The CV of all the personnel quoted above shall be submitted along with the application as per the format at Appendix 1.

(Signature of Authorized Signatory)

(Seal)



Appendix 1

Format of Curriculum Vitae of proposed Key Professional Staff

Name of Staff: _____

(Please provide full name)

Profession/Designation: _____

Type of engagement with applicant entity: Full time/ Contract

Date of Birth (dd/mm/yyyy): _____

Total Work Experience: _____ years _____ months

Years with Firm/Entity: _____ years _____ months

Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Education: *[Summarize college/university and other specialised education of staff member, giving names of schools, dates attended and degrees obtained]*

Sl. No.	Start Date	End Date	School/ College	University	Location	Degree Obtained

Employment Record: *[Starting with the present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organisation, titles of positions]*

Sl. No.	Start Date	End Date	Employing Organisation	Location	Position



Work Undertaken that best Illustrates the required professional experience *[Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations]*

Name of assignment of project:

Year:

Location:

Client:

Main project features:

Position held:

Activities Performed:

[add additional rows for each project with relevant experience]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

_____ Date: _____

(Signature of staff member)

Full Name of Staff Member: _____

_____ Date: _____

(Signature of Authorized Signatory)

Full Name of Authorized Representative: _____



4. Form E – Format for quotation (BOQ)

[to be submitted on the letterhead of bidder]

Quotation/Proposal No.-----

Dated: -----

To,
Head Procurement & Stores
NATRAX, Pithampur

Subject: Proposal for preparation of DPM&P for NATRAX.

Dear sir,

With reference to the above subject and terms & condition mentioned in the RFP No.-----
--- dated ----- issued by NATRAX for “-----”, the following are the acceptance and submission:

1. All the terms and conditions of this document (RFP) and corrigendum/addendum/amendment issued by NATRAX for this RFP are accepted to us without any deviation.
2. 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 RFP document. We further understand that our financial bid is subject to scrutiny/arithmetic checks and any information which is found false or is not as per the guidelines and terms & conditions of the RFP document may lead to our disqualification.
3. For the scope of work as mentioned in this RFP including terms & condition the quoted amount shall be Rs. ----- (Rupees -----only) including all taxes duties and deliverables. The details are as but not limited to below:

Sr. No.	Activities/scope of work	Quoted Amount
1	<ol style="list-style-type: none">i. Assess and document the current policies, rules & regulations, tendering process etc followed at NATRAX.ii. Conduct potential study, identify potential areas for upkeeping & develop effective procurement strategy.iii. Prepare the scale-up strategy including plans for modernization/diversification/ expansion of procurement policies in NATRAX.iv. Assess the existing staff in procurement & store department of NATRAX and trained them for effective procurement process and tendering system.v. Prepare the detailed procurement manual including but not limited to Format of Tenders, Bid Security, Performance Security, Indents, Purchase Orders, Work Orders, Agreements MOUs etc.	



	<ul style="list-style-type: none">vi. Training about finalization of evaluation parameters for tender mainly pertaining to goods, services, works etc, and training to preform the evaluations.vii. DPM&P should <i>inter-alia</i> in line with General Financial Rules 2017 (including amendments if any time to time), CVC Guidelines issued time to time, Guidelines of MSME, Guidelines of Ministry of Finance GOI etc.viii. Support procurement team, in management of all tenders, procurements for a period of at least 6 moths from the date of engagement.ix. Submit the draft DPM&P for approval of the NATRAX.x. Make modifications in DPM&P, as per NATRAX's instructions.xi. Submit the final DPM&P after obtaining approval of the NATRAX.xii. Support, monitor, and coordinate any other work related to the procurement policies and tenders.	
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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.

Dated:

Seal & Signature of Bidder