

**NOTICE INVITING TENDER FOR ENGAGEMENT OF CHARTERED
ACCOUNTANT/COST AND MANAGEMENT ACCOUNTANT FIRM FOR,
FINALIZATION OF ASSETS REGISTER AS PER GFR, PHYSICAL VERIFICATION OF
NATRIP PROJECT ASSETS AND TRANSFER THE PROJECT ASSETS, RELATED
LIABILITIES**

National Automotive Board (NAB), herein referred as Society, is an autonomous body incorporated as a Society under the Societies Registration Act 1860 under Ministry of Heavy Industries, Government of India.

The society having the registered office at Udhyog Bhawan, Ministry of Heavy Industries and Head Office at Manesar, Gurugram, Haryana.

Apart from this, there are four certification, testing and R&D centres under the society, which was earlier a part of **NATRIP Project** under the registered Society **NATRIP Implementation Society (NATIS)**. Now, the extended tenure of NATIS has been completed on 31st March, 2021 and residual work of NATRIP has been taken over by National Automotive Board (NAB) w.e.f. 01.04.2021 vide letter dated 17th March, 2021 issued by Ministry of Heavy Industries. Since NATIS has been taken over by NAB, the consolidated books of accounts from the F Y 2021-22 shall prepared in Name of National Automotive Board.

Four certification, testing and R&D centres are as following

- (a) GARC, Chennai
- (b) NATRAX, Indore
- (c) ICAT, Manesar,
- (d) NIAMIT, Silchar.

NATRIP

National Automotive Testing and R&D Infrastructure Project (NATRIP) was a fully Government of India funded Project for setting up state-of-the-art automotive testing, homologation and R&D infrastructure facilities in India. The Project aimed at putting in place automotive testing infrastructure that will meet safety and emission regulation standards and also extend India's automotive R&D capabilities. The project was sanctioned in 2005 by the Cabinet Committee of Economic Affairs (CCEA) for setting up world class automotive testing and homologation facilities.

In order to implement NATRIP project, an empowered "Implementation Body" was set up as an independent society and registered under the Societies Registration Act, 1860 on 27th of July 2005 as NATRIP Implementation Society (NATIS) headed by Secretary, Ministry of Heavy Industries.

3. The accounts of the Society are maintained at the following 6 Locations. Locations at (c), (d), (e) and (f) are called Testing centres.

- (a) National Automotive Board (NAB)
Reg. Address, Udyog Bhawan
Ministry of Heavy Industries, New Delhi-110011
- (b) NAB (NATRIP)-HQ
Sector- 11, IMT Manesar
Gurgaon-122051 (Haryana)
- (c) International Centre for Automotive Technology (iCAT) (a Division of SOCIETY)
Plot No.26, Sector-3, IMT Manesar
Gurgaon-122050 (Haryana)
- (d) GLOBAL AUTOMOTIVE RESEARCH CENTRE (GARC) (a Division of SOCIETY)
Plot no.-1, SIPCOT
Kanchipuram, Chennai, Tamilnadu-602105
- (e) NATIONAL AUTOMOTIVE TESTING TRACKS (NATRAX)
(a Division of SOCIETY)
Sagore- Manpur Road, Pithampura
Dhar Disst. (Indore), MP- 454774
- (f) NATIONAL INSTITUTE FOR AUTOMOTIVE INSPECTION
MAINTANANCE & TRAINING (NIAIMT) (a Division of SOCIETY)
Jaffirbond, Udharbond, Distt. Cachar
Silchar, Assam- 788030

National Automotive Board (NAB) invites sealed quotation from reputed Chartered Accountant Firms having experience in same/similar nature of work for "**Engagement of Chartered Accountant Firm/ Cost and Management Accountant Firm for physical verification of NATRIP Project Assets and transfer the project assets, related liabilities including Grant-in-aid and loan portion to the respective Testing Centers based on Audited Annual Accounts as on 31.03.2023**"

Important Dates & Time;

S.no	Particulars	Date	Time
1	Last date & Time for submission of tender	14 th Nov, 2023	1200 Hrs
2	Date & Time of opening of Technical Bids	14 th Nov, 2023	1230 Hrs
3	Date and Time of Pre-bid Meeting for clarification of queries on subject NIT	31 st October, 2023	1200 Hrs at NAB Office, Manesar

4	Date & Time of opening of Financial Bids	To be intimated to technically qualified bidder only on a later date
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The bids/offers received after the due date and time mentioned above will not be entertained under any circumstances. Incomplete and unsigned bids or the bids not in prescribed format will be rejected without assigning any reason. The bids/offers should be complete in all respects and submitted to;

The Deputy General Manager (U&P)
National Automotive Board,
2nd Floor, Admin Building
ICAT Campus-2
Sector-11 IMT Manesar
Gurugram Haryana-122050

Method of submission of Bid and other Conditions

- a) **Procedure for submission:** Sealed envelopes A & B (as stated below) to be placed in a single cover (sealed) and superscripted as “**Tender for engagement of chartered accountant/ Cost and Management Accountant firm for, finalization of assets register, physical verification of NATRIP project assets and transfer the project assets, related liabilities**”. The sealed envelope should reach at NAB office on or before the due date and time. Those who send the tender documents by post, have to ensure that the documents reach before the prescribed time & date. NAB will not take any responsibility under any circumstances for courier/postal delays.

ENVELOPE ‘A’:

This envelope should contain the following;

- i. Duly completed covering letter as per Annexure-II on official letter head.
- ii. Technical Bid as per Annexure-I &II and the terms and conditions duly signed.
- iii. Relevant supporting documents of technical bid.

ENVELOPE ‘B’: This envelope should contain only the financial bid duly signed and stamped by the bidder in the prescribed format as per Annexure-III.

1. Terms & Conditions:

- a) One authorised representative of the bidder can be present while opening the tender.
- b) Financial bids of technically qualified parties shall be opened at a later date.
- c) The Technical Evaluation Committee of NAB constituted for the purpose shall assess the ability of the agencies to render the requisite services based on the company profile, rating and on such other criteria as it may fix and the Financial Bids of only those firms qualifying the technical evaluation will be considered.
- d) The tenderer should sign on each page of the tender documents.
- e) Bids which are late/vague/conditional/incomplete/not confirming to the laid down procedure in any respect will be rejected.
- f) Tenders sent by fax & e-mail will not be accepted.

- g) In case of differences arising in the terms and conditions of the tender documents with the firm(s), the decision of NAB shall prevail.
- h) In case of any unsatisfactory service, suitable penalties as decided by the Competent Authority shall be levied after issuing notice.
- i) NAB reserves the right to modify/change/delete/add any further terms and conditions prior to issue of work order/agreement
- j) Arbitration- the Courts of Delhi alone will have the jurisdiction to try any matter, dispute or reference between the bidders and the Institute arising out of this service. It is specifically agreed that no court outside and other than Court in Delhi shall have jurisdiction in the matter.

2. Scope of Work:

- (i) Visit the Centers (namely ICAT- Manesar I&II, GARC- Chennai, Natrax- Indore and NIAIMT- Silchar) and finalization of asset register as per GFR, physical verification of NATRIP project assets based on Audited Annual Accounts as on 31.03.2023.
- (ii) Identification of Book Value of Assets, related liabilities including Grant-in-aid, loan etc. based on Audited Annual Accounts as on 31.03.2023 and transfer these Books value to respective Testing Centers Books of Account.
- (iii) Submission of final report with certified copy as above.

3. Validity of Bids: Bid shall remain valid and open for acceptance for a period of 90 days from the last date of submission

4. Contract Period/Time limit:

- (i) Contract period for the above works is four months including Submission of final report with certified copy of physical verification of Project Assets along with transfer book value of Assets, related liabilities including Grant-in-aid, loan etc. based on Audited Annual Accounts as on 31.03.2023 .
- (ii) Two month time for visit the Centers (namely ICAT- Manesar I&II, GARC- Chennai, Natrax- Indore and NIAIMT- Silchar) and finalization of assets register, physical verification of NATRIP project assets based on Audited Annual Accounts as on 31.03.2023.
- (iii) 15 Day time for identification of Book Value of Assets, related liabilities including Grant-in-aid, loan etc. based on Audited Annual Accounts as on 31.03.2023 and transfer these Books value to respective Testing Centers Books of Account.

5. Conditions for rejection of bids- The decision taken by the NAB will be final and admissible by all the bidders.

- a. The Quotation is received after the scheduled time and date of submission.
- b. The Quotation submitted does not fulfil the specified eligibility/qualifying criteria.
- c. The Quotation is submitted conditionally
- d. Disclosure of financial quote in technical bid
- e. If the Firm Blacklisted/Debarred/Terminated from any Govt. / State-Govt. / PSU/ Autonomous Body/ Society/ Reputed Private Firm.
- f. Any deviation in scope etc.

6. Manner of filing the Quotation

- (a) The quoted Professional Fee should be including all incidental expenses including duties and tax (GST), travelling, boarding, lodging, local conveyance, out of pocket expenses etc.
- (b) Payment Terms: 100% Payment will be made after completion of service within stipulated time period i.e. after submission of final report with certified copy.

(Signature of the Authorized Person)

Date:

Name _____

Mobile No. _____

Seal

Annexure-I

Eligibility Criteria

Technical Requirements	Complied Yes/No	Supporting Documents enclosed (Yes/No)
Firm should be valid legal entity Company/ LLP/ Partnership Firm/ Proprietary Firm		
The Firm should have the office in Delhi/NCR. Copy of the related documents should be submitted		
Firm should have minimum 5 years of experience in the works of audit/physical verification of assets, stock etc./valuation of assets, liabilities etc Experience Certificate for the similar works/services should be submitted with the quotation		
Should have minimum 3 years' experience of audit/physical verification of assets, stock etc. /valuation of assets, liabilities etc or similar works/services in any Central Govt. / State Govt. / Autonomous Body/ PSU/ Society founded by Govt. Copy of the related documents should be submitted with the quotation.		
Tender documents duly signed on each page		-

(Signature of the Authorized Person)

Date:

Name _____

Mobile No. _____

Seal

Annexure- II

(On office letter head)

Date. _____

The Deputy General Manager (U&P)
2nd Floor, Admin Building ICAT Campus-2
Sector-11 IMT Manesar
Gurugram Haryana-122050

Dear Sir,

Sub: Notice Inviting Tender for Engagement of Chartered Accountant/Cost and Management Accountant Firm for physical verification of NATRIP Project Assets

Ref: Tender No. NAB/FIN/Asset Verification/23/2R dated 23rd October, 2023

With reference to the above, I am/ We are enclosing our Notice Inviting for Engagement of Chartered Accountant/Cost and Management Accountant Firm for physical verification of NATRIP Project Assets.

I / We hereby reconfirm and declare that I / We have carefully read and understood the above referred Tender document including instructions, terms & conditions and all the contents stated therein and all subsequent corrigendum published.

Thanking you

Yours faithfully,
(Signature of the Authorized Person)

Name _____

Mobile No. _____

Seal

Format for Financial bid as per scope of work mentioned in tender documents

(Two person as One CA and One Assistant)

In INR

Scope of work	Time Line	Estimated Travel Cost (Air Fair for 2 person)	Estimated Local Conveyance (for 2 person)	Estimated Hotel Expenses (boarding & lodging for 2 Person)	Minimum Man Hour Cost (Professional fee for 2 Person)	Other Overheads (out of pocket expenses)	GST	Total quoted professional fee
(i) Visit the Centers for finalization of Asset Register as per GFR, Physical Verification of NATRIP Project Assets	2 Month							
ICAT- Manesar I&II								
GARC- Chennai								
NATRAX- Indore								
NIAIMT- Silchar								
(ii) Identification of Book Value of Assets, related liabilities including Grant-in-aid, loan etc. based on Audited Annual Accounts as on 31.03.2023 and transfer these books value to respective Testing Centers Books of Account	15 days							
ICAT- Manesar II								
(iii) Submission of final report with certified copy as above	15 days							
ICAT- Manesar II								
Total Cost (In INR)								
100% payment will be made after completion of service within stipulated time period i.e. after submission of final report with certified copy.								