

NOTICE INVITING TENDER (NIT)

NIT No.: ICAT/T/ICC/EMA/2022-23/135

Manesar, 29th September' 2022

The Director, International Centre for Automotive Technology (ICAT) - **GST No. 06AAATN7662F1ZI**, a division of NATRIP Implementation Society (NATIS), Govt. of India, hereby invites sealed bid for "Empanelment of Event Management Agencies for Providing Infrastructure & Event Services at ICAT ICC Facility" under Tender No. ICAT/T/ICC/EMA/2022-23/135

Tender Activity Schedule

Description of work	Empanelment of Event Management Agencies for Providing Infrastructure & Event Services at ICAT ICC Facility
Eligibility Criteria	<u>Eligibility of Empanelment</u> Before filling the application form, the Event Infrastructure Provider are advised to carefully read and follow the eligibility criteria, instructions and terms & conditions for empanelment of Event Infrastructure Provider in ICAT mentioned herein below: <u>Qualification & Experience (Eligibility Criteria):</u> A. Legally Valid Entity: The Bidder shall necessarily be a legally valid entity either in the form of Proprietary firm, Partnership firm, Private Limited Company, Limited Company. A proof for supporting the legal validity of the Bidder shall be submitted. B. Financial Capacity: Should have the average annual turnover at least Rs. 30 lakhs in last three financial years (2019-20, 2020-21 & 2021-22). Relevant proof for supporting the above shall be submitted. C. Technical Capability: Should have completed minimum 5 events of similar nature, in the last 5 financial years. Relevant proof for supporting the above shall be submitted. D. Minimum 2 Events completed with Government organization/PSUs etc. Relevant proof for supporting the above shall be submitted. E. Self-declaration that firm is not blacklisted by the Government of India Or any Govt. bodies for any part of the Contract ineligible on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.
Empanelment Period	12 Months (1 Year)
Location	ICAT Centre - 1 & 2, Manesar (Haryana)
Last Date/Time for Submission of Sealed Bids	Up to 1700 Hrs. on 18 th October' 2022 at ICAT Centre - 1, Manesar, Gurgaon, India.
Bid Submission Address	To, The Purchase Department International Centre For Automotive Technology Plot No. 26, Sector – 3, Near HSIIDC Office, IMT Manesar Gurgaon 122050 (Haryana) Contact No. +91 9971150821
For any queries please feel free to contact the undersigned: Mr. Bibhu Kumar - ICC Department Contact No. +91 9354656920 Mail ID: bibhu.kumar@icat.in	

Annexure A

Application for Empanelment of Event Management Agencies for Providing Infrastructure & Event Services at ICAT ICC Facility

ICAT and ICC Introduction

The International Centre for Automotive Technology (ICAT) was established in 2006 at Manesar, Haryana, India. ICAT is located approximately 38km from Delhi Airport and has two centers measuring area 08 acres and 46 acres respectively. Applications are invited for Event Infrastructure Provider to provide Event Infrastructures during events hosted by ICAT Convention Centre, ICAT. ICAT Convention Centre (ICC) is state-of-the-art-convention centre. The Facility has the capacity to host events of any size and of any type. The brand new world class facility which is an integrated complex with facilities like Modern Conference Halls, Huge Auditorium, Banquet Hall, Exposition Area, Open Lawn, Test Tracks and Many More. ICC is doing multiple events at its facility in which Event Infrastructure requirements are there, for which it is proposed to create panel of 3 Event Infrastructure Provider from which Event Infrastructures can be taken as and when required. It is expected that Event Infrastructures of amount INR 25-30 Lakhs minimum will be required per year at ICC venue at ICAT Centre-2, Manesar.

How to Apply:

Eligible Event Infrastructure Provider must submit application in the format prescribed in Annexure "B" enclosed herewith, along with all supporting documents in a sealed envelope to:-

To,

The Purchase Department

International Centre For Automotive Technology

Plot No. 26, Sector - 3, HSIIDC, IMT Manesar

Gurugram 122050 (Haryana - India)

The envelope should be superscribed as following:-

"Empanelment of Event Management Agencies for Providing Infrastructure & Event Services at ICAT ICC Facility"

The last date of receiving Applications in the prescribed format along with supporting document is 18th October' 2022 till 17.00 hours.

Application for empanelment at ICAT does not confer any right/ assurance whatsoever; to an applicant that he / she will be empaneled on the panel of ICAT. Letter to Event Infrastructure Provider confirming their empanelment will be issued by ICAT separately.

Guidelines for Empanelment of Event Infrastructure Provider

Following guidelines are designed to provide and regulate the manner and procedure for empaneling the Event Infrastructure Provider for providing Event Infrastructures during events hosted by ICAT Convention Centre, ICAT. These guidelines shall supersede all existing instruction in this regard, if any, and is subject to change without assigning any reason thereto.

Eligibility of Empanelment

Before filling the application form, the Event Infrastructure Provider are advised to carefully read and follow the eligibility criteria, instructions and terms & conditions for empanelment of Event Infrastructure Provider in ICAT mentioned herein below:

Qualification & Experience (Eligibility Criteria):

- A. Legally Valid Entity: The Bidder shall necessarily be a legally valid entity either in the form of Proprietary firm, Partnership firm, Private Limited Company, Limited Company. A proof for supporting the legal validity of the Bidder shall be submitted.
- B. Financial Capacity: Should have the average annual turnover at least Rs. 30 lakhs in last three financial years (2019-20, 2020-21 & 2021-22). Relevant proof for supporting the above shall be submitted.
- C. Technical Capability: Should have completed minimum 5 events of similar nature, in the last 5 financial years. Relevant proof for supporting the above shall be submitted.
- D. Minimum 2 Events completed with Government organization/PSUs etc. Relevant proof for supporting the above shall be submitted.
- E. Self-declaration that firm is not blacklisted by the Government of India Or any Govt. bodies for any part of the Contract ineligible on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.

Documents required to be submitted by the Event Infrastructure Provider as per above eligibility criteria:

The Vendors will be required to submit their applications in the prescribed format as given in Annexure-B. The self-attested copies duly signed by the authorized person of the firm for the following documents are required to be submitted with application:

- a) In proof of having fully adhered to the minimum eligibility criteria at (A), attested copy of certificates issued by the respective registrar of firms/companies and in case of proprietary firms, valid documents such as PAN, TAN, S.T.C etc. shall be acceptable to ICAT.
- b) In proof having fully adhered to the minimum eligibility criteria at (B), attested copies of the audited balance sheets OR any such valid documents, prepared and duly signed by a chartered accountant, clearly indicating the turnover of the bidder shall be acceptable to ICAT.
- c) In proof of having fully adhered to the minimum eligibility criteria at (C), ICAT shall accept the attested completion certificates issued by Govt. Depts/Autonomous bodies/PSUs/reputed private firms (at the discretion of ICAT) only.
- d) In proof of having work experience with Govt. Depts/Autonomous bodies/PSUs to the minimum eligibility criteria at (D), ICAT shall accept the attested completion certificates issued by Govt. Depts/Autonomous/PSUs
- e) Self-declaration certificate in company's letter head regarding requirements as per point (E) above

Tenure of Empanelment:-

The initial empanelment will be for one year. Performance, quality of service and execution during event days shall be reviewed on annual basis. However, on completion of the term and satisfactory performance of the Event Infrastructure Provider, the empanelment may be extended by **One (1) Year** by the ICAT as per the terms & conditions in effect at the time of renewal. The ICAT reserves

the right to terminate the empanelment of any Event Infrastructure Provider at any time without assigning any reason thereof.

Procedure for Empanelment

The Competent Authority of ICAT will consider the applications for empanelment in terms of these guidelines only on merits after due notice in this regard is published on the website of the ICAT. For this purpose, the Competent Authority of ICAT may authorize any officer/group of officers of ICAT and such authorized officer(s), while appraising the applications of the Event Infrastructure Provider, may consider the minimum eligibility criteria.

Procedure for Empanelment:

- a) The applicant organization must apply on the format prescribed by the ICAT only. No other format will be entertained.
- b) Any application received after the last date prescribed in the advertisement shall not be entertained.
- c) No applicant organization shall be called for interaction unless the organization satisfies the eligibility conditions and is shortlisted for the same.
- d) Depending upon the requirement and number of applications received, ICAT reserves the right to be shortlist the organization and to be empaneled.
- e) Merely fulfilling the eligibility criteria will not confer any right on an organization to be empaneled.
- f) The decision of the ICAT competent authority regarding short listing and selection of the candidates shall be final.
- g) Canvassing in any form shall be treated as a disqualification. The organization involved in such activities shall be cancelled forthwith.
- h) The applicant organization shall bring original documents at the time of interaction with the ICAT.

Scope of the Empaneled Event Infrastructure Provider:

- a) Customer (Event organizer) will send the requirements to the empaneled vendors, and will discuss requirement with them directly.
- b) Quotation from empaneled vendor will be sent to customer (Event organizer) with cc to ICC team, in which 20% management fees of ICC will be included.
- c) Upon quote confirmation from customer (Event organizer) PI will be raised by ICC to Customer (Event organizer).
- d) Final billing will be done by ICC to customer (Event organizer).
- e) ICC will keep 20% management fees and will pay to empaneled vendor who gave services to customer (Event organizer).

Removal from panel

1. ICAT reserves the right to terminate the empanelment of a Counsel with one month's notice in writing without assigning any reason. The counsel may also resign from the Organisation by serving one month's notice.
2. Empanelment shall be liable to be cancelled due to occurring of any of the following disablements on the part of the Event Infrastructure Provider.
 - 2.1 Any activity that goes against ICAT discipline policy.

- 2.2 Untimely delivery during event days.
- 2.3 Low quality materials.
- 2.4 Unprofessional behavior towards event guests or ICAT employees.
- 2.5 Event causing damage to ICAT property.
- 2.6 Carrying unwanted substances by infrastructure team.
- 2.7 Multiple bad reviews from our customers.

General Instructions:

- a) The size of the panel and number of Event Infrastructure Provider in panel shall be determined by the ICAT Competent Authority based on the requirement and quantum of work.
- b) Refusal of any Event Infrastructure Provider to accept any work without any reasonable cause (e.g. on grounds of conflict of interest) may entail removal of such vendor from the panel.
- c) The Event Infrastructure Provider shall accept the terms and conditions of the empanelment as determined by the ICAT from time to time.

For any queries please feel free to contact the undersigned:

Mr. Bibhu Kumar - ICC Department

Contact No. +91 9354656920

Mail ID: bibhu.kumar@icat.in

Annexure - B
Application Form for Empanelment in ICAT
(To Be Field in By All Applicant Organisations)

To
Purchase Department
ICAT, Gurugram, Haryana (India).

Format of Bid Submission

SI No	Description	Bid document Page No.
1	Name of the Firm	
2	Attested copy of certificates issued by the respective registrar of firms/companies and in case of proprietary firms, valid documents such as PAN, TAN, S.T.C etc. to fulfill the requirement of minimum eligibility criteria (A)	
3	Attested copies of the audited balance sheets OR any such valid documents, prepared and duly signed by a chartered accountant, clearly indicating the turnover of the bidder shall be acceptable to ICAT to fulfill the requirement of minimum eligibility criteria (B)	
4	Attested completion certificates issued by Govt. Depts. /Autonomous bodies/PSUs/reputed private firms to fulfill the requirement of minimum eligibility criteria (C)	
5	In proof of having work experience with Govt. Depts./Autonomous bodies/PSUs to fulfill the requirement of minimum eligibility criteria (D)	
6	Self-declaration certificate in company's letter head regarding requirements to fulfill the requirement of minimum eligibility criteria (E)	

Place:
Date:
Name:

Signature of the Bidder