

e-Notice Inviting Tender (NIT)

NIT No.: ICAT/T/ICC/Event Infrastructure Services/2023-24/21

Manesar, 19th May 2023

The Director, International Centre for Automotive Technology (ICAT), a division of National Automotive Board (NAB), Govt. of India, hereby invites sealed techno-commercial bid for **“Providing Event Infrastructure Services for ‘Seminar on Improvement of Automotive Road Safety and Vehicle Fire Incidents’ which is scheduled on 6th June 2023 at ICAT Centre - 2, Manesar (Haryana)** as per following details:

Tender Activity Schedule

Scope of Supply	Providing Event Infrastructure Services for ‘Seminar on Improvement of Automotive Road Safety and Vehicle Fire Incidents’
Quantity Required	As per Attached BOQ
Product Specification	As per Attached BOQ
Minimum Eligibility Criteria	<p>Minimum Eligibility Criteria: The bidder whose bid meet the following eligibility criteria would only be considered</p> <ul style="list-style-type: none"> • Legal Valid Entity: The bidder shall necessarily be a legal valid entity either in the form of Proprietary Firm, Partnership Firm, Private Limited Company. A Proof of legal validity of the Bidder shall be submitted. • Technical capability: Experience of having successfully completed 5 similar events in FY 22-23 and FY 23-24. Purchase Order/event completion certificate or similar document confirming the above should be attached. • Self declaration that the firm is not currently blacklisted by Government of India or any Govt. Bodies for any part of the contract ineligible on charges for engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapse of serious nature • Bidder shall have previous experience of conducting such event at ICAT.
Evaluation Criteria	<p>Evaluation Criteria:</p> <p>It is mandatory for the bidder to comply with the complete Minimum Eligibility Criteria given in the bid document. In the event the bidder does not comply with the tender requirement, he shall be disqualified and any deviation proposed on bid requirement from the bidder end will not be considered at all. Disqualified bidders will not be eligible to make any claim. Those bidders who meet our bid requirements will be moved forward for financial evaluation. The order would be awarded to the L1 bidder among the technically qualified bidders.</p>

Payment Terms	100% payment against work completion & submission of invoice (if any deviation is required justification for the same shall be shared with tender document.)
Delivery/Completion Period	To be delivered on 5 th June as event is on 06 th June. Rental shall be applicable only for 06th June.
Delivery Terms	To be delivered at ICAT Centre-2
Price Validity	15/06/2023
Liquidity Damages (LD)	Na
Billing Address	International Centre For Automotive Technology Plot No. 26, Sector - 3, Near HSIIDC, IMT Manesar, Gurugram 122051 (Haryana) GST No. 06AABAN9435G2ZI
Delivery Address	International Centre for Automotive Technology Sector - 11, IMT Manesar, Gurugram, Haryana - 122051
Last Date of submission of Sealed Techno-Commercial Bid	Up to 12:00 Hrs on 29.5.2023 at ICAT Centre-1, Manesar, Gurgaon.
<ul style="list-style-type: none"> Bidders to comply with Rule 144 (xi) of GFR 2017 (refer Office Memorandum of Department of Expenditure dated 23rd July 2020 https://doe.gov.in/sites/default/files/OM%20dated%2023.07.2020.pdf) Preference to Make in India: As per the revised order issued by Department of Industrial Policy and Promotion (DIPP) vide No. P-45021/2/2017-PP (BE-II) dated 04.06.2020. The purchaser reserves the right to give preference to the local supplier. https://dpiit.gov.in/sites/default/files/PPP%20MII%20Order%20dated%204th%20June%202020.pdf 	
<p>Sealed Envelope should be marked with “Providing Event Infrastructure Services for ‘Seminar on Improvement of Automotive Road Safety and Vehicle Fire Incidents’.”</p> <p>Interested suppliers/service providers who meet our requirements should submit no regret techno commercial proposal along with documents requested in minimum eligibility criteria in a sealed envelope latest by 1200 Hours of 29.5.2023. at below given address</p> <p>To, The Purchase Department, International Centre For Automotive Technology Plot N. 26, Sector-3, HSIIDC, IMT Manesar Gurugram 122051 (Haryana) Contact No. +91-9899973712</p> <p>Note: ICAT reserves the right to reject/modify/cancel the tender without assigning any reason thereof.</p>	

Annexure A

Eligibility Criteria: “Providing Event Infrastructure Services for ‘Seminar on Improvement of Automotive Road Safety and Vehicle Fire Incidents’ on 6th June 2023 at ICAT Centre – 2, Manesar (Haryana).

For or any queries please feel free to contact the undersigned:

Contact Person: Mr. Krishnagovind TN – ICC Department

Mail ID: krishnagovind@icat.in

Contact No. : +91 9968314279 (Mobile)

Minimum Eligibility Criteria: The bidder whose bid meet the following eligibility criteria would only be considered

- **Legal Valid Entity:** The bidder shall necessarily be a legal valid entity either in the form of Proprietary Firm, Partnership Firm, Private Limited Company. A Proof of legal validity of the Bidder shall be submitted.
- **Technical capability:** Experience of having successfully completed 5 similar events in FY 22-23 and FY 23-24. Purchase Order/event completion certificate or similar document confirming the above should be attached.
- Self declaration that the firm is not currently blacklisted by Government of India or any Govt. Bodies for any part of the contract ineligible on charges for engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapse of serious nature
- Bidder shall have previous experience of conducting such event at ICAT.

Evaluation Process:

It is mandatory for the bidder to comply with the complete **Eligibility Criteria** given in the bid document. In the event the bidder does not comply with the tender requirement, he shall be disqualified and any deviation proposed on bid requirement from the bidder end will not be considered at all. Disqualified bidders will not be eligible to make any claim. Those bidders who meet our bid requirements will be moved forward for financial evaluation. The order would be awarded to the L1 bidder among the technically qualified bidders.

ICAT Terms & Conditions

- **Payment Terms:** - 100% payment against work completion & submission of invoice (if any deviation is required justification for the same shall be shared with tender document.)
- **Delivery/Completion Period:** To be delivered on 5th June, 2023 as event is on 6th June, 2023.
Rental shall be applicable only for 06th June.
- **Price Validity:** 15/06/2023
- **Billing Address:** International Centre For Automotive Technology, Plot No. 26, Sector - 3, Near HSIIDC, IMT Manesar, Gurugram 122051 (Haryana), **GST No. 06AABAN9435G2ZI**
- **Project Site:** International Centre for Automotive Technology, Sector - 11, IMT Manesar, Gurugram, Haryana - 122051

International Centre for Automotive Technology (ICAT)

Plot No. - 26, Sector-3, HSIIDC, IMT Manesar, Gurugram -122051, Haryana, India

Phone: +91-124-4586-111, FAX: +91-124-2290005, Email: purchase@icat.in,

Website www.icat.in

Annexure-B

Scope of Work/Service

Sr. No	Item	Size	Qty.	Days
1	WELCOME PANEL AT OPPOSITE THE ENTRANCE OF CONVENTION CENTRE	Size: - 12X8ft.	01 Nos.	1
2	WELCOME STANDEE AT CONVENTION CENTRE ENTRANCE	Size: - 3X6ft.	01 Nos.	1
3	WELCOME STANDEE AT CONVENTION CENTRE 3 rd – 5 th and 6 th FLOOR	Size: - 3X6ft.	01 Nos.	1
4	WELCOME PANEL AT 5 th FLOOR	Size: - 12X8ft.	01 Nos.	1
5	MAIN AUDITORIUM STAGE SIDE PANEL	Size: - 10X14ft.	02 Nos.	1
6	PODIUM BRANDING	Size: - 2.5X4ft.	02 Nos.	1
7	PAGODA STRUCTURE FOR REGISTRATION COUNTER / KIT COUNTER / BADGES COUNTER (Including Carpet, General Light and Power Point 5+15 AMP)	Size: - 5X5mtr.	03 Nos.	1
8	FASCIA BRANDING FOR PAGODA STRUCTURE		01 Nos.	1
9	REGISTRATION COUNTERS WITH FRONT PLY BRANDING	Size: - 1.5mtr.	04 Nos.	1
10	Q-MANAGER FOR REGISTRATION COUNTERS		08 Set	1
11	i5 LAPTOP, PRINTER WITH OPERATOR FOR REGISTRATION COUNTER		03 Nos.	1
12	i5 LAPTOP WITH OPERATOR FOR KIT COUNTER		01 Nos.	1
13	DELEGATE BADGES WITH LANYARD		500	1
14	i5 LAPTOP FOR MAIN AUDITORIUM		01 Nos. for 1 day	1
15	50" LED TV FOR BANQUET HALL WITH BRANDING		02 Nos. for 1 day	1
16	FLOWER DECORATION IN MAIN AUDITORIUM STAGE DOWN AREA WITH 05 LED PARKEN LIGHTS	Size: - 60x2.5ft	01 Nos.	1
17	FLORAL HANDIES FOR MAIN AUDITORIUM		10 Nos.	1
18	BOUQUET FOR INAUGURAL AND VELDICTORY CEREMONY		15 Nos.	1
19	RESERVE STANDS FOR AUDITORIUM		04 Nos.	1
20	PACKING MATERIAL FOR SOUVENIR		10 Nos.	1
21	FLORAL DECORATION FOR LAMP WITH ACCESSORIES		01 Nos.	1
22	WALKIE-TALKIE		10 Nos. for 1 day	1
23	CLEANING GUYS WITH BROOMS AND COLLIN		4	1
24	NOTEPADS WITH CUSTOMISED DESIGN		200	1
25	Video recording from 8 am to 5 pm &		1	1
26	Still Photography from 8 am to 5 pm &		1	1

27	3 Water Dispenser (Machine Cold/Hot) with table and dustbins and paper glasses (1000 nos). 15 nos 20 ltrs water cans.			1
28	3*3 Pagoda with 20 Simple chairs - To be placed out side campus for Driver sitting	Size: 3*3 mtr		1
29	1 Portable Toilet for Drivers to be placed outside campus with cleaning staff and materials			1
30	6 Nos 3*6 Directional signane for Parking, Driver seating area etc	Size: 3*6 ft		1
31	1 i5 laptop with colour printer at Main Auditorium			1
32	Banner 12*8 ft (Lunch Sponsor) at 3rd floor	Size: 12*8 ft		
33	Brochure		300	
34	Industrial Coolers		4 Nos	1

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Annexure-C

Financial Bid for “Providing Event Infrastructure Services for ‘Seminar on Improvement of Automotive Road Safety and Vehicle Fire Incidents’ which is scheduled on 6th June 2023 at ICAT Centre - 2, Manesar (Haryana)

REQUIREMENT FOR ROAD SAFETY EVENT 2023						
S. No.	Item	Size	Qty.	Days	Rate	Amount
1	WELCOME PANEL AT OPPOSITE THE ENTRANCE OF CONVENTION CENTRE	Size: - 12X8ft.	01 Nos.	1		
2	WELCOME STANDEE AT CONVENTION CENTRE ENTRANCE	Size: - 3X6ft.	01 Nos.	1		
3	WELCOME STANDEE AT CONVENTION CENTRE 3 rd – 5 th and 6 th FLOOR	Size: - 3X6ft.	01 Nos.	1		
4	WELCOME PANEL AT 5 th FLOOR	Size: - 12X8ft.	01 Nos.	1		
5	MAIN AUDITORIUM STAGE SIDE PANEL	Size: - 10X14ft.	02 Nos.	1		
6	PODIUM BRANDING	Size: - 2.5X4ft.	02 Nos.	1		
7	PAGODA STRUCTURE FOR REGISTRATION COUNTER / KIT COUNTER / BADGES COUNTER (Including Carpet, General Light and Power Point 5+15 AMP)	Size: - 5X5mtr.	03 Nos.	1		
8	FASCIA BRANDING FOR PAGODA STRUCTURE		01 Nos.	1		
9	REGISTRATION COUNTERS WITH FRONT PLY BRANDING	Size: - 1.5mtr.	04 Nos.	1		
10	Q-MANAGER FOR REGISTRATION COUNTERS		08 Set	1		
11	i5 LAPTOP, PRINTER WITH OPERATOR FOR REGISTRATION COUNTER		03 Nos.	1		
12	i5 LAPTOP WITH OPERATOR FOR KIT COUNTER		01 Nos.	1		
13	DELEGATE BADGES WITH LANYARD		500	1		
14	i5 LAPTOP FOR MAIN AUDITORIUM		01 Nos. for 1 day	1		
15	50” LED TV FOR BANQUET HALL WITH BRANDING		02 Nos. for 1 day	1		
16	FLOWER DECORATION IN MAIN AUDITORIUM STAGE DOWN AREA WITH 05 LED PARKEN LIGHTS	Size: - 60x2.5ft	01 Nos.	1		
17	FLORAL HANDIES FOR MAIN AUDITORIUM		10 Nos.	1		
18	BOUQUET FOR INAUGRAL AND VELDICTORY CEREMONY		15 Nos.	1		
19	RESERVE STANDS FOR		04 Nos.	1		

	AUDITORIUM					
20	PACKING MATERIAL FOR SOUVENIR		10 Nos.	1		
21	FLORAL DECORATION FOR LAMP WITH ACCESSORIES		01 Nos.	1		
22	WALKIE-TALKIE		10 Nos. for 1 day	1		
23	CLEANING GUYS WITH BROOMS AND COLLIN		4	1		
24	NOTEPADS WITH CUSTOMISED DESIGN		200	1		
25	Video recording from 8 am to 5 pm &		1	1		
26	Still Photography from 8 am to 5 pm &		1	1		
27	3 Water Dispenser (Machine Cold/Hot) with table and dustbins and paper glasses (1000 nos). 15 nos 20 ltrs water cans.			1		
28	3*3 Pagoda with 20 Simple chairs - To be placed outside campus for Driver sitting	Size: 3*3 mtr		1		
29	1 Portable Toilet for Drivers to be placed outside campus with cleaning staff and materials			1		
30	6 Nos 3*6 Directional signane for Parking, Driver seating area etc	Size: 3*6 ft		1		
31	1 i5 laptop with colour printer at Main Auditorium			1		
32	Banner 12*8 ft (Lunch Sponsor) at 3rd floor	Size: 12*8 ft				
33	Brochure		300			
34	Industrial Coolers		4 Nos	1		

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