

NOTICE INVITING TENDER (NIT)

NIT No.: ICAT/T/NBD/EMP-EMA/2023-24/101

Manesar, 25th October' 2023

The Director, International Centre for Automotive Technology (ICAT) - **GST No. 06AABAN9435G2ZI**, under National Automotive Board (NAB), Govt. of India, hereby invites sealed bid for “**Empanelment of Event Management Agencies for Providing Infrastructure & Event Services for Events Organized by ICAT/MHI**, Tender No. ICAT/T/NBD/EMP-EMA/2023-24/101.

Tender Activity Schedule

Description of work	Empanelment of Event Management Agencies for Providing Infrastructure & Event Services for the events organized by ICAT/MHI
Eligibility Criteria	<p><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:</p> <p><u>Qualification & Experience (Eligibility Criteria):</u></p> <ol style="list-style-type: none"> 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. Financial Capacity: Should have the average annual turnover at least INR 30 Lakhs in last three financial years (2020-21, 2021-22 & 2022-23). Relevant proof for supporting the above shall be submitted. Technical Capability: Should have completed minimum <u>5</u> events of similar nature, in the last 3 financial years. Relevant proof for supporting the above shall be submitted. Minimum <u>2</u> Events completed with Government organization/PSUs etc. Relevant proof for supporting the above shall be submitted (not less than 200 pax). 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	Delhi, NCR
Last Date/Time for Submission of Sealed Bids	Up to 1700 Hrs. on 9th November' 2023 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. Praval Sharma – NBD Department Contact No. +91 9958211155 Mail ID: praval.sharma@icat.in	

Annexure A

Application for Empanelment of Event Management Agencies for Providing Infrastructure & Event Services for the events organized by ICAT/MHI

ICAT Introduction

The International Centre for Automotive Technology (ICAT) was established in 2006 at Manesar, Haryana, India. ICAT is located approximately 38 KM 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 and services during events hosted by ICAT/MHI.

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 for the events organized by ICAT/MHI, Tender Reference No. ICAT/T/NBD/EMP-EMA/2023-24/101"

The last date of receiving Applications in the prescribed format along with supporting document is 9th November' 2023 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/MHI. 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 INR 30 Lakhs in last three financial years (2020-21, 2021-22 & 2022-23). 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 (not less than 200 pax).
- 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 work:

- a) ICAT will send the requirements to the empaneled vendors, and will discuss with them directly.
- b) BOQ will be shared for the events.
- c) Scope include (Event management, Designing of (banners, standees, theme for the event), Minutes to Minutes Plan, Registration, branding, catering, stage decorations, flower decorations, bouquets, memento, delegate kits, photography and videography exhibition setup, MOC, Q&A, Event report preparation (Hindi/English), Talking points, Draft speeches, Invitation etc.

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 Organization 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. Praval Sharma - NBD Department

Contact No. +91 9958211155

Mail ID: praval.sharma@icat.in

Form - A
Application Form for Empanelment in ICAT
 (To Be Filled in By All Applicant Organisations)

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

Format of Bid Submission

1	Name of the Bidder	
2	Address of the Bidder	
3	Contact Details of the Bidder	
	Telephone No. With STD Code	
	Fax No.	
	Moble No.	
	E-mail ID	
	Website, if any	
4	Name of Proprietor/Partners/Directors of Firm/Agency	
5	Bidder Bank Details:	
	Name of Account Holder	
	Complete A/c No. (Current/Savings)	
	Name of Bank	
	Name of the Branch with Complete Address	
	IFS Code of the Branch	
	9 Digit MICR Code of the Branch	
6	Registration and Incorporation Particulars of the bidder indicating legal status such as Company, partnership/proprietorship concern, etc (Please attached copies of the relevant documents/certificates)	
7	GST Registration Details	
8	Copies of Permanent Income Tax Number (PAN)/Income Tax Circle	
9	Copies of Income Tax Returns	

	Filed for the Last Three Financial Years should be attached	
10	Annual Turnover for the Last Three Years (Audited A/c Statements such as Profit & Loss A/c, Balance Sheets, etc for the last three financial years should be attached)	
11	Proof of experience in said activity to State/Government Departments/PSUs/Autonomous Bodies (two copies of Purchase/Work Orders received from Central/State Departments/Ministries of the Government of India/PSUs/Autonomous Bodies during the last three years should be enclosed).	
12	5 copies of Purchase/Work Orders of similar nature, in the last 5 financial years. Relevant proof for supporting the above shall be submitted.	
13	Declaration regarding blacklisting or otherwise by the government departments as given in "Form C"	
14	Declaration regarding Conflict of Interest as given in "Form B"	
15	Any other information document: Please specify	

Place:
Date:
Name:

Signature of the Bidder

Form B
Declaration In Respect of Conflict of Interest

Tender No. ICAT/T/NBD/EMP-EMA/2023-24/101

Tender Detail: Empanelment of Public Relation Agencies for Providing Infrastructure & Event Services for the Events Organized by ICAT/MHI.

Sr. No.	Particulars		
1	Name of Firm		
2	Office Address Phone No. Fax No. Email ID		
3	Works Address as per Vendor Registration Phone No. Fax No. Email ID		
4	Type of Firm	Private Limited Company / Public Limited Company / Limited Liability Partnership (LLP) / Partnership Firm / Proprietor Firm <i>(Tick whichever is applicable)</i>	
5	CIN / LLPIN of Firm		
6	GST No. of Firm		
7	Names of all Directors/LLP Partners/ Partners / Proprietors of Bidder Firm with DIN (if any) and full address (as on the bid submission date)		
	Full Name	DIN	Full Residential Address

The details of Legal Representative / Agent of the Bidder Firm are as under:

Full Name of Legal Representative / Agent	
Whether employee of Bidder-Firm or not? (Yes/No)	
Designation	
Office Address	
Office Land-Line Nos.	
Mobile No.	
Email ID	
Whether acting as Legal Representative / Agent in any other Private Limited Company or Public Limited Company or Limited Liability Partnership (LLP) or Partnership Firm or Proprietor Firm? If yes, give names.	

WE HEREBY DECLARE AND CONFIRM THAT no bid has been submitted for the quoted item by any other Private Limited Company or Public Limited Company or Limited Liability Partnership (LLP) or Partnership Firm or Proprietor Firm in which any relative of any Director or Partner or Proprietor of Bidder Firm is a Director, Partner or Proprietor. The word “*relative*” is defined as under:

The Companies Act, 2013 Sec 2(77) “relative”, with reference to any person, means anyone who is related to another, if—

- (1) they are members of a Hindu Undivided Family;*
- (2) they are husband and wife; or*
- (3) A person shall be deemed to be the relative of another, if he or she is related to another in the following manner, namely:-*
 - a. Father including step-father,*
 - b. Mother including step-mother,*
 - c. Son including step-son,*
 - d. Son’s wife,*
 - e. Daughter,*
 - f. Daughter’s husband,*
 - g. Brother including step-brother,*
 - h. Sister including step-sister.*

WE FURTHER DECLARE THAT we have carefully read and understood the clause relating to ‘Conflict of Interest’ of Tender No. _____. The detailed Clause is as under:
“A bidder shall not have conflict of interest with other bidders for particular quoted item. Such conflict of interest can lead to anti-competitive practices to the detriment of Procuring Entity’s interests. The bidder found to have a conflict of interest shall be disqualified. A bidder may be considered to have a conflict of interest with one or more parties in this bidding process for particular quoted item, if:

- a) they have proprietor/ partner(s)/ Director(s) in common; or*
- b) they receive or have received any direct or indirect subsidy/ financial stake from any of them; or*

- c) *they have the same legal representative/ agent for purposes of this bid; or*
- d) *they have relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another bidder; or*
- e) *bidder participates in more than one bid in this bidding process. Participation by a bidder in more than one Bid will result in the disqualification of all bids in which the parties are involved. However, this does not limit the inclusion of the components/ sub-assembly/ assemblies from one bidding manufacturer in more than one bid.*
- f) *in cases of agents quoting in offshore procurements, on behalf of their principal manufacturers, one agent cannot represent two manufacturers or quote on their behalf in a particular tender enquiry. One manufacturer can also authorize only one agent/ dealer. There can be only one bid from the following:*
 - 1. *The principal manufacturer directly or through one Indian agent on his behalf; and*
 - 2. *Indian/ foreign agent on behalf of only one principal.*
- g) *a Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of the Bid;*
- h) *In case of a holding company having more than one independently manufacturing units or more than one unit having common business ownership / management, only one unit should quote. Similar restrictions would apply to closely related sister companies. Bidders must proactively declare such sister/ common business/ management units in same/ similar line of business.*
- i) *Bidder shall not act in contravention/ violation to the provisions of competition act, as amended from time to time."*

We hereby certify that our Firm M/s. _____ do not have any conflict of interest with other bidders for this tender.

We hereby declare and confirm that the above information and particulars are true and correct.

For (Firm Name)

Signature of Director/Partner/Proprietor/Authorised Signatory

Authorised Signatory Name:

Place:

Date:

Stamp / Seal of Firm

Form C

Undertaking Regarding Blacklisting/Non-Debrment

(Format of Undertaking, to be furnished in Company Letter Head With Regard to Blacklisting/Non-Debarment, By Organization)

To,
Director ICAT,
International Centre For Automotive Technology
Plot No. 26, Sector – 3, Near HSIIDC Office
IMT Manesar, Gurgaon 122051 (Haryana – India)

We here by confirm and declare that we, M/s-----
--- is not blacklisted/De-registered/debarred by any Government department/
Public Sector Undertaking/ Private Sector/ or any other agency for which we
have executed/undertaken the works/services during the last 3 Years.

For.....

Authorised Signatory

Date: