



Basic Details

Organisation Chain	International Centre For Automotive Technology Manesar Sector-3 Haryana		
Tender Reference Number	ICAT/DTS/ARC-CorpFilms/2026/40		
Tender ID	2026_ICAT_909188_1	Withdrawal Allowed	Yes
Tender Type	Open Tender	Form of contract	Item Rate
Tender Category	Services	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Not Applicable	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No

Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	Disqualification Criteria and Technical Evaluation
		.pdf	NIT Document
		.pdf	Tender Document
2	Finance	.xls	Financial Bid Format

Tender Fee Details, [Total Fee in ₹ * - 0.00]

Tender Fee in ₹	0.00		
Fee Payable To	Nil	Fee Payable At	Nil
Tender Fee Exemption Allowed	No		

EMD Fee Details

EMD Amount in ₹	0.00	EMD Exemption Allowed	No
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	Nil	EMD Payable At	Nil

[Click to view modification history](#)

Work /Item(s)

Title	ARC for Producing Various Films and Podcasts of ICAT				
Work Description	ARC for Producing Various Films and Podcasts of ICAT				
Pre Qualification Details	As Per Tender Document				
Independent External Monitor/Remarks	Not Applicable				
Show Tender Value in Public Domain	No				
Tender Value in ₹	9,00,000	Product Category	Miscellaneous Services	Sub category	ARC for Producing Various Films and Podcasts of IC
Contract Type	Rate Contract	Bid Validity(Days)	180	Period Of Work(Days)	365
Location	ICAT Manesar Centre 1 and 2	Pincode	122050	Pre Bid Meeting Place	ICAT Centre 1
Pre Bid Meeting Address	Plot No 26, Sector - 3, Near HSIIDC Office, IMT Manesar, Gurugram - 122050 (Haryana - India)	Pre Bid Meeting Date	29-May-2026 02:00 PM	Bid Opening Place	ICAT Manesar
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates

Publish Date	19-May-2026 12:00 PM	Bid Opening Date	06-Jun-2026 05:30 PM
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Document Download / Sale Start Date	19-May-2026 02:00 PM	Document Download / Sale End Date	05-Jun-2026 05:00 PM
Clarification Start Date	20-May-2026 09:00 AM	Clarification End Date	28-May-2026 05:00 PM
Bid Submission Start Date	30-May-2026 09:00 AM	Bid Submission End Date	05-Jun-2026 05:00 PM

Tender Documents					
NIT Document	S.No	Document Name	Description	Document Size (in KB)	
	1	Tendernotice_1.pdf	NIT Document for Annual Rate Contract for Various Films and Podcasts of ICAT	376.58	
Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	Tender.pdf	Main Tender Document	1594.40
	2	Additional Documents	NIT.pdf	NIT Document	360.23
	3	Additional Documents	PQR.pdf	Disqualification Criteria and Technical Evaluation	1551.63
	4	BOQ	BOQ_955570.xls	Financial Bid	340.50

Auto Extension Corrigendum Properties for Tender		
Iteration	No. of bids required for bid opening a tender	Tender gets extended to No. of days
1.	3	7
2.	2	7
3.	1	7

Bid Openers List			
S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	cphpp_praveen@icat.in	Praveen Mishra	PRAVEEN KUMAR MISHRA
2.	cphpp_monal@icat.in	Monal Hasti	MONAL HASTI
3.	cphpp_manohar@icat.in	Manohar Mandal	MANOHAR MANDAL
4.	cphpp_devinder@icat.in	Devinder Negi	DEVINDER

GeMARPTS Details	
GeMARPTS ID	YC22FIU85XT9
Description	Annual Rate Contract for Production of Various Films and Podcasts
Report Initiated On	18-May-2026
Valid Until	17-Jun-2026

Tender Properties			
Auto Tendering Process allowed	No	Show Technical bid status	Yes
Show Finance bid status	Yes	Stage to disclose Bid Details in Public Domain	Technical Bid Opening
BoQ Comparative Chart model	Normal	BoQ Compative chart decimal places	2
BoQ Comparative Chart Rank Type	L	Form Based BoQ	No

TIA Undertaking			
S.No	Undertaking to Order	Tender complying with Order	Reason for non compliance of Order
1	PPP-MII Order 2017	Agree	
2	MSEs Order 2012	Agree	

Tender Inviting Authority	
Name	Bikash Singh
Address	International Centre For Automotive Technology, Plot No 26, Sector - 3, Near HSIIDC Office, IMT Manesar, Gurugram - 122050 (Haryana - India)

Tender Creator Details	
Created By	Bikash Singh
Designation	Executive
Created Date	18-May-2026 06:05 PM

अंतर्राष्ट्रीय ऑटोमोटिव प्रौद्योगिकी केंद्र

International Centre for Automotive Technology

अतिरिक्त नियम एवं शर्तें (एटीसी)

Additional Terms & Conditions (ATC)

for

आपूर्ति का दायरा: आईसीएटी, मानेसर (हरियाणा) की विभिन्न फिल्मों और पॉडकास्ट के निर्माण लिए वार्षिक दर अनुबंध (एआरसी)

Scope of Supply: Annual Rate Contract (ARC) for Producing Various Films and Podcasts of ICAT, Manesar (Haryana)



International Centre for Automotive Technology

Plot No. - 26, Sector-3, HSIIDC, IMT Manesar, Gurugram-122050, Haryana, India

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

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निविदा सूचना / TENDER NOTICE

Subject: Annual Rate Contract (ARC) for Producing Various Films and Podcasts of ICAT, Manesar (Haryana).

Dear Sir/Madam,

The International Centre for Automotive Technology (ICAT) under Ministry of Heavy Industries, Government of India, invites tenders in two bid system on Central Public Procurement Portal (CPPP) from the Bidders in the prescribed proforma for performing, executing and implementing the Works on the terms and conditions contained in this Tender Document and in the Contract. The brief description of Works and the timelines for tenders are summarized in the table below.

प्रिय महोदय/महोदया,

भारी उद्योग मंत्रालय, भारत सरकार के अधीन अंतर्राष्ट्रीय ऑटोमोटिव प्रौद्योगिकी केंद्र (आईसीएटी) इस निविदा दस्तावेज और अनुबंध में निहित नियमों और शर्तों पर कार्य करने, निष्पादित करने और कार्यान्वित करने के लिए निर्धारित प्रोफार्मा में बोलीदाताओं से केंद्रीय सार्वजनिक खरीद पोर्टल (सीपीपीपी) पर दो बोली प्रणाली में निविदाएं आमंत्रित करता है। कार्यों का संक्षिप्त विवरण और निविदाओं की समय-सीमा नीचे दी गई तालिका में संक्षेपित है।

1.	आपूर्ति का दायरा / Scope of Work	आईसीएटी, मानेसर (हरियाणा) की विभिन्न फिल्मों और पॉडकास्ट के निर्माण लिए वार्षिक दर अनुबंध (एआरसी)। Annual Rate Contract (ARC) for Producing Various Films and Podcasts of ICAT, Manesar (Haryana)
2.	एआरसी अवधि / ARC Period	अनुबंध प्रदान किए जाने की तिथि से 12 महीने की अवधि के लिए। अनुबंध अवधि के दौरान, आवश्यक कार्य (फिल्में और पॉडकास्ट का निर्माण) के लिए खरीद आदेश, आशय पत्र में निर्धारित दरों के अनुसार, आवश्यकतानुसार जारी किए जाएंगे। संतोषजनक सेवाओं के आधार पर आपसी सहमति से इसे 2 वर्षों के लिए और बढ़ाया जा सकता है। 12 Months from the date of award of contract. Purchase order for the required work (<i>producing various films & podcasts</i>) will be released on <u>as an when required basis</u> as per agreed rates in the LoI during the contract period. This can be further extended for another 2 years on mutual consent based upon satisfactory services.
3.	वितरण कार्यक्रम / Delivery Schedule	चयनित बोलीदाता यह सुनिश्चित करेगा कि करेगा कि सभी ऑर्डर की गई फिल्मों और पॉडकास्ट संबंधित पीओ में निर्दिष्ट समय सीमा के भीतर ही वितरित की जाएं। The shortlisted bidder shall ensure that all ordered films & podcasts are delivered within time period specified in respective PO.

Bidders must comply with the provision of:

- a) Rule 144 (xi) of GFR 2017 (refer Office Memorandum of Department of Expenditure dated 23rd July 2020 and as revised from time to time (*enclose declaration to this effect with the technical bid as per format given in under Form "XIII"*)
([https://doe.gov.in/files/procurement-policy/division/Amendment to Rule 144 xi of the GFRs 2017.pdf](https://doe.gov.in/files/procurement-policy/division/Amendment%20to%20Rule%20144%20xi%20of%20the%20GFRs%202017.pdf))
- b) Department of Industrial Policy and Promotion (DIPP) vide No. P-45021/2/2017-PP (BE-II) dated 04.06.2020 and as revised from time to time (*enclose declaration to this effect with the technical bid as per format given in under Form "XIV"*)
(<https://dpiit.gov.in/sites/default/files/PPP%20MII%20Order%20dated%204th%20June%202020.pdf>)

Chapter - 1

Scope of Work & Detailed Technical Requirements

The Director, International Centre for Automotive Technology (ICAT), a division of the National Automotive Board (NAB), Govt. of India, hereby invites a proposal for **Annual Rate Contract (ARC) for Producing Various Films and Podcasts of ICAT, Manesar (Haryana).**

SI No.	Descriptions of Work	Quantity & Technical Specifications
1	Producing “Various Films” of ICAT [Type, Duration & Specifications as per Part-A of Scope of Work]	As per Part-A of Scope of Work
2	Producing “Podcasts” related to ICAT [Type, Duration & Specifications as per Part-B of Scope of Work]	As per Part-B of Scope of Work

Note: - Bidders must note that the quoted rates for above said Films and Podcasts must be valid for ARC period of 1 year from the date of award of work. ICAT may extend the ARC period for another 2 years on mutual consent subject to satisfactory services offered by the bidder during initial period of 1 year.

Scope of Work:**Part - A: For Various Films of ICAT**

- ICAT has thirteen (13) Business Units (BUs)/Labs having state-of-the art test facilities for conducting certification and developmental testing for automotive as well as non-automotive industries. Out of 13 BUs, 08 labs are located at Centre 1 (*Manesar*) and 05 labs at Centre 2 (*7 km away from Centre 1 & within Manesar*). In order to develop various films of ICAT including films of Events, Functions and its Corporate Film covering the labs/facilities of both the centres, ICAT intends to hire any reputed supplier who will design the films (*creating concept/storyboard*) and produce the film as per specifications/requirements of ICAT.
- For producing the corporate film, professional shooting of General ICAT's premises, Labs of ICAT Centre 1 & Centre 2, Departments of ICAT {*Inspection & Certification (I&C), ICAT Convention Centre (ICC), IOCS & ASPIRE*}, Test Tracks (*located at Centre II*) shall be required.
- For some of the Labs and Departments, the applicable video clip(s) of existing corporate film of ICAT may be used in the new corporate film to be developed by the successful bidder. The said applicable video clip(s) same will be informed by ICAT.
- The target audience of above said corporate film will be the customers of ICAT (*both from automotive & non-automotive industry and also Indian & Foreign clients*), Govt. Officials from various Ministries, Suppliers, Academia etc.
- ICAT organizes various events which includes Seminars, Conferences, Symposiums, Workshops, Training Programs, Internal Functions [*e.g. Foundation Day, Independence Day, Republic Day, International Women's Day, Yoga Day etc.*] at Centre 1 (*Manesar*) **OR** at Centre 2 (*7 km away from Centre 1 & within Manesar*) **OR** at any other location (*venue*) in India, within the year. So, there will be requirements of production of films of such above said events, functions of ICAT as per the mutually agreed schedule.

- (f) For producing the film of one or multiple events out of above said events, professional shooting of respective event shall be required. The detailed scope of work of such films will be given in the respective POs which will be initiated by respective departments of ICAT.
- (g) The schedule of events/functions for which the films are to be produced will be provided to the supplier either in the form of Calendar or Prior information (*i.e. one week in advance*).
- (h) The bidder to ensure usage of professional-grade cameras, lighting, audio gear, editing software etc. for video shooting/filming.
- (i) The following are **major technical specifications**: -
- **Duration of Corporate Film:** 5 minutes.
 - **Duration of Films of various Events & Functions:** as per respective PO.
 - **Resolution & Format:** 4K UHD [2160p (3840 x 2160)]
 - **Frame Rates:** 24 fps or above/better
 - **Video Codec:** H.264/H.265 or better
 - **Movie Design/concept creation:** Yes, required.
 - **Type of Output:** .MP4 and optimized versions for social media (*e.g. YouTube, LinkedIn, Instagram, Facebook etc.*).
- Film format compatible to be run on internet, mobile phones, tablets and computers. Same film at different resolutions (min. 720p or better) & sizes for other social media platforms. All raw video files & video editor timeline shall be required by ICAT.
- **Voice-over:** Yes, required. The supplier will submit the Male & Female voiceover (English) samples for approval by ICAT before finalization in corporate film. Also, there will be requirement of Subtitling and Dubbing of Films in other languages such as Hindi, English, Chinese, Japanese, French, German & Spanish.
 - **Background Music, special effects/sounds, 2D/3D Animation & Graphics:** Yes, required. The supplier will have to incorporate the Background music, special effects, sounds etc. in the films. Also, if required, the appropriate 2D/3D Animation & Graphical effects to be used. The same will be mutually agreed between supplier and ICAT.
 - **Advanced Editing for 4K UHD:** Yes, required.
 - **Script Writing:** Yes, required.
- (j) For all aerial shoot using drones/video shooting through drones, the supplier will have to take permission from local authorities.
- (k) The supplier will have to design the films (after mutual discussion) and propose options of concept/design/script of film to ICAT for review & approval. After written approval of concept/design of films by ICAT, the process of shooting by the supplier shall commence.
- (l) The supplier with its team shall visit ICAT and see all the applicable labs & departments for making suitable contents of VO Script for the film as per said duration (min.). The supplier shall share the draft VO Script with ICAT for review and approval.
- (m) For ICAT's Corporate Film, the total shoot duration will be 5 days (approx.) and per day shooting period will be 8 hours (max.). The schedule of shooting of various labs & departments as specified in Sr. No. A (a) & (b) above shall be mutually agreed between supplier and ICAT. During the shooting within ICAT's premises, the supplier and its team

will have to maintain the confidentiality and refrain from taking other pictures/videos of facilities which are not in the scope of corporate film.

- (n) After completion of all video shoots, the supplier will have to make a draft films by advanced editing. This draft film will be shown / submitted to ICAT for review and for earmarking any corrections. After written approval of ICAT, the supplier will have to make & deliver the final corporate film & other various films with all suggested corrections (if applicable).
- (o) The supplier will have to make its own arrangements of transportation, lodging, boarding etc. for visiting ICAT and video shoot pertaining to corporate film & other various films. Hence, all such expenses (approx.) are to be mentioned by the supplier in the financial bid as separate line item (per day basis).
- (p) Intellectual Property Right (IPR): ICAT alone shall own all right, title and interest, including all related Intellectual Property Rights, in and to the technology, the content and the service and any suggestions, ideas, enhancement requests, feedback, recommendations or other information provided by bidder/supplier or any other party relating to the service. This agreement does not convey to bidder/supplier any rights of ownership in or related to the service, the technology or the Intellectual Property Rights owned by ICAT.
- (q) The successful bidder (supplier) will have to submit a declaration on company letter head about acceptance of non-disclosure for maintaining 'Confidentiality' of ICAT's videos, photographs, data, documents etc. pertaining to production of corporate film & other films of events of ICAT.
- (r) For ARC purpose, following charges of successful bidder will be fixed for One (1) Year#;
 - 1. **Professional Film / Movie Design (Concept Design)** (per film per minute)
 - 2. **Professional Video Shooting (per day)** (max. 8 h per day)
 - 3. **Professional Video Shooting (half day)** (max. 4 h per day)
 - 4. **Professional Aerial / Drone Video Shooting (per day)** (max. 8 h per day)
 - 5. **Professional Aerial / Drone Video Shooting (half day)** (max. 4 h per day)
 - 6. **Professional Script Writing** (per script & per min.)
 - 7. **Professional Advanced Editing (4K UHD)** (per min.)
 - 8. **Professional Voice-Over (Male/Female, English & other languages*)** (per min.)
 - 9. **2D/3D Animation** (per second)
 - 10. **Graphics usage** (per second)
 - 11. **Subtitling Charges** (per word)
 - 12. **Dubbing in other languages* Charges** (per min.)
 - 13. **Background Music including special effects/sounds** (per min.)
 - 14. **Recce / Pre-Shoot Visit Charges** (per day)
 - 15. **Logistics (transportation + lodging & boarding) Charges** (per day)

* *English, Hindi, Chinese, Japanese, Spanish, French, German.*

may be further extended for another 2 years subject to satisfactory services of supplier during initial 01 year.

Part-B: For Podcasts Related to ICAT

- (a) In order to share knowledge about ICAT's unique test facilities, services, capabilities and also the updates/information pertaining to advanced automotive technologies, major regulatory/Govt. Policy updates, with the automotive industry, academia etc. ICAT intends

to produce some relevant Podcasts featuring ICAT's leaders/top management officials or Industry leaders or Sr. officials of Ministries etc. ICAT is planning to hire any reputed supplier who will design the Podcast (*creating concept/storyboard*), direct & produce the Podcasts as per specifications/requirements of ICAT.

- (b) The target audience of above said Podcasts will be the customers of ICAT (*both from automotive & non-automotive industry and also Indian & Foreign clients*), Govt. Officials from various Ministries, Suppliers, Academia etc.
- (c) The bidder to ensure usage of professional-grade cameras, lightings, microphones, editing software etc. for video shooting/filming.
- (d) The following are **major technical specifications**:-
- **Duration of Podcast:** 20 to 40 minutes.
 - **Resolution & Format:** 4K UHD [2160p (3840 x 2160)] & .MP4
 - **Sample Rate:** 48 kHz
 - **Frame Rates:** 24 fps or above/better
 - **Video Codec:** H.264/H.265 or better
 - **Podcast Design/concept Creation:** Yes, required as per the topics/theme given by ICAT.
 - **Type of Output:** .MP4 and optimized versions for Social Media (*e.g. YouTube, LinkedIn, Facebook etc.*).
Video format compatible to be run on internet, mobile phones, tablets and computers. Same film at different resolutions (min. 720p) & sizes for other social media platforms. All raw video files shall be required by ICAT. The **Reels & Shorts** of duration 60 seconds for **Instagram & YouTube** respectively shall also be required.
 - **Hosting, Anchoring, Dubbing etc.:** Yes, required. The supplier will have arrange host/anchor for Podcast. The language of Podcast can be English or Hindi. Sample videos of prominent hosts/anchors to be shared by supplier with ICAT for approval/section in final Podcast. Also, there will be requirement of Subtitling and Dubbing of Podcasts in other languages such as Hindi, Chineses, Japanese, French, German & Spanish.
 - **Background Music, special effects/sounds, 2D/3D Animation & Graphics:** Yes, required. The supplier will have to incorporate the Background music, special effects, sounds etc. in the Podcast. Also, if required, the appropriate 2D/3D Graphical effects to be used. The same will be mutually agreed between supplier and ICAT.
 - **Advanced Editing for 4K UHD:** Yes, required.
 - **Script Writing:** Yes, required as per the topics/theme given by ICAT.
- (e) The supplier will have to design the Podcast (*after mutual discussion*) and propose options of concept/ design/ script of Podcast to ICAT for review & approval. After written **approval of concept/design of Podcast** by ICAT, the process of shooting by the supplier shall commence.
- (f) It is pertinent to mention that the shooting of said Podcasts can be inside ICAT's premises or in the studio of supplier (*as per requirements*). For shooting in ICAT, the supplier will have to bring all the required instruments e.g. microphones, lightings, cameras, teleprompter, tripods etc. The supplier will have to quote for shooting of podcasts in their studio as optional line item.

- (g) After taking brief from ICAT, the supplier will have to prepare the **script of the Podcasts** as per the given topic/theme of same. The supplier shall share the draft Script with ICAT for review and approval.
- (h) The total shoot duration per Podcast will be 1 day and per day shooting period will be 8 hours (max.). The schedule of shooting of Podcasts shall be mutually agreed between supplier and ICAT. During the shooting within ICAT's premises, the supplier and its team will have to maintain the confidentiality and refrain from taking other pictures/videos of facilities which are not in the scope of Podcast.
- (i) After completion of all video shoots, the supplier will have to make a **draft Podcast** by advanced editing. This draft podcast will be shown / submitted to ICAT for review and for earmarking any corrections. After written approval of ICAT, the supplier will have to make & deliver the final podcast with all suggested corrections (*if applicable*).
- (j) The supplier will have to make its own arrangements of transportation, lodging, boarding etc. for visiting ICAT and video shoot pertaining to podcast. Hence, all such expenses (approx.) are to be mentioned by the supplier in the financial bid as separate line item (*per day basis*).
- (k) **Intellectual Property Right (IPR):** ICAT alone shall own all right, title and interest, including all related Intellectual Property Rights, in and to the technology, the content and the service and any suggestions, ideas, enhancement requests, feedback, recommendations or other information provided by bidder/supplier or any other party relating to the service. This agreement does not convey to bidder/supplier any rights of ownership in or related to the service, the technology or the Intellectual Property Rights owned by ICAT.
- (l) For ARC purpose, following charges of successful bidder will be fixed for One (1) year#.
1. **Design of Podcast (per podcast)** (30 minutes)
 2. **Podcast Video Shooting (per day in ICAT)** (max. 8 h per day)
 3. **Podcast Video Shooting (half day in ICAT)** (max. 4 h per day)
 4. **Professional Hosting/Anchoring (Male/Female)** (per min.)
 5. **Professional Script Writing** (per script)
 6. **Professional Advanced Editing (4K UHD)** (per min.)
 7. **2D/3D Animation usage** (per second)
 8. **Graphics usage** (per second)
 9. **Subtitling Charges** (per word)
 10. **Dubbing in other languages* Charges** (per min.)
 11. **Background Music including special effects/sounds** (per min.)
 12. **Recce / Pre-Shoot Visit Charges** (per day)
 13. **Logistics (Transportation + Lodging & Boarding) Charges** (per day)
 14. **Podcast Video Shooting (per day in Studio of supplier with set up)** (max. 8 h per day)
 15. **Podcast Video Shooting (half day in I Studio of supplier with set up)** (max. 4 h per day)

may be further extended for another 2 years subject to satisfactory services of supplier during initial 01 year.

* English, Hindi, Chinese, Japanese, Spanish, French, German.

Other Technical Conditions

1. Buyer's Obligations

- International Centre for Automotive Technology (ICAT) shall provide the Service Provider with clear project requirements, scope of work, objectives, timelines, technical specifications and other necessary instructions for execution of the assignment.
- ICAT shall provide a detailed brief including themes, key messages, preferred formats, resolutions, creative expectations and any specific requirements relevant to the assignment.
- ICAT shall nominate/designate an authorized officer or nodal representative for coordination, communication, approvals and monitoring of the work.
- ICAT shall make reasonable efforts to facilitate access to the venue/location including issuance of gate passes, entry permissions, identity cards or other access formalities as applicable under institutional procedures.
- ICAT shall provide necessary instructions regarding access to designated locations, event schedules and operational requirements for smooth execution of the assignment.
- ICAT shall review the draft photographs, videos, podcasts and other deliverables within a reasonable period and communicate observations, feedback or approvals to the Service Provider.
- ICAT shall inform the Service Provider, as far as practicable, regarding any changes in schedule, location, scope of work or other requirements prior to commencement of the event or assignment.
- ICAT shall have the right to seek revisions, modifications, re-editing or corrections in the deliverables to ensure conformity with the approved brief and institutional requirements.

2. Service Provider Obligations

- The Service Provider shall arrange, at its own cost, all necessary cameras, lenses, drones (where specifically permitted), lighting systems, flash equipment, tripods, audio systems, editing tools, storage devices, accessories, software, props, backdrops, support staff and all other equipment/materials required for execution of the assignment.
- All equipment deployed by the Service Provider shall be of professional and industry-standard quality suitable for high-resolution photography, videography, podcast production and multimedia content creation.
- The Service Provider shall ensure timely deployment of adequate manpower, photographers, videographers, editors, technical crew and support staff at the venue/location well before commencement of the event or assignment.
- The Service Provider shall execute all assignments strictly in accordance with the instructions issued by ICAT or its authorized representative.
- The Service Provider shall ensure high standards of quality in photography, videography, editing, colour grading, audio recording, mixing, graphics, animation and voice-over services.
- Wherever specifically required by ICAT, the Service Provider shall arrange drones and related permissions/compliances in accordance with applicable Government regulations.
- All photographs, videos, podcasts, raw footage, edited content and deliverables shall be submitted to ICAT in the prescribed format through hard drive, pen drive, cloud transfer, official e-mail or any other mode specified by ICAT.
- The Service Provider shall provide selected photographs, videos, reels or social media content immediately or within the timelines specified by ICAT for official publicity and digital dissemination purposes.

- The Service Provider shall maintain complete confidentiality and shall not share, publish, upload, circulate or disclose any photographs, videos, podcasts, footage or related material to any third party without prior written approval of ICAT.
- The Service Provider shall comply with all applicable laws, rules, regulations, copyright provisions, drone regulations, safety standards and statutory requirements during execution of the assignment.
- Obtaining necessary permissions, licenses, permits and compliances required for execution of the assignment shall be the responsibility of the Service Provider unless otherwise specifically communicated by ICAT.

3. General Conditions of Service

- In the event the photographer, videographer, technical crew or other personnel deployed by the Service Provider fail to report at the scheduled time or fail to perform the assigned work satisfactorily, ICAT shall have the right to arrange alternate resources at the risk and cost of the Service Provider and impose applicable penalties/Liquidated Damages (LD) as per contract conditions.
- The Service Provider shall arrange additional photographers, videographers, editors, technical manpower or equipment, if required for successful completion of the assignment, without any additional cost to ICAT unless specifically approved in writing.
- The rates finalized under the contract shall remain firm and fixed throughout the currency of the contract and no escalation shall be permitted on any account whatsoever.
- Poor quality photography, videography, editing, audio recording or other deficient deliverables shall not be accepted by ICAT and the Service Provider shall rectify the deficiencies or re-execute the work without any additional financial implication to ICAT.
- ICAT shall have the sole right to review, approve, accept or reject any deliverable based on quality, technical standards, factual correctness and conformity with the approved brief.
- The Service Provider shall be solely responsible for safety, security, insurance and protection of its equipment, personnel and materials deployed for execution of the assignment.
- Entry into ICAT premises shall be governed by applicable security procedures and the Service Provider shall strictly comply with all institutional rules, safety protocols and instructions issued by ICAT.
- The Service Provider shall not disclose, publish or use any photographs, videos, podcasts, footage or related material for portfolio, publicity, commercial or promotional purposes without prior written approval of ICAT.
- All deliverables, raw footage, edited content, source files, photographs, videos, podcasts and associated intellectual property created under the contract shall remain the sole and exclusive property of ICAT.
- The Service Provider shall adhere to all applicable Government guidelines, statutory regulations and industry standards while executing the work under the contract.

In case of any query related to the technical aspect, please feel free to contact the undersigned:

Contact Person: Mr. Amit Karwal, DGM

Contact No.: +91 9871259859

Email Address: amit.karwal@icat.in

Chapter - 2

Disqualification Criteria & Technical Evaluation

Only those Bidders who meet the requirements of following Disqualification Criteria (DQC) shall be considered eligible to participate in this procurement process and also for further process of Detailed Technical Evaluation. Bidders must provide satisfactory documentary evidence in support of each requirement listed herein. Any bid that fails to comply with or demonstrate conformance to the stipulated eligibility conditions shall be treated as non-responsive, and such bid shall be summarily rejected without further evaluation, including exclusion from the technical assessment stage.

The Purchaser reserves the right to verify the authenticity of the documents submitted and to request additional clarifications, if deemed necessary. Submission of false, misleading, or unverifiable information shall lead to immediate disqualification and may also invite further action as per applicable laws and tender conditions.

A. Disqualification Criteria (DQC) for the Bidders:

Before conducting detailed Technical Evaluation, the following parameters of Disqualification Criteria of each bidder shall be checked. The bidders who will qualify the DQC shall be considered for detailed Technical Evaluation as per Sr. No. B. Any bid failing in meeting requirements of DQC shall be rejected and will not be considered for detailed Technical and Financial Evaluation:

1. The bidder shall necessarily be a legal valid entity in the form of Proprietary Firm, Partnership Firm, Private Limited Company (*enclose a copy of registration / incorporation certificate with technical bid*).
2. The Head Office/Branch Office of the Proprietary Firm/Partnership Firm/Private Limited Company of the bidder should be located in Delhi NCR (*enclose a copy of registered address proof with technical bid*).
3. The bidder should have valid Corporate Identification Number (CIN) (*enclose a copy of certificate of CIN with technical bid*).
4. Bidder must have PAN & GST (*enclose a copy of PAN & GST with technical bid*).
5. The bidder must be empaneled with Central Bureau of Communication (CBC) (*enclose a copy of empanelment certificate with technical bid*).
6. The bidder must have experience with Govt. of India [*a proof of total business (with Govt. of India) of ₹ 25 Lakh or above during last 3 years, to be submitted in the form of POs & Tax Invoices with Technical bid*]
7. The bidder must have experience with Manufacturers of Automotive Industry (Automobiles/CEVs/Agricultural Tractors/Automotive Components etc.) [*min. 3 POs of relevant experience of similar work (i.e. production of corporate films, films, podcasts etc.) with Tax Invoices of last 3 years, to be submitted with technical bid*]
8. The bidder should have minimum Average Annual Turnover of ₹50 Lakh of last 3 Financial Years (2024-25, 2023-24 & 2022-23) of its Head Office/Branch Office located in Delhi NCR. Self-Attested ITRs OR Audited Balance Sheets/Certificate from Chartered Accountant clearly certifying the Annual Turnover of each of above-mentioned FYs to be submitted by bidder along with Technical Bid.
9. The bidder is required to submit the duly filled and signed **Form: "I" to Form: "XV"** along with their Declarations

B. Detailed Technical Evaluation of Bidders:

The bidders who will qualify DQC requirements as per Sr. No. A above, shall be considered for detailed Technical Evaluation. Any bid failing in meeting requirements of detailed Technical Evaluation shall be rejected and will not be considered for Financial Evaluation:

1. The minimum Pass Marks for Technical Evaluation shall be **80 Marks (80%) out of 100 Marks**.
2. The Technical Bids shall be evaluated & awarded Marks based on the following Evaluation Criteria:-

SI No.	Evaluation Parameter	Max. Marks	Remarks
1	Presentation by the bidder about Technical Capability to undertake & execute the Scope of Work	20	<i>The bidders will have to deliver presentation (Average Marks of all committee members)</i>
2	Technical Compliance	30	<i>As per Sr. No. 2.1 below Submission of duly signed & stamped complete NIT/Tender Document = 30 Marks else 0 Marks)</i>
3	Bidder's Past Experience	15	<i>As per Sr. No. 2.2 below (Experience <5 Years = 0 Marks & Experience ≥ 5 years = 15 Marks)</i>
4	Bidder's Proven Experience & Customer's Feedback	15	<i>As per Sr. No. 2.3 below</i> <ul style="list-style-type: none"> • 3 POs + ≥ 1 Customer's Feedback = 15 Marks • < 3 POs + ≥ 1 Customer's Feedback = 0 Marks • ≥ 3 POs + 0 Customer's Feedback = 0 Marks
5	Bidder's In-house Facilities	10	<i>As per Sr. No. 2.4 below (Submission of duly signed & stamped declaration = 10 Marks else 0 Marks)</i>
6	Compliance to applicable provisions of GFR-2017	10	<i>As per Sr. No. 2.5 below (Submission of duly filled, signed & stamped documents = 10 Marks else 0 Marks)</i>

- 2.1 **Technical Compliance:** The bidder should meet the Technical Specifications mentioned in the Chapter 1. The bidder to submit the duly signed & stamped (*each page*) tender documents. **Failure to submit complete, valid, and verifiable documents** in accordance with the above requirements may lead to **disqualification of the bid** without further evaluation.
Also, the bidder is required to sign each page of each part of this tender document for acceptance of terms and conditions and submission along with the bid.
- 2.2 The bidder should have minimum **5 years** of relevant experience in the field of producing Films, Corporate Film, Podcasts etc. for automotive industry/private companies/colleges/PSUs/Govt. sector etc. Supporting documents e.g. previous POs, Tax Invoices & declaration on letter head to be submitted by the bidders.
- 2.3 The bidder should have Proven experience of Similar work i.e. making/producing films/corporate films/podcasts for automotive industry/private companies/colleges/PSUs/Govt. sector etc. **Minimum 3 POs** of similar work (*executed during last 05 years from date of tender opening*) along with document of list of clients (*name, location, email ID etc.*) and **min. One (1) feedback** from end clients to be submitted by the bidders. If required, ICAT may also take feedback from end client(s) of bidder through e-mail.

- 2.4 The bidder should have In-house facilities for making/producing films & podcasts including camera system of renowned make, lenses, Tripods, lightings, editing software etc. Proof of owning / declaration on letterhead regarding ownership of In-house facilities to be submitted by bidder.
- 2.5 **Bidder must comply with the provisions of following (duly filled & signed documents to be submitted for the compliance):**
- a) Rule 144 (xi) of GFR 2017 (refer Office Memorandum of Department of Expenditure dated 23rd July 2020 and as revised from time to time.
<https://doe.gov.in/sites/default/files/OM%20dated%2023.07.2020.pdf>)
 - b) Department of Industrial Policy and Promotion (DIPP) vide No. P-45021/2/2017-PP (BE-II) dated 04.06.2020 and as revised from time to time.
(<https://dpiit.gov.in/sites/default/files/PPP%20MII%20Order%20dated%204th%20June%202020.pdf>)

Note: Bidder may note that CPP/GeM Portal is Capturing and showing the IP address used by the buyer and bidder(s)/Seller(s). Bids submitted from IP address that are identical to or shared with other Bidders/Sellers shall be deemed invalid and automatically disqualified from further evaluation.

Chapter - 3

Instructions To Bidders

1. **Proposal Submission Compliance and Documentation Requirements:** The Bidder is required to submit their proposal in strict compliance with all terms, conditions, and requirements outlined in this tender document. The technical bid must include comprehensive details of the proposed solution, including the products, services, specifications, and relevant technical literature clearly demonstrating conformance to the specified requirements. Failure to adhere to any of the above requirements may render the bid liable for rejection at the sole discretion of the Purchaser.
2. **Submission of Signed Tender Documents and Supporting Documentation:** The Bidder shall submit, as part of their proposal, a duly signed and stamped copy of the entire tender document, including all corrigenda, amendments, and annexures issued, as a token of unconditional acceptance of all terms, conditions, and specifications contained therein.
 Additionally, all forms, declarations, schedules, and annexures enclosed with the tender/bid document must be duly filled, signed, and stamped by the authorized signatory of the Bidder and submitted in accordance with the instructions provided.
 The Bidder shall also furnish all supporting documents as specified in the tender, including those required under the eligibility criteria, technical specifications, and any other qualifying requirements. Failure to submit any of the required documents, or submission of incomplete, unsigned, or unstamped documents, may result in rejection of the bid at the sole discretion of the Purchaser.
 It is the sole responsibility of the Bidder to ensure that the submitted bid is complete in all respects and compliant with the tender requirements. No claim shall be entertained on account of incomplete submission or non-compliance with the stated instructions.
3. **Clarifications, Deviations, and Conditional Bids:** Bidders are strictly advised to submit their bids in full compliance with all terms, conditions, technical specifications, and requirements stipulated in this tender document. Conditional bids or bids containing deviations, exceptions, assumptions, or qualifications shall be summarily rejected without further reference or clarification, at the sole discretion of the Purchaser.
 Any suggestions, clarifications, or concerns regarding the tender terms and conditions must be formally raised by the Bidders only during the Pre-Bid Meeting. The Purchaser shall review such requests and reserves the absolute right to accept, modify, or reject any suggestion or concern, wholly or in part, without assigning any reason, and solely in the best interest of the Purchaser.
 All clarifications, amendments, or modifications arising out of the Pre-Bid Meeting shall be published either as a Corrigendum and/or as the Minutes of the *Pre-Bid Meeting (MoM)* on the Purchaser's official website (www.icat.in) and on the *CPP Portal*. These shall form an integral part of the tender and shall be binding on all Bidders. No request for changes or deviations shall be entertained after the Pre-Bid stage.
4. **Pre-Bid Meeting Conditions**
 - 5.1 **Pre-Bid Meeting** shall be held to address queries and provide clarifications regarding the scope of work, technical requirements, and the bid submission process.
 - **Date:** 29/05/2026
 - **Time:** 14:00 Hrs.
 - **Venue:** International Centre for Automotive Technology (ICAT), Plot No. 26, Sector - 3, IMT Manesar, Gurugram - 122050, Haryana
 - **Mode:** Physical Meeting
 All interested bidders are encouraged to attend the pre-bid meeting to seek necessary clarifications before submission of their bids.

5.2 Submission of Pre-Bid Queries

- Bidders are required to submit their queries, if any, in writing to vikas.sharma@icat.in, amit.karwal@icat.in & javed.rahi@icat.in by **28/05/2026 up to 1700 Hrs.**
- Queries should be submitted in the following format (**Format "VIII"**):

Sl. No.	Page No.	Chapter & Clause No.	Existing Provision	Query/Suggestion

5.3 Clarifications and Amendments

- Clarifications and responses to the pre-bid queries shall be issued in the form of a Corrigendum/Addendum and uploaded on the **CPP Portal & ICAT Website.**
- The corrigendum shall form an integral part of the tender document and must be duly considered while submitting the final bid.

5.4 No Individual Communication

- No individual responses will be provided to bidders. All clarifications shall be shared only through official corrigenda.

5.5 Binding Clarifications Only Through Corrigendum

- Only clarifications provided through officially issued corrigenda shall be considered binding. Any verbal discussions or informal exchanges during the pre-bid meeting shall not be treated as official unless formally incorporated.

5.6 No Suggestions or Deviations Post Submission Deadline

- No suggestions, deviations, modifications, or requests for clarification shall be entertained after the bid submission deadline. Bidders are therefore advised to seek all necessary clarifications and raise concerns during the pre-bid period.

6 Submission of Bids - Bidders are required to submit their bids in two separate parts as detailed below

- **Part I - Technical Bid:** This shall include all relevant documents and information demonstrating the bidder's compliance with the technical requirements and eligibility criteria as outlined in the **tender document**. *Bidders must not divulge price of tendered item in technical bid. Violation of the same may lead to rejection of the bid.*
- **Part II - Financial Bid:** This shall contain the price proposal strictly in the format prescribed in the tender document.
Both parts must be submitted in separate as specified in the e-tendering or GeM platform.

7 Evaluation Process

- **Stage 1 - Technical Evaluation:** The Technical Bids shall be opened and evaluated first. Only those bidders who meet all mandatory requirements and obtain the minimum qualifying marks, including full marks in technical capability (as applicable), shall be deemed technically qualified.
- **Stage 2 - Financial Evaluation:** The Financial Bids of only the technically qualified bidders will be opened and considered for further evaluation. Financial Bids of bidders who fail to qualify in the technical stage shall be returned unopened or disqualified from further consideration.

8 Availability of Tender Documents and Corrigendum: Prospective Bidders are advised to regularly visit the official website of the International Centre for Automotive Technology (ICAT) at www.icat.in and/or the **CPP portal** for downloading the complete Tender Document, including all instructions, terms,

specifications, and any corrigendum, amendment, clarification, or notification issued in connection with this Tender.

It shall be the sole responsibility of the Bidder to ensure that they have the latest version of the Tender Document and are fully aware of all updates, revisions, or corrigenda issued prior to the bid submission deadline. ICAT shall bear no responsibility or liability for any oversight or failure on the part of the Bidder to obtain such information from the aforementioned platforms.

Chapter - 4

General Terms & Conditions

1. **Definitions:** For the purpose of this Annual Rate Contract (ARC), the term “*ICAT*” shall mean International Centre for Automotive Technology and shall include its authorized representatives, officers and officials. The term “*Agency*”, “*Bidder*” or “*Service Provider*” shall mean the successful bidder to whom the contract is awarded. The term “*Work*” shall include conceptualization, scripting, production, filming, shooting, editing, animation, voice-over, podcast recording, post-production and all allied multimedia and audio-visual services required by ICAT. The term “*Competent Authority*” shall mean the authorized officer designated by ICAT for administration and supervision of the contract.
2. **Scope of Work/Service:** The scope of work under the ARC shall include production of corporate films, documentaries, technical films, promotional videos, event coverage films, awareness videos, social media creatives, motion graphics, reels, interviews, testimonials, audio podcasts, video podcasts and any other allied multimedia assignments as may be assigned by ICAT from time to time (*As per detailed scope of work defined in “Chapter - 1”*). The detailed scope, technical specifications, timelines, deliverables and output formats shall be communicated through individual work orders issued during the currency of the contract and the agency shall execute the work strictly in accordance with the instructions issued by ICAT.
3. **Period of Contract:** The Annual Rate Contract (ARC) shall initially remain valid for a period of *one (1) year* from the date of issuance of Letter of Award/Work Order or commencement of the contract, unless otherwise specified by International Centre for Automotive Technology. The contract may further be extended for an additional period of up to two (2) years, in one or more spells, on the same rates, terms and conditions subject to satisfactory performance of the agency, continued requirement of ICAT, mutual consent and approval of the Competent Authority. The overall duration of the contract, including extensions, shall ordinarily not exceed three (3) years. ICAT reserves the right to terminate the contract, wholly or partially, at any stage during the currency of the contract by giving prior notice without assigning any reason whatsoever and the decision of ICAT in this regard shall be final and binding upon the agency.
4. **Award of Work under ARC:** The ARC shall be non-exclusive in nature and ICAT reserves the right to empanel one or more agencies for similar services. Mere award of ARC shall not confer any right upon the agency for guaranteed work, minimum business or exclusive allocation of assignments. ICAT may allocate assignments depending upon project requirements, urgency, specialization, quality of services and past performance of the agency. ICAT also reserves the right to obtain services from alternate sources in public interest.
5. **Pricing and Rates:** The rates finalized under the ARC shall remain firm and fixed throughout the contract period and no escalation on any account whatsoever shall be permitted during the validity of the contract. The quoted rates shall include all costs towards manpower, technical crew, equipment, editing, studio arrangements, software, travel within NCR, logistics, royalty-free music, insurance, overheads and all incidental expenses necessary for satisfactory execution of the assignments. GST shall be payable extra at applicable rates subject to submission of valid tax invoices and statutory compliance.
6. **Work Orders and Deliverables:** All assignments under the ARC shall be executed only against written work orders or approved communications issued by ICAT. The agency shall complete the work strictly within the timelines specified in the respective work orders and deliver the outputs in the prescribed formats and quality standards. Any delay, deficiency or deviation from the approved brief may result in rejection of deliverables and ICAT reserves the right to seek revisions, re-editing, reshooting or modifications without any additional financial implication.

7. **Liquidated Damages (LD) / Penalty Clause:** The Agency shall adhere strictly to the timelines, quality standards, statutory requirements and other obligations stipulated in the Work Order/Contract. In the event of any deficiency in service, delay in delivery, failure to execute the assigned work, submission of substandard deliverables, or non-compliance with contractual requirements, Service Level Agreements (SLAs) and applicable rules/regulations, International Centre for Automotive Technology (ICAT) shall be entitled to impose Liquidated Damages (LD)/penalties as detailed below, without prejudice to any other rights and remedies available under the contract or applicable law.

Sl. No.	Nature of Default	Baseline Requirement	Penalty for 1 st Instance	Penalty for 2 nd Instance	Penalty for 3 rd & Subsequent Instances
1	Delay in delivery of assigned work/deliverables beyond prescribed timelines attributable to the Agency	Timely delivery as per Work Order/SLA	Deduction of 1% of the respective Work Order/Billed Amount	Deduction of 1.5% of the respective Work Order/Billed Amount	Deduction of 2% of the respective Work Order/Billed Amount per instance thereafter
2	Failure to deliver assigned work or abandonment/non-execution of assignment without valid approval	Zero tolerance	Deduction of 1.5% of the respective Work Order/Billed Amount	Deduction of 2% of the respective Work Order/Billed Amount	ICAT may cancel the Work Order and get the work executed at the risk & cost of the Agency, in addition to levy of penalty
3	Deliverables rejected due to poor quality, technical deficiencies, factual inaccuracies or non-conformity with approved brief/specifications	Zero tolerance	Deduction of 1% of the respective Work Order/Billed Amount	Deduction of 1.5% of the respective Work Order/Billed Amount	Deduction of 2% of the respective Work Order/Billed Amount per instance thereafter and/or rejection of deliverables
4	Violation/non-compliance of contractual conditions, statutory provisions, confidentiality obligations, IP requirements, Government guidelines or applicable rules/regulations	Full compliance at all times	Deduction of 1% of the respective Work Order/Billed Amount	Deduction of 1.5% of the respective Work Order/Billed Amount	ICAT reserves the right to terminate the contract, forfeit Performance Security and/or initiate debarment proceedings as deemed appropriate

The cumulative amount of Liquidated Damages/penalties imposed during the currency of the contract shall ordinarily be capped at 10% of the total Work Order/Billed Amount. However, imposition of such penalties shall not absolve the Agency of its contractual obligations and liabilities. In cases involving serious misconduct, repeated defaults, abandonment of work, breach of confidentiality, integrity

violations, fraudulent practices, statutory non-compliance or material breach of contract, ICAT reserves the right to terminate the contract, forfeit Performance Security, recover risk and cost damages, suspend further work allocation and/or initiate blacklisting/debarment proceedings in accordance with applicable Government guidelines and procurement policies.

The decision of ICAT regarding determination of deficiency in service, computation of penalty, assessment of damages and interpretation of contractual obligations shall be final and binding upon the Agency.

8. **Quality Standards:** The agency shall maintain high professional and technical standards while executing the assignments and shall deploy qualified manpower and industry-standard equipment for production of audio-visual content. All deliverables shall conform to professional broadcast, digital and multimedia quality standards acceptable to ICAT. In case the quality of work is found unsatisfactory, technically deficient or inconsistent with the approved brief, ICAT reserves the right to reject the deliverables, and the agency shall rectify the same at its own cost within the stipulated time.
9. **Payment Terms:** Payment under the Annual Rate Contract (ARC) shall normally be released by International Centre for Automotive Technology (ICAT) after satisfactory completion of the work, submission of final deliverables and acceptance of the film(s)/podcast(s) by ICAT along with submission of valid invoice(s).

Or

For assignments requiring advance payment, ICAT may allow milestone-based payment subject to submission of an Advance Bank Guarantee (ABG) from a Scheduled Commercial Bank equivalent to 110% of the advance amount. In such cases, payment shall be released in the following manner:

Sl. No.	Milestone / Deliverable	Payment
1	Submission and acceptance of Advance Bank Guarantee (ABG) and commencement of work	30% of the total Work Order/Contract Value
2	Approval of film concept design, storyboard and script by ICAT	20% of the total Work Order/Contract Value
3	Approval of draft/rough cut/first cut of film/podcast by ICAT	30% of the total Work Order/Contract Value
4	Submission of final film/podcast, invoice and final acceptance by ICAT	Remaining 20% of the total Work Order/Contract Value

All payments shall be released subject to satisfactory completion of the respective milestone and approval by ICAT. Mere submission of invoice shall not entitle the Service Provider to claim payment unless the related deliverables are accepted by ICAT.

Applicable taxes, TDS, penalties, Liquidated Damages (LD) or any other recoveries as per contract terms shall be deducted from the payments. ICAT reserves the right to withhold or recover payment in case of delay, poor quality of work, non-performance or breach of contractual conditions. No interest shall be payable by ICAT on delayed payments due to administrative or procedural reasons.

10. **Intellectual Property Rights (IPR):** All scripts, concepts, footage, raw files, edited content, graphics, podcasts, photographs, animations, masters and final deliverables created or produced under the contract shall become the sole and exclusive property of ICAT. ICAT shall have unrestricted, perpetual and worldwide rights for usage, publication, modification, broadcasting and dissemination of the content through any medium or platform. The agency shall not use, publish, reproduce or disclose any such material for its own promotion or commercial purpose without prior written approval of ICAT.

11. **Confidentiality:** The agency shall maintain strict confidentiality regarding all information, documents, technical data, footage, project details and proprietary information relating to ICAT which may come into its possession during execution of the contract. The agency shall not disclose any such information to any third party without prior written permission of ICAT. The confidentiality obligations shall continue even after expiry or termination of the contract.
12. **Indemnity:** The agency shall indemnify and keep indemnified ICAT against all claims, losses, damages, penalties, liabilities, litigations, copyright disputes, labour disputes and third-party claims arising out of negligence, misconduct, statutory non-compliance or breach of contractual obligations by the agency, its personnel, representatives or subcontractors engaged for execution of the work.
13. **Force Majeure:** Neither party shall be held responsible for any delay or failure in performance of obligations under the contract due to events beyond reasonable control including natural calamities, war, riots, strikes, pandemics, government restrictions or other force majeure conditions. The affected party shall promptly notify the other party regarding occurrence and cessation of such circumstances, and both parties shall take reasonable steps to minimize the impact of such events.
14. **Termination of Contract:** The Contract/Annual Rate Contract (ARC) shall remain valid for the prescribed contract period unless terminated earlier in accordance with the provisions contained herein. International Centre for Automotive Technology (ICAT) reserves the right to terminate the contract, wholly or partially, at any stage during the currency of the contract in the interest of the organization and such termination shall not prejudice or affect any rights, remedies, obligations or liabilities accrued prior to the date of termination.
 - 14.1 **Termination by Mutual Consent:** The contract may be terminated at any time by mutual written consent of both parties in the event the services are no longer required or due to administrative, operational or business considerations. In such cases, the Service Provider shall be entitled only to payments against satisfactorily completed services and accepted deliverables up to the effective date of termination. No consequential damages, compensation, loss of future business, termination charges or any other claims whatsoever shall be admissible against ICAT on account of such termination.
 - 14.2 **Termination due to Breach of Contractual Obligations:** ICAT shall have the right to terminate the contract forthwith or by giving such notice period as deemed appropriate, in the event of any material breach of contractual obligations by the Service Provider. Such breaches shall include, but shall not be limited to, failure to perform the services as per agreed timelines and specifications, persistent poor performance, submission of substandard deliverables, unauthorized subcontracting, breach of confidentiality obligations, violation of statutory provisions, misrepresentation, fraudulent practices, integrity violations or failure to comply with lawful instructions issued by ICAT.

In cases where the breach is capable of being remedied, ICAT may issue a written notice requiring the Service Provider to cure the deficiency within a period of **fourteen (14) days** or such extended period as may be considered appropriate by ICAT. In the event the Service Provider fails to remedy the breach within the stipulated period, ICAT shall be entitled to terminate the contract without any further notice and recover damages, losses or additional costs incurred due to such default from the pending bills, Performance Security or any other dues payable to the Service Provider.
 - 14.3 **Termination on Account of SLA Breach / Poor Performance:** ICAT reserves the right to terminate the contract in the event of repeated failure of the Service Provider to meet the prescribed Service Level Agreements (SLAs), timelines, quality standards or contractual obligations. The contract may be terminated if the cumulative Liquidated Damages (LD)/penalties imposed on the Service Provider reach or exceed 10% of the total Contract Value/Annual Contract Value or if the performance of the Service Provider is found consistently unsatisfactory and detrimental to the interests of ICAT.

- 14.4 Termination for Convenience:** ICAT reserves the unconditional right to terminate the contract, wholly or partially, at any time during the currency of the contract, for administrative reasons, reduction in requirement, policy changes, operational exigencies or any other reason deemed appropriate by ICAT, by giving prior written notice to the Service Provider. In such cases, the Service Provider shall not be entitled to claim any compensation, damages, loss of profit or future business opportunity arising out of such termination.
- 14.5 Consequences of Termination** Upon termination or expiry of the contract, the Service Provider shall immediately discontinue the services, hand over all completed and in-progress deliverables, documents, raw footage, source files, materials and other property belonging to ICAT and comply with all directions issued by ICAT in this regard. ICAT shall have the right to get the balance work executed through alternate sources at the risk and cost of the Service Provider, without prejudice to any other legal remedies available under the contract or applicable law. Termination of the contract for any reason whatsoever shall not affect any accrued rights, obligations, claims, remedies or liabilities of either party existing prior to the date of termination. The provisions relating to confidentiality, intellectual property rights, indemnity, dispute resolution and other clauses intended to survive termination shall continue to remain in full force and effect notwithstanding termination or expiry of the contract.
- 15. Integrity Pact and Ethics:** The agency shall observe the highest standards of integrity, transparency and ethical conduct during participation in the tender process and execution of the contract. Any act of canvassing, misrepresentation, cartelization, bribery, corruption or influence of any kind shall render the bidder liable for disqualification, termination of contract, forfeiture of security deposit and blacklisting/debarment in accordance with applicable rules and policies of Government of India.
- 16. Arbitration and Jurisdiction:** Any dispute or difference arising out of or in connection with the contract shall first be resolved amicably through mutual discussions between the parties. In case the dispute remains unresolved, the matter shall be referred to arbitration under the provisions of the Arbitration and Conciliation Act, 1996 and amendments thereto. The venue and seat of arbitration shall be Gurugram/Manesar, Haryana and the courts at Gurugram/Haryana shall have exclusive jurisdiction over all matters relating to the contract.
- 17. Conflict of Interest:** The bidder shall disclose any actual or potential conflict of interest that may arise during participation in the tender process or execution of the contract. Any bidder found to have conflict of interest detrimental to the interests of ICAT may be disqualified from the tender process or may face termination of contract as deemed appropriate by ICAT.
- 18. Non-Disclosure and Publicity Restriction:** The agency shall not use the name, logo, footage, photographs or association of ICAT for publicity, marketing, portfolio, advertisement or promotional purposes without prior written approval of ICAT. No press release, media interaction, social media publication or public communication relating to the assignments undertaken for ICAT shall be made by the agency without prior authorization from ICAT.
- 19. Compliance with Labour Laws:** The agency shall comply with all applicable labour laws and statutory requirements relating to EPF, ESI, Minimum Wages, Contract Labour, occupational safety and welfare measures for personnel deployed under the contract. The personnel engaged by the agency shall remain employees of the agency only and ICAT shall not have any employer-employee relationship or liability whatsoever in respect of such personnel.
- 20. Subcontracting:** The agency shall not subcontract or assign the work, wholly or partially, to any third party without prior written approval of ICAT. In case subcontracting is permitted under exceptional circumstances, the agency shall remain fully responsible and accountable for satisfactory execution of the work and compliance with all contractual obligations.

21. **Amendment:** ICAT reserves the right to amend, modify, add or delete any provision of the tender or contract in public interest or due to administrative requirements and such amendments shall be binding upon the agency from the date of communication thereof. No verbal understanding or representation shall have any effect unless formally communicated in writing by ICAT.
22. **Acceptance of Terms:** Submission of bid by the bidder shall be deemed to constitute unconditional acceptance of all terms and conditions of the tender, work orders and Annual Rate Contract. Any deviation, conditional offer or non-compliance with the tender conditions may result in rejection of the bid at the sole discretion of ICAT.
23. **Billing Address:** International Centre For Automotive Technology (Centre - 1), Plot No. 26, Sector - 3, IMT Manesar, Gurugram - 122050 (GST No. 06AABAN9435G2ZI)
24. **Offer Validity:** Offers should be valid for a minimum of *One Hundred Eighty (180) Days* from the date of opening the Technical Bid. A bid, valid for a shorter period, is liable to be rejected. ICAT and Manesar may ask the bidders to extend the period of validity, if required.
25. **Price:** The prices are to be quoted in INR in figures only. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected.
26. The tender document is not an offer and is issued with no commitment. ICAT reserves the right to withdraw this notice inviting tender or vary any part thereof at any stage. ICAT further reserves the right to disqualify any bidder, should it be so necessary at any stage. ICAT reserves the right to reject any or all the tenders, wholly or partly, without assigning any reason thereof and shall not be bound to accept the lowest tender.
27. **Qualification Criteria:** The bidder whose bid meets the technical specification and evaluation criteria given above would only be considered (As per conditions mentioned in Evaluation Criteria).
28. **System of Award of Contract:** The bidder who satisfies the qualification criteria and offers lowest (L1) would be selected.
29. Once submitted in e-Procurement, Bidder cannot view or modify his bid since it is locked by encryption. However, resubmission of the bid by the bidders for any number of times superseding earlier bid(s) before the date and time of submission is allowed. Resubmission of a bid shall require uploading of all documents, including financial bid afresh. The system shall consider only the last bid submitted as the valid bid. The bidder may withdraw his bid before the bid submission deadline, and it shall be marked as withdrawn and shall not get opened during the Bid opening. No bid should be withdrawn after the deadline for the bid submission and before the expiry of the bid validity period.
30. **Corrigenda to the tender document:** Before the deadline for submitting bids, the Buyer may update, amend, modify, or supplement the information, assessment or assumptions contained in the Tender Document by issuing a corrigendum. The corrigenda shall be published in the same manner as the original Tender Document through CPP portal. Without any liability or obligation, the Portal may send intimation of such corrigenda to bidders who have downloaded the document under their login. However, the bidders' responsibility is to check the portal for any corrigenda. Bidders are therefore requested to regularly visit CPP portal for updates. Any corrigendum thus issued shall be considered a part of the Tender Document. To give reasonable time to the prospective bidders to take such corrigendum into account in preparing their bids, the Buyer may suitably extend the deadline for the bid submission, as necessary. After the Buyer makes such modifications, any Bidder who has submitted his bid in response to the original invitation shall have the opportunity to either withdraw his bid or re-submit his bid superseding the original bid within the extended time of submission.

31. **Purchase Preference Policies of the Government:** Unless otherwise stipulated in the Tender, the Buyer reserves its right to grant preferences to the following categories of eligible Bidders under various Government Policies/Directives.
- i. Class I Local Suppliers under Public Procurement (Preference to Make in India) Order 2017" (MII) of Department for Promotion of Industry and Internal Trade, (DPIIT - Public Procurement Section) as revised from time to time.
 - ii. Bidders from Micro and/ or Small Enterprises (MSEs) under Public Procurement Policy for the Micro and Small Enterprises (MSEs) Order, 2012 as amended from time to time.
 - iii. Start-ups Bidders under Ministry of Finance, Department of Expenditure, Public Procurement Division OM No F.20\212014-PPD dated 25.07.2016 and subsequent clarifications; and/or
 - iv. Any other category of Bidders, as per any Government Policies, announced from time to time, if so, provided in the Tender document

32. **Local Content Declaration (as per PPP-MII order from DPIIT, Govt of India, Ministry of Commerce):** This tender is governed by extant PPP-MII order dated 19.07.24 and subsequent revisions (if any), issued by DPIIT, Government of India. Hence, all bidders must submit a certificate stating following details (*Proforma for MII certificate has been attached vide "Form - XIV"*):

- a. **Percentage of local content in offered products/services**
- b. **Place (s) of value addition in India**

Note:

- i. For this procurement, the local content to categorize a supplier as a Class I local supplier/ Class II local supplier/ non-local supplier and purchase preference to class I local supplier, is as defined in Public Procurement (Preference to Make in India), Order 2017 dated 19.07.2024 issued by DPIIT. In case of subsequent orders issued by the Nodal ministry, changing the definition of local content for the items of the NIT, the same shall be applicable even if issued after the issue of the NIT, but before opening of Part-II bids against the NIT.
 - ii. Eligibility: only class I and class II local supplier as per extant PPP-MII order dated 19.07.24 are eligible to bid for the tender.
 - iii. In case the tender value is more than **INR 10 Crores**, the suppliers (bidders) shall be required to provide a certificate from the statutory auditor or cost auditor of the company (in the case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage of local content.
 - iv. Non-submission of the same shall render the bid ineligible for further consideration.
33. **Declaration regarding MSE status of the bidder:** In case the Bidder is an MSE, they must submit valid UDYAM certificate and declaration stating MSE status of the firm, on its company's letterhead. Proforma has been attached in "*Form - XV*". If the bidder does not furnish the required details in the tender, offer shall be processed by construing that the bidder is not falling under MSE category.
34. **Support to Start ups:** The Startup should be registered with DPIIT and produce documentary evidence for the same. The Government of India has ordered the following support to Start-ups (as defined by the Department of Promotion of Industrial and Internal Trade - DPIIT).
- Exemption from submission of Bid Security:** Such Start-ups shall be exempted from payment of Earnest Money. They shall be required only to submit Bid Security Declaration.
- Relaxation in Prior Turnover and Experience:** The Procuring Entity reserves its right to relax the condition of prior turnover and prior experience for start-up enterprises subject to meeting of quality

& technical specifications. The decision of the Procuring Entity in this regard shall be final. Please be guided by the tender document.

35. **Compliance to Restrictions under Rule 144 (xi) of GFR 2017:** OM dad. 23.02.2023 of Department of Expenditure, Ministry of Finance, Govt. of India provides guidelines in terms of dealing with Bidders representing Countries sharing land border with India. Undertaking at "**Form - XIII**" to be provided.

Form "I"

Bidder Information Checklist (Information/Documents to be submitted along with the Bid)

1	Name of the Bidder	
2	Address of the Bidder	
3	Contact Details of the Bidder	
	Telephone No. With STD Code	
	Fax No.	
	Mobile 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) <i>"Form - X"</i>	
11	Declaration regarding blacklisting or otherwise by the government departments as given in <i>"Form - II"</i>	
12	The Tender/NIT Document duly signed and stamped as proof of having read the	

	contents therein and in acceptance thereof should be enclosed	
13	Any other information document: Please specify	

Form "II"

Undertaking Regarding Blacklisting/Non-Debarment

(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, Gurugram 122050 (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:

Form "III"
Format of Declaration Against Withdrawal of Bid
(To be submitted on the Bidder's Letter Head)

To,
The Director
International Centre For Automotive Technology
Plot No. 26, Sector - 3, Near HSIIDC, IMT Manesar
Gurgaon - 122050

Reference: Annual Rate Contract (ARC) for Producing Various Films and Podcasts of ICAT, Manesar (Haryana) under Tender No. ICAT/T/DTS/ARC-Corporate Film/2026-27/40.

Sir/Madam,

We, the undersigned, solemnly declare that:

We understand the according to the conditions of this Tender Document, they must be supported by a Bid Securing Declaration.

We unconditionally accept the conditions of this Bid Securing Declaration. We understand that we shall stand automatically suspended from being eligible for bidding in any tender in Procuring Organization for **1 Year (12 Months)** from the date of opening of this bid if we breach our obligations under the tender conditions if we:

1. Withdrawn/Amend/Impair/Derogate, in any respect, from our bid, within the bid validity or
2. Being notified within the bid validity of the acceptance of our bid by the Procuring Entity:
 - a) Refused to or failed to produce original documents for scrutiny within the stipulated time under the conditions of the Tender Document.
 - b) Fail or refuse to sign the contract.

We know that this bid Securing Declaration shall expire if the contract is not awarded to us, upon:

1. Receipt by us for your notification
 - a) of cancellation of the entire tender process or rejection of all bids or
 - b) of the name of the successful bidder or
2. Forty-Five days after the expiration of the bid validity period or any extension to it.

(Signature with Date)

(Name and Designation)

Duly Authorized to Sign the Bid for and on behalf of (Name & Address of Bidder and Seal of Company)

Date on day of

Place.....

Form "IV"
Declaration In Respect of Conflict of Interest

Tender No. ICAT/T/DTS/ ARC-Corporate Film/2026-27/40

Tender Detail: Annual Rate Contract (ARC) for Producing Various Films and Podcasts of ICAT, Manesar (Haryana).

SI. 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)			
	SI No.	Full Name	DIN	Full Residential Address
	1			
	2			
	3			
	4			
5				

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	

<p>Private Limited Company or Public Limited Company or Limited Liability Partnership (LLP) or Partnership Firm or Proprietor Firm? If yes, give names.</p>	
--	--

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 spouses; or*
- (3) A person shall be deemed to be the relative of another, if they are related to another in the following manner, namely: -*
 - a. Father including stepfather,*
 - b. Mother including stepmother,*
 - c. Son including stepson,*
 - d. Son’s wife,*
 - e. Daughter,*
 - f. Daughter’s husband,*
 - g. Brother including stepbrother,*
 - h. Sister including stepsister.*

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 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 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 relationships 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 that has more than one independent manufacturing unit 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/ Authorized Signatory

Authorized Signatory Name:

Place:

Date:

Stamp / Seal of Firm

Form "V"
Undertaking For Product/Service Compliance
(To be submitted Original on Bidder Letter Head)

To,
The Purchase Office,
International Centre For Automotive Technology
Plot No. 26, Sector - 3, Near HSIIDC, IMT Manesar, Gurgaon 122050 (Haryana)

Sub: Undertaking for Product/Service Compliance

Dear Sir/ Madam,

I/We, [Bidder/Seller's Name] hereby undertake that all the Products/Services offered in response to the tender fully comply with the specifications or requirements mentioned in the tender document. We confirm that the offered products/services meet the technical requirements, standards, and features outlined in the tender. In case of any deviations, we commit to notifying the buyer and obtaining approval before the delivery of products.

Date: _____

Signature of Authorized Signatory: _____

Name and Designation: _____

Seal: _____

Form "VI"
Undertaking

This is to certify that we have carefully gone through the scope of work, job requirement, terms and conditions given in the tender documents & have clearly understood the terms and conditions of the tender and have accordingly quoted our best rates after going through all details. We hereby given an undertaking that we shall the material & services in accordance with your *Tender/NIT Document No. ICAT/T/DTS/ARC-Corporate Film/2026-27/40* as per the requirement during the period of contract.

Dated:

Place:

(Signature of the bidder with seal/rubber stamp)

Form "VII"
No Deviation Declaration
(To be submitted Original on Bidder Letter Head)

Date: _____

To,
The Purchase Office,
International Centre For Automotive Technology
Plot No. 26, Sector - 3, Near HSIIDC, IMT Manesar, Gurgaon 122050 (Haryana)

Sub: No Deviation Declaration

Dear Sir/ Madam,

This is to certify that, the product (s) quoted items/services by our firm M/s.....
..... is as per the given technical specifications or requirements in the
tender document & there is no deviation in relation to any conditions / requirements specified in the tender
document. It is also to declare that all other commercial clauses stipulated in the tender have been carefully
seen. I hereby convey the unconditional acceptance of the same.

Signature of Authorized Signatory with Stamp

For M/s _____

Signature & company seal
Name Designation
Email
Mobile No.

Form "VIII"
Pre-Bid Queries (Deviation/Modification Suggestions)
(To be submitted Original on Bidder Letter Head)

The Bidder can present and justify here any modification or improvement to the Conditions of Contract proposed to in the interest of ICAT. Such suggestions should be concise and to the point. In case, the Bidder does not want to suggest any deviation or modification, this section must contain a statement indicating "No Deviation Suggested".

Sl. No.	Page No.	Chapter & Clause No.	Existing Provision	Query/Suggestion

Note: Give clear reasons why you think the proposed solution is better than the Requirement expressed in **Chapter - 1** or any conditions expressed in **Chapter - 4**

Signature of Authorized Signatory with Stamp

For M/s _____

Signature & company seal
Name Designation
Email
Mobile No.

Form "IX"
Undertaking For Non-Subcontracting
(To be submitted Original on Bidder Letter Head)

To,
The Purchase Office,
International Centre For Automotive Technology
Plot No. 26, Sector - 3, Near HSIIDC, IMT Manesar, Gurgaon 122050 (Haryana)

Sub: Undertaking for Non-Subcontracting

Dear Sir/Ma'am,

I/We, [Bidder/Seller's Name], hereby undertake not to subcontract any aspect of the contract, without obtaining prior written consent from the buyer. We understand that failure to seek approval for subcontracting may result in disqualification from the bidding process.

Date: _____

Signature of Authorized Signatory: _____

Name and Designation: _____

Seal: _____

Form "X"
Details of Contracts

(To be submitted Original on Bidder Letter Head)

Details of contracts with Central Govt./State Govt./PSUs/Autonomous Bodies & Reputed Private Firms in India managed by the Bidder during the last five (5) years in the following format (attested copies of the PO's and completion certificates may be closed).

SI No.	Details of client along with address, contact details (telephone, email, website, fax etc.)	Contract Value (INR)	Duration of contract	
			Order Received Date	Project Completion Date
1.				
2.				
3.				
4.				
5.				

(If the space provided is insufficient, a separate sheet may be attached)

Signature of authorized person

Date:

Name:

Place:

Seal:

Form "XI"
Declaration by the Bidder for Code of Integrity
(On the Letter Head of the Bidder)

Date _____

To,
The International Centre For Automotive Technology
Unit - National Automotive Board (NAB), Ministry of Heavy Industry (Govt. of India)
Plot No. 26, Sector - 3, Near HSIIDC Office, IMT Manesar, Gurugram - 122050 (Haryana)

Dear Sir,

We, [Name of the Bidder], hereby solemnly affirm and declare that:

1. We have not engaged in any corrupt, fraudulent, collusive, coercive, or undesirable practices in competing for or in executing the contract for [Tender/Work/Service Description].
2. We have complied with all applicable laws, regulations, and guidelines including the General Financial Rules (GFR) and relevant procurement manuals issued by the Government of India.
3. We declare that no undue influence or payments have been made or promised to any official or employee of the Procuring Entity in connection with this tender.
4. We understand and agree that violation of this declaration shall result in rejection of our bid, termination of the contract, and/or legal actions as deemed appropriate by the Procuring Entity.
5. We commit to uphold integrity and transparency throughout the tendering process and contract execution.

Thanking you,

Yours faithfully,

[Signature of Authorized Signatory]

[Name of Authorized Signatory]

[Designation]

[Company Seal]

[Date]

Form "XII"

Format for Annual Turnover

(To be submitted on letterhead of Chartered Accountant along with their UDIN)

Ref: Annual Rate Contract (ARC) for Producing Various Films and Podcasts of ICAT, Manesar (Haryana) Under Tender/NIT No. ICAT/T/DTS/ARC-Corporate Film/2026-27/40.

Annual Turnover Declaration

The Annual Turnover to be provided in the following format for the 3 (Three) Financial Years.

Financial Information (in INR)			
Financial Year	2022-23	2023-24	2024-25
Annual Turnover (In Lakhs)			
Average Annual Turnover:			
Note: Annual turnover should be certified by Chartered Accountant/ Statutory Auditors.			

Certificate from the Chartered Accountant/Statutory Auditor

This is to certify that _____ (Name of the Bidder) had a turnover as shown above against the respective financial years.

Name of the audit firm:

Seal of the audit firm:

Membership No. of Chartered Accountant:

UDIN:

Date:

(Signature, name and designation of the Chartered Accountant)

Note:

1. The details submitted by the Bidder in **"Form I"** must be corrected and submitted by the bidder with UDIN. **"Form XII"** submitted without valid UDIN shall not be considered.
2. Average annual turnover over the last three years (i.e. 2023-23, 2023-24 & 2024-25) shall be min. **INR 50 Lakhs**
3. Financial turnover: Financial statement / certificate duly signed and stamped from authorized Chartered Accountant with **UDIN No**

Form "XIII"

Declaration regarding "Restrictions on Procurement from a Bidder of a Country Which Shares a Land Border with India".

(To be submitted on Applicant's Letter Head)

To,
International Centre For Automotive Technology
Unit - National Automotive Board
Plot - 26, Sector - 3, Near HSIIDC Office
IMT Manesar, Gurgaon 122050

Dear Sir,

With reference to our bid proposal for participation in ICAT *Tender/NIT Document No. ICAT/T/DTS/ARC-Corporate Film/2026-27/40*, I/we hereby confirm that, I/We have read the clause as mentioned in the tender document mentioned above regarding restrictions on procurement from abidder of a country which shares a land border with India and on sub-contracting to contractors fromsuch countries.

I/We certify that we/our Collaborator/JV Partner/Consortium member/ Assignee are/is not from sucha country or, if from such a country, have/has been registered with the Competent Authority and we will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority.

We hereby certify that we fulfil all requirements in this regard and are eligible to be considered.

We further confirm that evidence of valid registration by the Competent Authority for us/our Collaborator/JV Partner/Consortium member/ Assignee, as applicable, is enclosed as Annexure.

*Bidder to strike-off, if not applicable.

**Bidder to mention the Annexure no.

Date:_____ Place: _____

Seal of Organization & Signatureof Authorized Applicant

Form "XIV"
Certificate Regarding Declaration of Local Content
(On the Bidder Letter Head)

To,
International Centre For Automotive Technology
Unit - National Automotive Board
Plot No. 26, Sector - 3, Near HSIIDC Office, IMT Manesar
Gurgaon - 122050 (Haryana)

Sub: Compliance of Minimum Local Content Requirement as mentioned in Ministry of Commerce and Industry Trade and order no. P-45021/2/2017-PP(BE-II) dated 4th June' 2020

Ref: Tender/NIT Document No: ICAT/T/DTS/ARC-Corporate Film/2026-27/40, Description of Service(s): Annual Rate Contract (ARC) for Producing Various Films and Podcasts of ICAT, Manesar (Haryana).

We hereby certify that the quoted items offered by us against above Enquiry No. is having local content of%.

Further, to certify that the local content % certified above is in line with definition of Local content given in point no 2 of Public Procurement (Preference to Make in India), Order 2017 dated 19.07.2024 and we qualify as Class -..... (Class-I/ Class-II/Non-Local supplier - as applicable) local supplier.

We further confirm that details of location at which the local value addition is made is at
..... (Bidder's / OEM's Manufacturing works)

Country of Origin from OEM:

(For items sold by bidder as reseller, OEM certificate for Country of Origin to be submitted.)

We confirm the following for the current tender:

1. Repackaging/ Refurbishment/ Rebranding of imported products has not been considered for calculation of local content or Domestic Value Addition (DVA). That the cost of imported items sourced locally from resellers/ distributors and cost of license/royalty paid/technical expertise cost etc. source from outside of India has been excluded from the local content, as mentioned in 3(d) of PPP-MII order Public Procurement (Preference to Make in India), Order 2017 dated 19.07.2024 issued by DPIIT.
2. For contracts involving supply of multiple items, weighted average of all items has been taken while calculating the local content.
3. We understand, for this procurement, the local content to categorize a supplier as a Class I local supplier/ Class II local Supplier/ Non-local supplier and purchase preference to Class I local supplier, is as defined in Public Procurement (Preference to Make in India), Order 2017 dated 19.07.2024 issued by DPIIT. In case of subsequent orders issued by the nodal ministry, changing the definition of local content for the items of the NIT, the same shall be applicable even if issued after issue of this NIT, but before opening of Part-II bids against this NIT.
4. We understand that we have to give a self-certification regarding local content wherever the tender value is up to Rs 10 crores. In case the tender value is more than INR 10 Crores, we shall be required to provide a certificate from the statutory auditor or cost auditor of the company (in the case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of

suppliers other than companies) giving the percentage of local content. In both cases, the certification has to be provided by us during bid submission.

5. We also understand that false declaration will be in breach of Code of Integrity under the rule 175(1)(i)(h) of the General Finance Rules for which the bidder or its successors can be debarred for up to two years as per Rule 151(iii) of the General Finance Rules along with such other actions as may be permissible under the law.
6. That in case we are the successful bidder and the contract value of the order awarded to us is more than Rs 10 crores, we will provide local content certification duly certified by cost/ chartered accountant in practice during execution of the contract. That a penalty up to 10% of the contract value may be imposed on us during execution, in case we do not meet the stipulated local content during the execution of the contract. We are also aware that the contract awarded to us will not be terminated on this account.
7. We hereby declare that the details furnished above are true and correct to the best of our knowledge and belief and we undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, we are aware that we may be held liable for it.

Thanking you,

Yours faithfully,

(Signature, Date & Seal of Authorized Signatory of the Bidder)

Note: Bidders to note that in case above certification given by a bidder, whose bid is accepted, is found to be false, then this would be ground for penal action and for taking further action in accordance with law and as per extant guidelines.

Form "XV"

**Declaration to be provided by MSE bidder
(to be submitted by Bidder on its company's letterhead)**

To,
International Centre For Automotive Technology
Unit - National Automotive Board
Plot No. 26, Sector - 3, Near HSIIDC Office, IMT Manesar
Gurgaon - 122050 (Haryana)

Sub: MSE Status

Ref: Tender/NIT Document No: ICAT/T/DTS/ARC-Corporate Film/2026-27/40, Description of Service(s): Annual Rate Contract (ARC) for Producing Various Films and Podcasts of ICAT, Manesar (Haryana).

With reference to above GeM bid, we M/s (Bidder's Name) confirm/declare the following:

1. Our MSE Category:
2. Details of the MSE category are as under: We furnish the following details & submit documentary evidence/ Govt. Certificate etc. in support of the same along with our techno-commercial offer.

Udyam No	Type Under MSE	SC/ST Owned	Women Owned	Others (Excluding SC/ST & Women Owned)
	Micro			
	Small			

Thanking You,

Yours Faithfully,

(Signature, Date & Seal of Authorized Signatory of the Bidder)

Note: Bidders to note that in case above certification given by a bidder, whose bid is accepted, is found to be false, then this would be ground for penal action and for taking further action in accordance with law and as per extant guidelines.