

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	11-09-2026 17:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	11-09-2026 17:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	Ministry Of Heavy Industries And Public Enterprises
विभाग का नाम / Department Name	Department Of Heavy Industry
संगठन का नाम / Organisation Name	National Automotive Board
कार्यालय का नाम / Office Name	National Automotive Board Manesar
शिकायत निवारण के संपर्क विवरण / Contact details of Grievance redressal	HOD Email id :chitra.hans@nabindia.in Buyer Email id: vikas.sharma@icat.in
वस्तु श्रेणी / Item Category	Event or Seminar or Workshop or Exhibition or Expo Management Service - National; Theme Based Events; Complete Execution of Activity; Buyer premise; Two day
अनुबंध अवधि / Contract Period	2 Day(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) / Minimum Average Annual Turnover of the bidder (For 3 Years)	200 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	3 Year (s)
टर्नओवर पात्रता मानदंड / Turnover eligibility criteria	To be verified by the buyer at the time of technical evaluation
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़ / Document required from seller	Experience Criteria, Bidder Turnover, Certificate (Requested in ATC), Additional Doc 1 (Requested in ATC), Additional Doc 2 (Requested in ATC), Additional Doc 3 (Requested in ATC), Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	3
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	5 Days
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	HDFC Bank
ईएमडी राशि/EMD Amount	170000

ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b).ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

(c).ईएमडी और संपादन जमानत राशि लाभार्थी के पक्ष में होनी चाहिए। / Earnest Money Deposit (EMD) shall also be accepted by the buyer in the form of a surety bond.

लाभार्थी /Beneficiary :

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

बोली विभाजन लागू नहीं किया गया/Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

एक्सेल में अपलोड किए जाने की आवश्यकता /Excel Upload Required :

Price Breakup - [1786984452.xlsx](#)

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Scope of Work to be uploaded by the Buyer:[1786984463.pdf](#)

This Bid is based on Quality & Cost Based Selection (QCBS) . The technical qualification parameters are :-

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
Please Refer Attached QCBS Evaluation Paramater	100	70	View File

Total Minimum Qualifying Marks for Technical Score: 70

QCBS Weightage(Technical:Financial):70:30

Event Or Seminar Or Workshop Or Exhibition Or Expo Management Service - National; Theme Based Events; Complete Execution Of Activity; Buyer Premise; Two Day (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Location of event	National
State	NA
District	NA
pincode	NA
Nature of events	Theme Based Events
Category of work required	Complete Execution of Activity
Event premises	Buyer premise
Duration of event	Two day
Coverage of the event	As Per Tender
Boarding	As Per Tender
Inclusion for the event	As Per Tender
Seating arrangement	As Per Tender
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Estimated/ Indicative number of participants in the event	400

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents
परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of event to be organized	अतिरिक्त आवश्यकता /Additional Requirement
1	Girish Chander	122051,INTERNATIONAL CENTRE FOR AUTOMOTIVE TECHNOLOGY Plot No 26, Sector 3, HSIIDC, IMT-Manesar, Gurgaon 122050	1	N/A

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/**Buyer Added Bid Specific Terms and Conditions**

1. **Generic**

OPTION CLAUSE 25% : The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.

For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

2. **Buyer Added Bid Specific ATC**

Buyer uploaded ATC document [Click here to view the file.](#)

अस्वीकरण/**Disclaimer**

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer, is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid. All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM. If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope

of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

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Notice Inviting Tender (NIT)

The Director, International Centre for Automotive Technology (ICAT), GSTIN 06AABAN9435G2ZI, a Division of the National Automotive Board (NAB), Ministry of Heavy Industries, Government of India, invites sealed/e-proposals under Two-Bid System (Technical Bid and Financial Bid) from reputed, experienced and eligible Event Management Agencies for providing comprehensive Event Management Services for the Corporate Event “**International Seminar on Noise, Vibration & Harshness (iNVH)-2026**”, scheduled to be held on **5-6th November 2026 at ICAT Centre-2, Plot No. 1, Sector M-11, Gurugram-122050, Haryana, India.**

The scope shall include planning, coordination, execution, venue management, branding, logistics, infrastructure, manpower and all other allied arrangements/services required for successful conduct of the Event, as detailed in the Tender Document.

Interested agencies meeting the prescribed eligibility criteria and terms & conditions shall submit their bids within the stipulated time and in the manner prescribed in the Tender Document. ICAT reserves the right to accept or reject any or all bids, in whole or in part, without assigning any reason thereof.

Tender Activity Schedule

Description of work	Comprehensive Event Management Services for Corporate Event (Conference and Exposition) “International Seminar on Noise, Vibration & Harshness (iNVH)-2026
Scope of Work	Please refer to the Tender Document for the detailed Scope of Work, deliverables, technical requirements and associated services.
Site Location	International Centre For Automotive Technology, Plot No. 1, Sector – M11, Near Maruti Gate No. 4, IMT Manesar, Gurugram – 122050 (Haryana)
Earnest Money Deposit (EMD) Or Bid Security Declaration	Earnest Money Deposit (EMD): INR 1,70,000/- (Rupees One Lakh Seventy Thousand Only) shall be submitted in form of DD/Bank Guarantee/Banker's Cheque& FDR drawn in favor of “International Centre for Automotive Technology”, payable at Manesar/ Gurugram valid for at least six months from any branch of Delhi/NCR of Indian scheduled Bank or Online through RTGS/NEFT/Internet Banking in Beneficiary Name “International Centre for Automotive Technology”. Or Firms registered as Start-ups or Micro and Small Enterprises (MSEs), as defined under the Public Procurement Policy for Micro and Small Enterprises (MSEs) issued by the Ministry of Micro, Small and Medium Enterprises (MSME), or firms registered with the Central Purchase Organization (CPO) or the concerned Ministry/Department, shall be exempted from payment of Earnest Money Deposit (EMD), subject to submission of a self-attested copy of the valid registration certificate along with the Technical Bid. The registration certificate shall be valid on the date of submission of bids and for a minimum period of Six (6) Months thereafter. Note: Traders, distributors, sole agents, and entities engaged in work contracts shall not be eligible for availing benefits under the MSME category. Or In place of a Bid security, Bidders can submit Bid securing declaration as per “Form IV” accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for the period of 1 year from the date of opening of this bid from being eligible to submit Bids for contracts with the ICAT that invited the Bid.
Eligibility Criteria	Refer “ Chapter 6 ” of the ATC Document

Selection Criteria	The selection of the successful bidder for the tender for “Event Management Services for corporate event (Conference and Exposition) “International Seminar on Noise, Vibration & Harshness (iNVH)-2026” dated 5th – 6th November 2026 to be held at ICAT Centre – 2, Plot No. 1, Sector M-11, Gurugram 122050, India” at the International Centre for Automotive Technology (ICAT) shall be carried out through the Quality and Cost Based Selection (QCBS) methodology. ➤ Evaluation Methodology: Under the QCBS method, both technical competence and financial competitiveness of the bidders shall be evaluated. The overall selection shall be based on a combined score derived from the Technical Proposal (weightage: 70%) and the Financial Proposal (weightage: 30%). ➤ The bidder securing the highest Final Score(s) shall be selected for award of the contract, subject to verification of documents and approval by the competent authority. ➤ Tie-Breaking Clause: In the event of a tie in the final score, the bidder with the higher technical score shall be selected. If a tie still exists, ICAT reserves the right to make the final decision based on additional technical assessment or reference checks.																
Site Visit	It is mandatory for all prospective Bidders to conduct a site visit to the Purchaser’s premises in order to obtain a clear and comprehensive understanding of the actual requirements, site conditions, and existing infrastructure relevant to the organization and execution of the corporate event “<i>International Seminar on Noise, Vibration & Harshness (iNVH) – 2026</i>”. Site Visit Schedule: The site visit shall be conducted strictly within the period on <i>09/09/2026 Between Office Hours 14:00 to 17:00 Hrs.</i> Bidders are required to submit a written request to the Purchaser at least two (2) working days prior to their intended visit date to facilitate necessary access and coordination. All logistical arrangements and expenses related to the site visit shall be borne solely by the Bidder. Bids shall only be considered valid if the bidder has conducted a thorough visit of the venue at ICAT Centre - 2.																
The Last Date of Receipt of Queries if any,	Submission of Pre-Bid Queries Bidders are required to submit their queries, if any, in writing to <i>E-mail ID by 01/09/2026 up to 1700 Hrs.</i>																
Date for Clarification Meeting	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: <i>02/09/2026</i> ➤ Time: <i>14:30 Hrs.</i> ➤ Venue: <i>Decibel Meeting Room, Ground Floor, NVH Lab, International Centre for Automotive Technology (ICAT), Plot No - 1, Sector - M11, IMT Manesar, Gurugram - 122050, Haryana</i> ➤ Mode: <i>Physical Meeting</i> All interested bidders are encouraged to attend the pre-bid meeting to seek necessary clarifications before submission of their bids.																
ICAT Bank Details for <i>NEFT/RTGS</i> (In case any bidder deposits the EMD of <i>INR 1,70,000/- (Rupees One Lakh Seventy Thousand Only)</i> through NEFT/RTGS) HDFC Bank Details (Saving A/c for transactions in INR Only); - <table border="1"> <tr> <td>Beneficiary Name</td><td>International Centre for Automotive Technology</td></tr> <tr> <td>Bank Name</td><td>HDFC Bank Ltd.</td></tr> <tr> <td>Branch</td><td>Plot-K, Sector-2, Manesar-122051 Haryana</td></tr> <tr> <td>Account No.</td><td>05891450000118</td></tr> <tr> <td>Account Type</td><td>Saving</td></tr> <tr> <td>RTGS IFSC Code</td><td>HDFC0000589</td></tr> <tr> <td>Swift Code</td><td>HDFCINBB</td></tr> <tr> <td>MICR Code</td><td>110240079</td></tr> </table>		Beneficiary Name	International Centre for Automotive Technology	Bank Name	HDFC Bank Ltd.	Branch	Plot-K, Sector-2, Manesar-122051 Haryana	Account No.	05891450000118	Account Type	Saving	RTGS IFSC Code	HDFC0000589	Swift Code	HDFCINBB	MICR Code	110240079
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Chapter - 1

Brief Description About iNVH' 2026

The International Seminar on Noise, Vibration & Harshness (iNVH-2026) is a premier global platform that brings together researchers, automotive OEMs, Tier-1 suppliers, industry experts, academicians, engineers, and policymakers to explore the latest advancements and emerging trends in the field of automotive Noise, Vibration & Harshness (NVH). Convening at ICAT, Manesar, this year's seminar will serve as a dynamic forum for technical deliberations on innovative NVH technologies, testing methodologies, simulation tools, and sustainable mobility solutions shaping the future of the automotive industry.

The 2026 edition of the seminar is organized against the backdrop of rapid technological advancements in electric and intelligent mobility, an increasing emphasis on vehicle refinement and occupant comfort, and stringent regulatory and customer expectations regarding vehicle acoustics and vibration performance. The seminar will provide an excellent opportunity for knowledge sharing on contemporary NVH challenges and solutions across passenger vehicles, commercial vehicles, electric vehicles, and automotive components. Additionally, the event will feature keynote addresses by eminent industry leaders and technical experts, invited talks, technical paper presentations, panel discussions, and an Automotive NVH Technology Expo showcasing state-of-the-art NVH products, technologies, testing solutions, and engineering capabilities from leading organizations.

With participants expected from across the globe, the International Seminar on Noise, Vibration & Harshness (iNVH-2026) is more than just a technical conference—it is a collaborative platform designed to drive innovation, foster industry-academia partnerships, and showcase the latest developments in automotive NVH engineering and research.

We are pleased to invite your organization, as an Event Management Company, to submit a proposal for providing comprehensive event management services for the upcoming *iNVH-2026 event, scheduled to take place on 5th – 6th November' 2026 at ICAT, Manesar (Haryana, India).*

The event will be attended by automotive industry professionals, academicians, researchers, government representatives, and delegates from national and international organizations. The program will include an inaugural ceremony, keynote sessions, technical paper presentations, panel discussions, an Automotive NVH Technology Expo, networking sessions, hi-teas, lunches, a gala dinner, and other associated activities.

We are seeking a professional event management partner to assist in the planning, coordination, and execution of this high-profile event. The scope of services may include, but is not limited to:

- Technical Presentation Requirements
- Exhibition, Decor, & Mandatory Logistics
- Exhibition Infrastructure
- Mandatory Photography & Videography
- Catering & Hospitality Specifications
- Organizing Team Dress
- Delegate & Speaker Kits
- Printing & Publications

We look forward to reviewing your proposal and exploring the possibility of working together to deliver a successful and impactful event.

Chapter – 2

Expectation from the Shortlisted Bidder

The selected Event Management Company shall act as an end-to-end event execution partner for iNVH-2026 and shall be responsible for planning, coordination, execution, monitoring, and successful completion of all event-related activities as per the approved BOQ, technical requirements, timelines, quality standards, and instructions issued by the iNVH-2026 Organizing Committee.

The bidder shall demonstrate adequate technical capability, professional experience, creative approach, financial discipline, and operational strength to deliver an international-level seminar with seamless execution and premium delegate experience.

1. **Comprehensive Project Management** - The bidder shall ensure effective project planning and execution covering all phases of the event, including
 - a) Preparation of a detailed project execution plan covering pre-event, event-day, and post-event activities.
 - b) Development of activity timelines, milestones, responsibility matrix, and monitoring mechanism.
 - c) Coordination with iNVH-2026 Organizing Committee, sub-committees, vendors, sponsors, speakers, delegates, and other stakeholders.
 - d) Regular progress updates and review meetings with ICAT representatives.
 - e) Effective management of all event components including:
 - Venue management.
 - Hospitality.
 - Catering.
 - Technical arrangements.
 - Branding.
 - Delegate management.
 - Cultural activities.
 - Logistics.
 - Safety and security arrangements.

The bidder shall ensure that all activities are executed in a structured manner without disruption to the event schedule.

2. **Creativity, Innovation & Event Experience Enhancement** - The bidder shall demonstrate creativity and innovation in planning and execution to enhance the overall experience of iNVH-2026. The bidder shall ensure
 - a) Development of innovative concepts aligned with the theme and objectives of iNVH-2026.
 - b) Professional event ambience, branding, and visual identity.
 - c) Creative ideas for venue presentation, delegate engagement, stage design, cultural programs, hospitality experience, and digital/physical branding.
 - d) Suggestions for value-added initiatives without compromising approved budget limitations.

All creative concepts shall be subject to review and approval by the iNVH-2026 Organizing Committee before implementation.

3. **Budget Management & Financial Discipline** - The bidder shall ensure effective financial management throughout the project lifecycle. The bidder shall
 - a) Execute all activities strictly within the approved BOQ and financial limits.
 - b) Provide transparent cost breakup wherever required.
 - c) Avoid deviation from approved specifications without prior approval from ICAT.
 - d) Ensure quality standards are not compromised for cost optimization.
 - e) Maintain proper financial records related to event execution.
 - f) Submit financial closure documents after completion of the event.

Any additional expenditure incurred due to bidder planning gaps, incorrect estimation, vendor issues, or execution failures shall be borne by the bidder.

4. **Timely Execution & Schedule Compliance** - The bidder shall strictly adhere to all approved timelines and milestones. The bidder shall ensure
 - a) Timely completion of all pre-event activities.
 - b) Submission of required designs, samples, layouts, and approvals within defined timelines.
 - c) Completion of venue setup, testing, and readiness before scheduled event commencement.
 - d) Immediate communication of any potential delay or risk to ICAT.
 - e) Availability of sufficient manpower and resources to meet deadlines.

Delay caused due to inadequate planning, manpower shortage, vendor failure, or coordination gaps shall be the responsibility of the bidder.
5. **Vendor Management & Quality Assurance** - The bidder shall be responsible for complete coordination and management of all third-party vendors involved in event execution. The bidder shall ensure
 - a) Selection of competent and experienced vendors.
 - b) Verification of vendor capability, quality standards, and delivery timelines.
 - c) Continuous monitoring of vendor performance.
 - d) Compliance of vendors with approved BOQ, technical specifications, quality requirements, safety requirements, and event timelines.

The bidder shall remain fully responsible for the quality and performance of all subcontractors/vendors engaged by them.
6. **Professional Staffing & On-Ground Management** - The bidder shall deploy adequately trained and experienced manpower for smooth execution of the event. The bidder shall ensure availability of
 - a) Dedicated Project Manager.
 - b) Event coordinators.
 - c) Hospitality team.
 - d) Registration support team.
 - e) Technical support team.
 - f) Catering coordination team.
 - g) Logistics personnel.
 - h) Housekeeping and support staff.

All deployed personnel shall maintain professional behaviour, proper grooming, appropriate dress code/uniform, effective communication skills, and discipline throughout the event duration.
7. **Risk Management & Contingency Planning** - The bidder shall prepare a comprehensive risk management and contingency plan covering possible event-related challenges. The bidder shall identify and address risks related to
 - a) Technical failures.
 - b) Power interruptions.
 - c) Weather conditions.
 - d) Vendor delays.
 - e) Crowd management.
 - f) Medical emergencies.
 - g) Transportation delays.
 - h) Equipment failures.

The bidder shall ensure availability of backup arrangements wherever required, including backup technical equipment, additional manpower, emergency response plans, and alternate arrangements for critical activities.
8. **Coordination, Reporting & Documentation** - The bidder shall maintain continuous coordination with the iNVH-2026 Organizing Committee and respective sub-committees. The bidder shall submit

a) Pre-Event Documentation:

- Detailed project execution plan.
- Activity schedule.
- Vendor details.
- Design approvals.
- Risk management plan.
- Manpower deployment plan.

b) During Event:

- Daily coordination updates.
- Issue tracking and resolution status.
- Activity completion monitoring.

c) Post-Event Documentation:

- Comprehensive event completion report.
- Delegate feedback summary.
- Photographs/videos of major activities.
- Vendor performance summary.
- Financial closure report.
- Lessons learned and improvement recommendations.

9. Compliance, Safety & Sustainability - The bidder shall ensure compliance with applicable statutory requirements, venue guidelines, and safety regulations. The bidder shall comply with

- a) Local authority permissions.
- b) Fire and safety requirements.
- c) Electrical safety norms.
- d) Food safety regulations.
- e) Labour and manpower regulations.
- f) Environmental and sustainability practices.

The bidder shall promote sustainable event practices including reduction of unnecessary waste, use of reusable materials, responsible waste disposal, and environment-friendly branding solutions.

10. Overall Responsibility & Event Success Commitment - The selected bidder shall function as a trusted execution partner of iNVH-2026 and shall ensure successful delivery of an impactful, professionally managed, and memorable international seminar. The bidder shall be responsible for

- a) Maintaining premium quality standards.
- b) Ensuring seamless coordination among all stakeholders.
- c) Resolving operational challenges promptly.
- d) Delivering all approved deliverables within timelines.
- e) Ensuring complete satisfaction of the iNVH-2026 Organizing Committee.

No activity, support requirement, manpower, equipment, or coordination effort essential for successful execution of the event shall be considered outside the bidder's responsibility if it is reasonably required for completion of the approved scope.

11. Innovation, Value Addition & Knowledge Sharing - The bidder shall demonstrate continuous efforts towards enhancing the overall experience of iNVH-2026 through innovative ideas, technology adoption, and value-added solutions. The bidder shall

- a) Propose innovative concepts for improving delegate engagement, event experience, branding visibility, and operational efficiency.
- b) Suggest technology-enabled solutions such as digital registration, QR-based access management, event applications, feedback mechanisms, live updates, and digital engagement tools wherever feasible.
- c) Provide suggestions for improving sustainability, accessibility, and overall event effectiveness.

- d) Ensure implementation of value additions only after approval from the iNVH-2026 Organizing Committee.

12. **Communication Management & Stakeholder Coordination** - The bidder shall establish an effective communication mechanism for seamless coordination among all stakeholders. The bidder shall
 - a) Nominate dedicated communication points for coordination with ICAT and sub-committees.
 - b) Maintain regular communication through review meetings, progress updates, and action trackers.
 - c) Maintain records of decisions, approvals, and changes.
 - d) Ensure timely escalation of critical issues and risks to ICAT.
13. **Delegate Experience Management** - The bidder shall ensure premium and seamless experience for delegates, speakers, sponsors, VIPs, and international participants. The bidder shall
 - a) Develop a structured delegate journey covering registration, hospitality, sessions, networking, catering, and departure.
 - b) Provide dedicated assistance for VIP guests, speakers, and international delegates wherever required.
 - c) Deploy trained hospitality personnel.
 - d) Maintain help desks/support counters throughout the event.
 - e) Collect delegate feedback and submit improvement recommendations.
14. **Data Confidentiality & Information Security** - The bidder shall maintain confidentiality of all information related to iNVH-2026. The bidder shall
 - a) Protect confidential information shared by ICAT, sponsors, speakers, delegates, and committee members.
 - b) Use event-related data only for approved purposes.
 - c) Not publish or share event information without prior written approval from ICAT.
 - d) Ensure secure handling of digital and physical records.
15. **Photography, Videography & Event Documentation** - The bidder shall arrange professional photography and videography services as per BOQ requirements. The bidder shall ensure
 - a) Coverage of inauguration, technical sessions, exhibitions, award ceremonies, cultural events, and closing ceremony.
 - b) Professional-quality photographs and videos.
 - c) Proper backup of recorded data.
 - d) Submission of edited photographs/videos to ICAT within agreed timelines.
 - e) No unauthorized publication of event content.
16. **Accessibility & Inclusiveness** - The bidder shall ensure convenient access and support for all participants. The bidder shall
 - a) Provide arrangements for elderly delegates and differently abled participants.
 - b) Ensure accessible pathways, seating arrangements, and assistance support.
 - c) Provide clear signage and guidance systems.
17. **Crisis Management & Emergency Response** - The bidder shall establish a structured crisis management mechanism. The bidder shall
 - a) Prepare emergency response procedures.
 - b) Identify responsible personnel for emergency handling.
 - c) Maintain coordination with ICAT representatives.
 - d) Conduct emergency briefings for deployed manpower.
 - e) Ensure minimum impact on event activities during unforeseen situations.
18. **Audit & Inspection Rights of ICAT** - ICAT reserves the right to inspect, verify, and audit all activities related to event execution. The bidder shall
 - a) Provide access to required documents, records, samples, designs, layouts, and vendor details.
 - b) Cooperate during inspections and reviews.

c) Provide corrective action plans against observations raised by ICAT.

19. **Intellectual Property Rights & Event Material Ownership** - All event-specific designs, creative concepts, branding materials, photographs, videos, reports, and documentation generated specifically for iNVH-2026 shall become the property of ICAT. The bidder shall

- a) Transfer final editable and non-editable files to ICAT.
- b) Provide source files of approved designs and event documentation wherever applicable.
- c) Not reuse event-specific materials without prior written approval from ICAT.

20. **Final Acceptance of Deliverables** - The successful completion of the contract shall be subject to satisfactory acceptance of all deliverables by the iNVH-2026 Organizing Committee. Acceptance shall be based on

- a) Completion of all activities as per approved BOQ and specifications.
- b) Compliance with approved quality standards.
- c) Submission of required reports and documentation.
- d) Resolution of pending issues.
- e) Completion of venue restoration and closure activities.

ICAT shall have the right to withhold final acceptance until all contractual obligations are satisfactorily fulfilled.

21. **Overall Accountability Clause** - The selected bidder shall be considered the single-point accountable agency for successful execution of iNVH-2026.

The bidder shall be responsible for all planning, coordination, manpower, materials, equipment, vendor management, quality control, safety compliance, and operational support required for successful completion of the event.

Any requirement reasonably necessary for successful execution, even if not specifically listed but associated with the approved scope and BOQ, shall be arranged by the bidder without additional financial implication to ICAT.

Chapter – 3

Scale and Structure of the Event (Expo & Conference Area)

iNVH 2026 is envisioned as a large-scale, high-impact event comprising two major components to be prepared/set-up by the Event Management Company: a Conference Area (provided by ICAT) and an Expo Area, both designed to complement each other and create a dynamic, immersive experience for all participants.

1. **Conference Area:** The Conference Area shall be provided by ICAT at ICC Building, International Centre for Automotive Technology (ICAT), Plot No. 1, Sector-M11, Near Maruti Gate No. 4, IMT Manesar, Gurugram-122050, Haryana, India.
2. **Expo Area:** The Expo Area will provide a platform for organizations, brands, and institutions to showcase their latest products, technologies, and services to a targeted audience. It will be designed for high footfall and engagement.
 - Exhibition Booths: Modular, customizable stalls/octonorms for up to 10+ exhibitors.
 - Coordination with specialized stalls prepared by sponsors themselves.

Layout:



Space at Audi entrance for stalls



Auditorium



Auditorium Stage



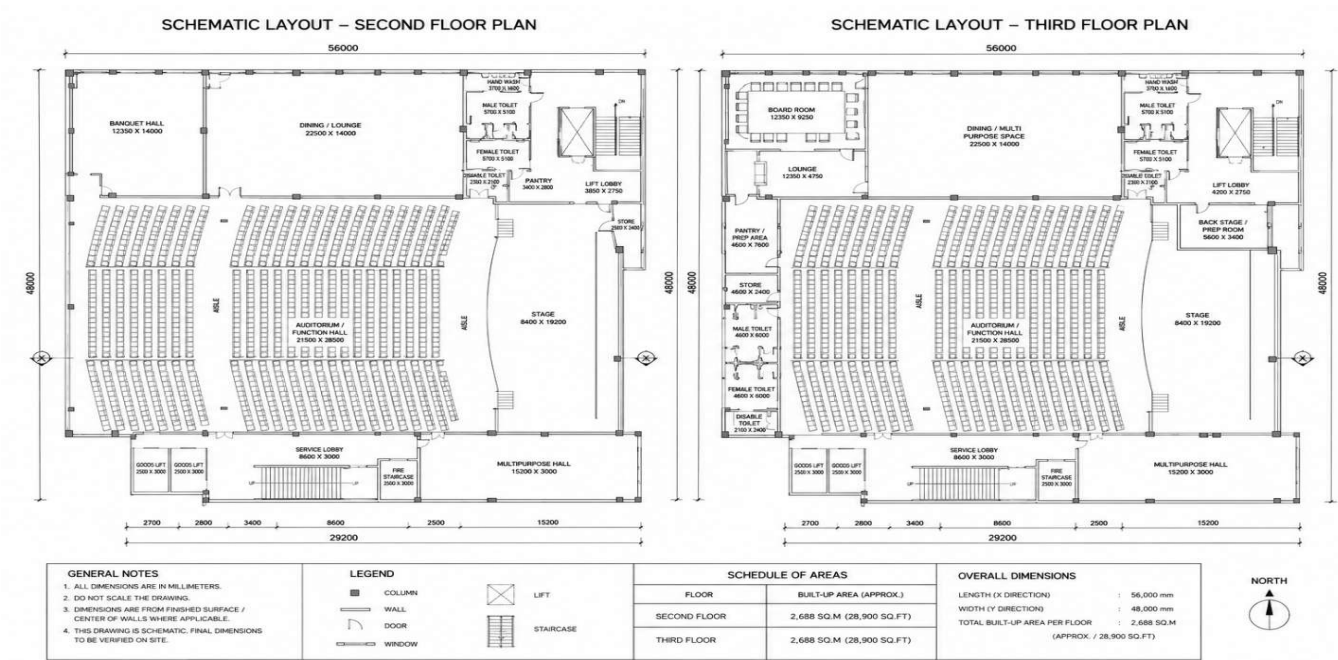
Banquet (Pics 1)

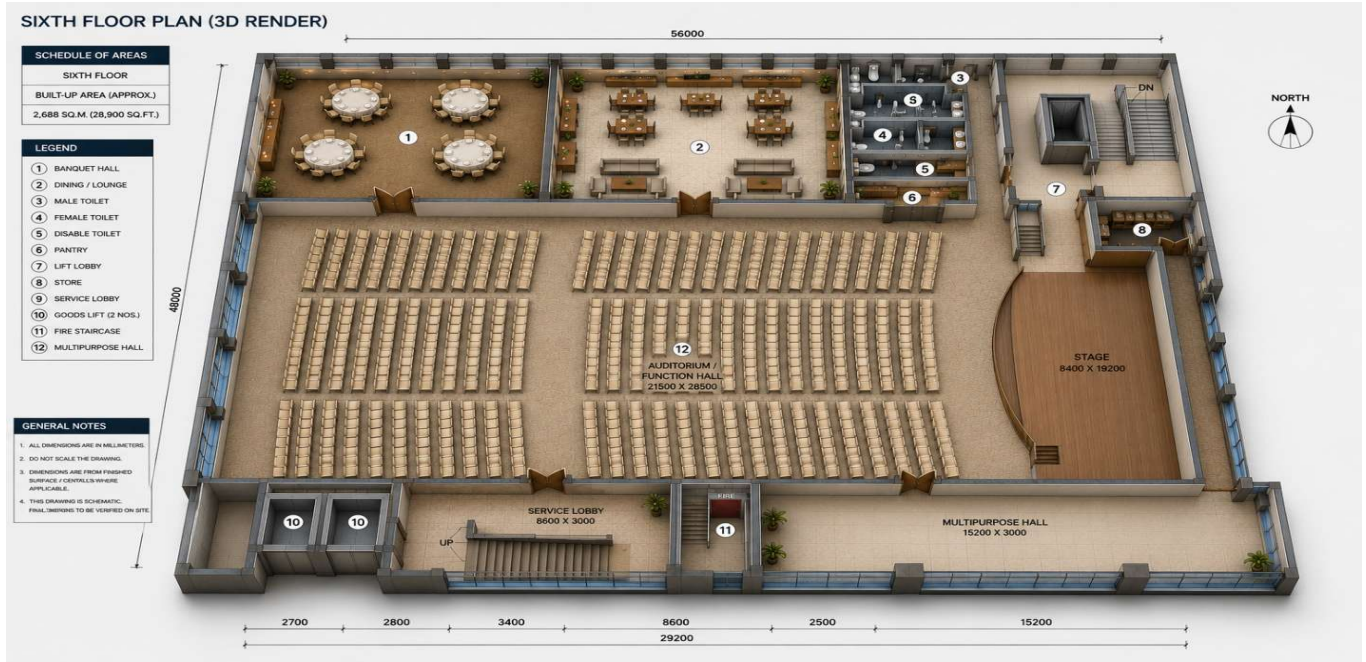
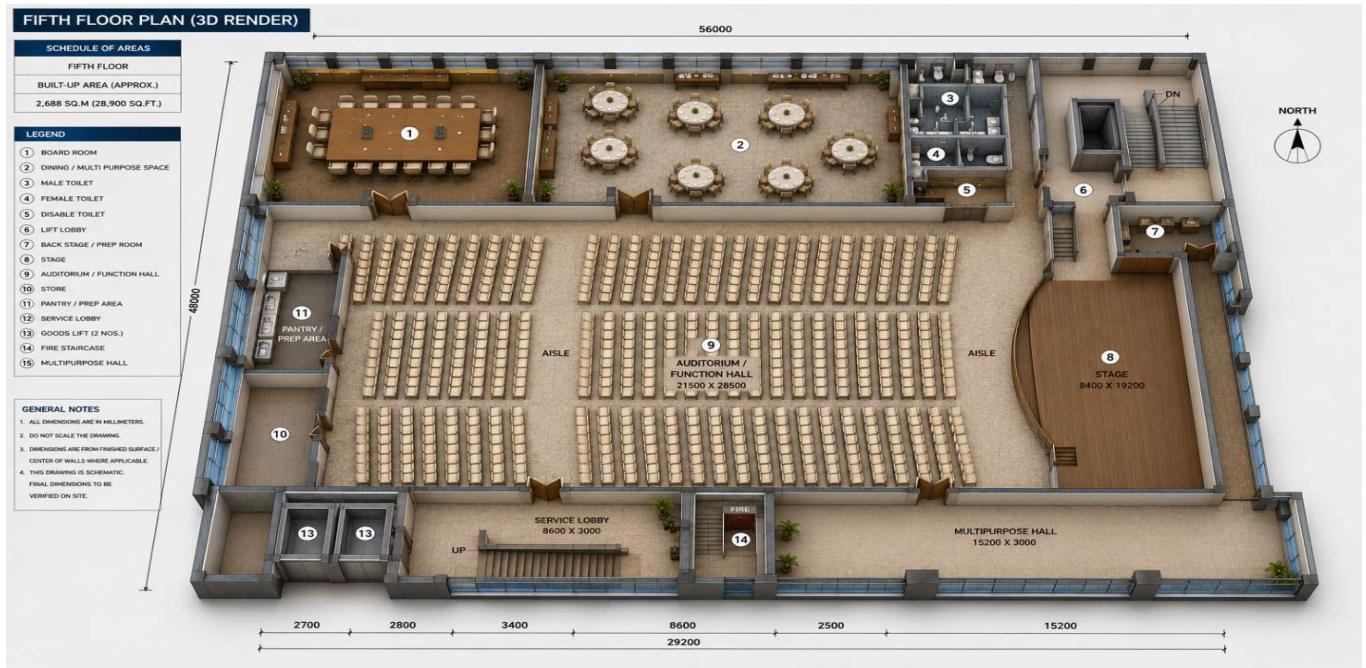


Banquet (Pics 2)



Dinner Venue





Utilities: LED Walls/Screens, Branding Walls, Seating facilities, Power, storage space, branding opportunities.

Visitor Profile: Industry professionals, business leaders, government representatives, media, academia, and general public.

Chapter – 3.1

Detailed Technical Specification and Scope of Work

The Director, International Centre for Automotive Technology (ICAT), GSTIN 06AABAN9435G2ZI, a Division of the National Automotive Board (NAB), Ministry of Heavy Industries, Government of India, invites sealed/e-proposals under Two-Bid System (Technical Bid and Financial Bid) from reputed, experienced and eligible Event Management Agencies for providing comprehensive Event Management Services for the Corporate Event “International Seminar on Noise, Vibration & Harshness (iNVH)-2026”, scheduled to be held on 5-6th November 2026 at ICAT Centre-2, Plot No. 1, Sector M-11, Gurugram-122050, Haryana, India.

A.1 Scope of Supply Details:

SI No.	Major Deliverable Items	Quantity
1	Roadside Branding (Design for all print items in vendor scope)	
1.1	Small Branding (Flex mounted on Wooden Frame (2 x 3 Ft))	30
1.2	Big Branding (Flex mounted on Wooden Frame (3 x 6 Ft))	10
1.3	Team for Hanging Signage (Including Ladder/ GI Wire & Vehicle for moments)	2
1.4	Local Authorities Permission (Municipal, Police Etc.,)	1
2	ICAT Outside Service Lane (Design for all print items in vendor scope)	
2.1	Standee (Flex mounted on Wooden Frame (3 x 6 Ft))	10
2.2	Backdrop (Flex mounted on Wooden Frame (10 x 12 Ft))	4
2.3	Signages (Flex mounted on Wooden Frame (2 x 3 Ft))	10
2.4	Male Promoters (To Manage & guide for parking & Entry Exit)	6
3	Main Entrance (Design for all print items in vendor scope)	
3.1	Box Arch Gate (Flex Mounted on Iron frame (50 x 3 x 20 ft))	1
3.2	Arch Gate Support Platform (Iron Platforming with carpet)	2
3.3	Flanking Signages (Flex mounted on Wooden Frame (3 x 10 Ft))	1
3.4	Welcome Backdrop (Flex mounted on Wooden Frame (10 x 12 Ft))	2
4	Registration Counter	
4.1	Pagoda (30 x 15 Ft)	1
4.2	Red Carpet (10 x 6 Ft)	5
4.3	Registration Fascia (Flex mounted on Wooden Frame (10 x 1 Ft) (Design for all print items in vendor scope)	3
4.4	Rectangular Tent Table (With White Cloth cover up to floor) – Painted Steel Table with wooden top	5
4.5	Table Facade (Flex mounted on Wooden Frame (30 x 2 x 2.6 (2) Ft)	1
4.6	Tent Chair (With dual tone slipover satin spandex cover) – Metal banquet chair with upholstery fabric without any damage (should be presentable without the cover)	10
4.7	Queue Manager (900mm height Stainless Steel Golden Queue manager with 1.5m red rope)	20
4.8	Fishbowl (For Visiting Cards)	2
4.9	Laptop with software installed for badge printing and editing	5
4.10	Badges With Lanyard (Badge-4inch x 6inch 300GSM, Cover stock with matte lamination) (Double corner slot punch hole) (Lanyard-15mm width,	400

	36-inch length, premium woven polyester with ICAT and event branding and metal swivel bull nose hook) (Design for all print items in vendor scope)	
4.11	Badges with Lanyard (Badge-30 mil durable PVC water and tear resistant) (Double corner slot punch hole) (Lanyard-15mm width, 36-inch length, premium woven polyester with ICAT and event branding and metal swivel bull nose hook) (Design for all print items in vendor scope)	50
4.12	Wrist Band/Food Coupons	400
4.12	Stationery (Pens, Markers etc.)	20
4.13	Manpower For Registration	10
4.14	Printer that can print badges as per sr. no. 4.10 and paired laptops in sr. no. 4.9	2
5	Pathway Area Near the Lawn Area	
5.1	Pathway - Exhibition Carpet - Red Colour (From Main Gate to Watch Tower to NVH Lab, and Main Gate to Lawn Stage (6 x 1000 Ft))	1
5.2	Vehicle Display Area Carpet (No. of vehicles and size of carpet to be finalized one day before the event)	5
5.3	Bus 4 Side Skirting Branding (Flex Mounted on Wooden Frame (100 x 20 x 1 Ft)) (Design for all print items in vendor scope)	1
5.4	Backdrop (Flex mounted on Wooden Frame (10 x 12 Ft) (Design for all print items in vendor scope)	2
5.5	LED Parcans for Vehicle Display	15
5.6	Directional standee (Flex mounted on Wooden Frame (3 x 6 Ft) (Design for all print items in vendor scope)	10
6	Exhibition Area	
6.1	Octanorm Stall (With 1 Table, 2 Chair, 4 Spotlights, 6A/16A mixed power Points, Red Carpet and Dustbin (10 x 10 Ft))	20
6.2	Stall Facia Branding - Plotter Vinyl Paste (10 x 1 Ft)	15
6.3	Mist Fan (With Technician)	15
6.4	43 Inch TV with moveable floor-placed steel stand (SS/MS with good quality paint)	15
6.5	65 Inch TV with moveable floor-placed steel stand (SS/MS with good quality paint)	15
6.6	Digital Standee 43 inches non-touchscreen enough brightness for outdoor day time application, stainless steel stand	6
6.7	Digital Standee 65 inches non-touchscreen enough brightness for outdoor day time application, stainless steel stand	4
6.8	Tall Table with Frills (For Water Bottle for General Public & Exhibitors)	6
6.9	Water Bottles (250ml) (Brand-Bisleri or equivalent)	240
6.10	Dustbin (With Garbage bags)	6
7	Auditorium	
7.1	Auditorium Building Glass Entrance Décor (Fresh Flower (12 x 8 Ft))	1
7.2	Building Reception Area Rangoli with brass lamp (Samai, height 3 feet or better) (Fresh Flower (5 x 5 Ft))	1
7.3	Lift Lobby Glass Décor Fresh Flower (12 x 8 Ft))	1
7.4	Auditorium Gate (Ditya) Décor (Fresh Flower (12 x 8 Ft))	1

7.5	Standee (Flex mounted on Wooden Frame (3 x 6 Ft) (Design for all print items in vendor scope)	8
7.6	Backdrop (Flex mounted on Wooden Frame (10 x 12 Ft) (Design for all print items in vendor scope)	2
7.7	Stage Skirting Décor (Fresh Flower (65 x 3 Ft))	1
7.8	Podium 3 side Branding (Sun board Branding (2.7 x 1.7 x 4 ft)) (Design for all print items in vendor scope)	2
7.9	Lamp Lighting (With round brass tray (18-inch diameter), Ghee, matchbox (5 no's), packet of cotton wick (at least 100 wicks))	1
7.10	Flower bouquet (Fresh Flower (Standard)) for VIP gifting	30
7.11	Stage Backdrop (Flex mounted on Ply-backed MDF Frame (12 x 20 Ft) (Design for all print items in vendor scope)	2
7.12	Seating category signage (A-4 Content with 4 ft height)	16
7.13	Glass Water Bottle on Dias Table - Borosil or equivalent make	15
7.14	Water Glass (With wooden Coaster) - Borosil or equivalent make	30
7.15	Flowerpot on Table (Fresh Flower with 4" Ceramic Pot - Ugao or equivalent)	8
7.16	Emcee Cue Cards (A-5, 150 GMS 4 Colour Printing both side)	10
7.17	Dias Glass Table (Glass on Top) With dual tone cover	6
7.18	1-seater sofa, tan or similar colour, faux-leather finish	12
7.19	Hi-resolution LED Video Wall (50ft diagonal, 4:3 aspect ratio, HDMI/DVI/Display Port Input, 230VAC/50Hz Input, Ground Supported (Self-standing/Truss-mounted), with backup power. Should be paired with existing sound system in auditorium.	1
7.20	80-inch TV with a truss-mounted frame to be placed in front of Dignitaries sitting on dias, to be pair/connected to Video Wall mentioned in Sr. No. 7.19	1
7.21	Conference note pad and pen	400
7.22	Female emcee	1
7.23	Male emcee	1
7.24	Table Tent Name Plate	15
7.25	Laptop - to be placed on dias with Original MS Office 365, Adobe License, USB Connectivity and Wi-Fi, should be able to play videos and audios. Output - HDML, VGA Port. Should be paired with existing sound system in auditorium.	2
7.26	Laser Pointer with Slide Changer - paired to laptops mentioned in Sr. No. 7.25	2
7.27	Microphones - Should be paired with existing sound system in auditorium (Collar Microphone)	2
7.28	Microphones - Should be paired with existing sound system in auditorium (Wireless Handheld Microphone)	12
7.29	Wi-Fi Color Printer with connectivity to Laptops mentioned in Sr. No. 7.25	1
8	Banquet Hall (3rd Floor)	
8.1	Round Tent Table (With White Cloth cover up to floor) - Painted Steel Table with wooden top for 5 people	40

8.2	Tent Chair (With dual tone slipover satin spandex cover) – Metal banquet chair with upholstery fabric without any damage (should be presentable without the cover)	250
8.3	Buffet Table (With dual tone slipover satin spandex cover)	15
8.4	Buffet Décor Items (including Floral Centerpieces, Table Linen & Skirting, Chafing Dishes, Food Risers, Display Stands, Decorative Serving Trays, Food Name Tags with veg and non -veg identification, Menu/Food Label Stands, LED Tea Lights or Candles, Greenery & Foliage, Fruit or Vegetable Carvings, Decorative Vases, Acrylic or Wooden Display Blocks, Bread Baskets, Beverage Dispensers, Dessert Display Towers, Thematic Backdrop, Waste Collection Stations, etc. as per the proposal presented during Event Proposal Presentation)	1
8.5	Flowerpot on Round Table	12
8.6	Senior Serving Waiters (uniformed)	5
8.7	Junior Service Waiters (uniformed)	10
8.8	Standee (Flex mounted on Wooden Frame (3 x 6 Ft)) (Design for all print items in vendor scope)	8
8.9	Backdrop (Flex mounted on Wooden Frame (10 x 12 Ft)) (Design for all print items in vendor scope)	2
8.1	55 Inch TV	5
8.11	Mist Fan	8
8.12	Dustbin (presentable)	6
8.13	Floor Manager (uniformed)	1
9	Auditorium Food Area (6th Floor)	
9.1	Round Tent Table (With White Cloth cover up to floor) – Painted Steel Table with wooden top for 5 people	25
9.2	Tent Chair (With dual tone slipover satin spandex cover) – Metal banquet chair with upholstery fabric without any damage (should be presentable without the cover)	150
9.3	Buffet Table (With dual tone slipover satin spandex cover)	15
9.4	Buffet Décor Items (including Floral Centerpieces, Table Linen & Skirting, Chafing Dishes, Food Risers & Display Stands, Decorative Serving Trays, Menu/Food Label Stands, LED Tea Lights or Candles, Greenery & Foliage, Fruit or Vegetable Carvings, Decorative Vases, Acrylic or Wooden Display Blocks, Bread Baskets, Beverage Dispensers, Dessert Display Towers, Thematic Backdrop, Waste Collection Stations, etc. as per the proposal presented during Event Proposal Presentation)	1
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9.6	Senior Serving Waiters (uniformed)	5
9.7	Junior Service Waiters (uniformed)	10
9.8	Standee (Flex mounted on Wooden Frame (3 x 6 Ft))	8
9.9	Backdrop (Flex mounted on Wooden Frame (10 x 12 Ft))	2
9.1	55 Inch TV with moveable floor-placed steel stand (SS/MS with good quality paint)	5
9.11	Mist Fan	8
9.12	Dustbin (presentable)	6

9.13	Floor Manager (uniformed)	1
10	Lawn Area	
10.1	Tentage	
10.1.1	Tentage (Truss Tent (160 x 60 Ft))	1
10.1.2	Buffet Counters (With Props Display)	20
10.1.3	Buffet Décor Items (including Floral Centerpieces, Table Linen & Skirting, Chafing Dishes, Food Risers & Display Stands, Decorative Serving Trays, Menu/Food Label Stands, LED Tea Lights or Candles, Greenery & Foliage, Fruit or Vegetable Carvings, Decorative Vases, Acrylic or Wooden Display Blocks, Bread Baskets, Beverage Dispensers, Dessert Display Towers, Thematic Backdrop, Waste Collection Stations, etc. as per the proposal presented during Event Proposal Presentation)	1
10.1.4	Round Tent Table (With White Cloth cover up to floor) – Painted Steel Table with wooden top for 5 people	60
10.1.5	Tent Chair (With dual tone slipover satin spandex cover) – Metal banquet chair with upholstery fabric without any damage (should be presentable without the cover)	400
10.1.6	Dustbin (With Garbage Bag) (presentable)	10
10.1.7	2-Seater Sofa (White Colour for 1st Row)	10
10.1.8	SS Glass Table (3 x 2 x 2 Ft)	10
10.1.9	Mist Fan (With Technician)	16
10.1.10	Queue Manager (900mm height Stainless Steel Golden Queue manager with 1.5m red rope)	20
10.1.11	Halwai Tent / Storage (20 x 20 Ft) (should not be open/visible from lawn area)	1
10.1.12	Flowerpot on Round Table (Fresh Flower with glass Pot)	70
10.1.13	Manpower For Installation	1
10.1.14	Transportation To & Fro	1
10.2	Fabrication (Design for all print items in vendor scope)	
10.2.1	Stage Carpet (Red Colour (22 x 60 Ft))	1
10.2.2	Stage Side Backdrop - Flex mounted on Wooden Frame (3 x 6 Ft)	2
10.2.3	Standee - Flex mounted on Wooden Frame (3 x 6 Ft)	15
10.2.4	LED Riser (Ply base Platform (36 x 2 Ft))	1
10.2.5	Console - Flex mounted on Wooden Frame (16 x 4 x 4Ft)	1
10.2.6	Video Camera Riser (Platform with Carpet (4 x 4 x 1Ft))	1
10.2.7	Box Selfie Booth (Wooden Structure with flex and other props)	1
10.2.8	3D Letters (#iNVH26) - 4ft high steel letters in two tone colours, waterproof and rust resistant	1
10.2.9	Partition Wall for Vanity (Wooden frame with black cloth masking)	1
10.2.10	Green Room - Flex mounted on Wooden Frame (8 x 8 x 8Ft)	2
10.2.11	Manpower For Installation	1
10.2.12	Transportation To & Fro	1
10.2.13	Podium (wooden polished) with fitted mic	1
10.3	Sound Light Video	

10.3.1	Sound System For 400 Pax	1
10.3.2	Subwoofers	2
10.3.3	Goalpost Truss (60 x 15 Ft)	1
10.3.4	Stage Monitor	4
10.3.5	Delay Speaker	6
10.3.6	Delay Screen (65-inch TV with moveable floor-placed steel stand (SS/MS with good quality paint)	4
10.3.7	LED Parcans	30
10.3.8	LED Batten	20
10.3.9	Spotlights	2
10.3.10	Moving Heads	6
10.3.11	Sound Mixer	1
10.3.12	Light Mixing Controller	1
10.3.13	Cordless Mic - Shure (With Stand)	12
10.3.14	Moving Head Wash	6
10.3.15	Artist Tech rider	1
10.3.16	LED Wall (36 x 10 Ft)	1
10.3.17	Digital Standee	6
10.3.18	Technician (Sound, Lights, LED)	1
10.3.19	Cabling	1
10.3.20	Teleprompter	1
10.3.21	Collar Mic	6
11	Bar Setup	
11.1	Bar Counters	1
11.2	Bar Counter Décor (eye-catching lighting like LED neon signs or fairy lights, accessories like mocktail umbrellas or mini chalkboards for drink menus, and style the surface with tiered bottle displays and fresh floral or green accents)	1
11.3	Bartender/mixologist (uniformed) capable of making mocktails.	5
11.4	Mocktail and Cold Drinks with Fresh Ice. The bidder shall submit the brand name along with the technical bid for approval in their Event Proposal.	150
11.5	Glassware (Serving Glasses, Serving Trays, Bottles, Pitchers, Ice Buckets, Tong, Pint Measurer, Mocktail Mixer, Stirrer, shaker, jigger, strainer, bar spoon)	1
11.6	Dustbin (presentable)	10
11.7	Tall Table	5
11.8	Hard Liquor License	1
12	Event Gifting	
12.1	Official Event Souvenir Book (Cover Page 300 GSM and Inner Page 180 GSM with Perfect Binding (Up to 60 Pages)) with high-quality images to be printed. Design in vendor scope.	400
12.2	Certificate - B5 size, 300 GSM, golden/metallic page. Design in vendor scope.	400

12.3	The bidder shall propose creative and premium wooden plaque designs suitable for recognition of sponsors, speakers, and distinguished invitees. The design should reflect the prestige of iNVH-2026 as an international technical seminar and shall include high-quality finishing, elegant craftsmanship, and durable construction. • Sustainable and eco-friendly wooden materials preferred. • Premium packaging suitable for VIP gifting. • Customized artwork and engraving to be finalized in consultation with ICAT.	60
12.4	Corporate Gift – Business Laptop Backpack • 30+ litres capacity, with multiple pockets and an easily accessible organiser section, should accommodate up to 15.6-inch laptop • 600D or better fabric, professional dual tone design suitable for business use, Black, navy blue, grey, or as approved by ICAT, • Premium Branded zipper (YKK or equivalent), • Breathable padded back support for user comfort with iNVH logo stitched in 3inch size each), • Reinforced top carry handle, • Minimum 12 months warranty against manufacturing defects from the date of event. Preferred Brands (or Equivalent): VIP Bags, Skybags, Wildcraft, Daily Objects, or Equivalent premium Indian brands of similar quality and specifications. The bidder shall submit the brand name, model number, product catalogue/datasheet, and sample image along with the technical bid for approval in their Event Proposal.	400
12.5	Corporate Gift – Creative premium delegate gift item (Indicative value: INR 600–700 per unit). The bidder shall propose suitable options with customization and iNVH-2026 branding. The bidder shall submit the brand name, model number, product catalogue/datasheet, and sample image along with the technical bid for approval in their Event Proposal.	400
12.6	Jute bags for planters with one-side transparent	60
12.7	Planters with Pot (4" ceramic planter, Make: Ugao or equivalent). The bidder shall propose suitable options with customization and iNVH-2026 branding. The bidder shall submit the brand name, model number, product catalogue/datasheet, and sample image along with the technical bid for approval in their Event Proposal.	60
12.8	Branded Pen and Diary. The bidder shall propose suitable options with customization and iNVH-2026 branding. The bidder shall submit the brand name, model number, product catalogue/datasheet, and sample image along with the technical bid for approval in their Event Proposal.	400
12.9	Event Session Schedule (one sheet, two sided)	400
12.10	Transportation	1
13	Premium Catering (provided by reputed 4/5-star hotel chains or equivalent premium catering agencies) – Holiday Inn, Hyatt, ITC, Taj, Marriott, or equivalent • FSSAI License to be submitted along with bid,	

	- Catering shall include professional service staff, chefs, supervisors, and housekeeping personnel in sufficient numbers to fulfill the MG for each line item. - Final menu shall be finalized in consultation with the event organizer before the event date.	
13.1	Hi Tea (Morning and Evening x 2 days)	400
13.2	Lunch (x 2 days)	400
13.3	Dinner (x 1 day)	400
13.4	Bone China Crockery (should not contain stains of any type and should not look old and overused) for the committed pax	1
13.5	Water Bottle (250 ml)	1500
13.6	Manpower For Installation	1
13.7	Transportation To & Fro	1
14	Video and Photography	
14.1	Video Camera (HD)	1
14.2	Handheld Gimbal mount for video camera for lunch, dinner, musical night, etc.	1
14.3	Still Camera (HD)	1
14.4	Short Event Video (1-2 mins for social media)	1
14.5	External Hard Drive with all data to be handed over to ICAT after the event	1
14.6	Live Edit for pictures of Day1 display during networking dinner	1
15	Delegates Coordination	
15.1	Flights to and fro (Domestic) – Economy Class	20
15.2	Hotel Booking (nights) for invitees (3-star and above)	30
15.3	Coordination Team	1
15.4	Shuttle Bus – 15 Seater (for Pickup and Drop of guests) - Three Round Trip per vehicle on day 1 (Morning, Evening and Late Evening) - Two Round Trip per vehicle on day 2 (Morning, Evening) Destinations – - Sector 83, Gurugram via Sector 90, Gurugram - HUDA City Centre Metro Station via Sector 1, Manesar	4
16	ICAT Staff Uniform	
16.1	Business Suits (Formal Shirts & Pants with Blazer) – Premium Cloth and Premium Stitching – Raymond, Reid & Taylor, Siyaram or equivalent	75
16.2	Formal Shirts & Pants – Premium Cloth and Premium Stitching – Raymond, Reid & Taylor, Siyaram or equivalent	45
16.3	Branded Windcheaters for demo team	30
16.4	iNVH'26 lapel pins for organising committee	120
16.5	Khadi Shawl premium quality for VIPs	10
17	Miscellaneous	
17.1	Vanity (Male/Female Washroom for VIP's)	1
17.2	Walkie Talkie	10

17.3	Ambulance with at least one medical staff (Basic Life Support - BLS): Used for non-critical transfers or stable patients needing oxygen and basic first aid.)	1
17.4	Solid Brass Call bell with wooden handle	1
17.5	Stage Timer for presentation	1
18	Artist & Manpower	
18.1	Emcee (Male / Female)	1
18.2	Band (Fusion / Sufi / Indian Band)	1
18.3	Event Ground Team	5
18.4	On Ground Cleaning Team (on events & after the event)	1
18.5	Security Guards (For 12 Hours)	10
19	Entertainment Licensing	
19.1	Public Performance License (400 Pax) for the public performance of copyrighted recorded music	1
19.2	Novex (400 Pax) - Public Performance License for playing copyrighted sound recordings/music at public events	1
19.3	Recorded Music Performance License issued by RMPL (Recorded Music Performance Limited) for the public performance of copyrighted sound recordings (400 Pax)	1

Important Note:

- The above-mentioned BOQ is indicative, bidders are free to add (removal is not allowed) line items which may productively add to the event requirements; hence the bidders are strongly recommended to visit the site.
- ICAT reserves the right to modify, reduce, or remove any line item(s) from the BOQ based on the actual requirement, site conditions, operational feasibility, and final event plan. Payment/billing for such items shall be made strictly based on the actual quantity utilized and services availed during execution of the event. No claim shall be entertained for unused quantities or services not deployed.

B.1 Brief Description and the Scope of Work

- 1. Brief Description:** International Centre for Automotive Technology (ICAT), a division of the National Automotive Board (NAB) under the Government of India, is organizing the **6th edition of the International Seminar on Noise, Vibration & Harshness (iNVH)-2026** scheduled on **5-6th November' 2026 at ICAT Centre-2, Plot No. 1, Sector M-11, Gurugram, Haryana, India.**

The event is a premier technical platform focused on advancements, innovations, and knowledge exchange in the field of Noise, Vibration & Harshness (NVH) technologies for automotive and allied industries. The seminar will bring together industry experts, researchers, academicians, technology providers, OEMs, and stakeholders from India and abroad.

ICAT intends to appoint an experienced and qualified **Event Management Agency** for end-to-end planning, execution, and management of iNVH-2026, including venue branding, infrastructure setup, audio-visual arrangements, stage management, exhibition setup, delegate coordination, hospitality services, catering management, transportation, entertainment activities, manpower deployment, and all associated requirements for successful execution of the event.

The selected agency shall ensure professional execution of all event-related activities in accordance with international conference standards, maintaining quality, safety, aesthetics, and operational efficiency throughout the event lifecycle.

- 2. Scope of Work:** The scope of work shall include, but shall not be limited to, the following activities

- 2.1 Event Planning and Coordination**

- Complete planning, coordination, execution, and management of the event.
- Deployment of a dedicated event management team and project coordinator.
- Preparation of detailed execution plans, timelines, and activity schedules.
- Coordination with ICAT officials, speakers, exhibitors, vendors, and service providers.
- Conducting site visits, technical discussions, and pre-event coordination meetings.
- Ensuring smooth execution before, during, and after the event.

2.2 Venue Branding and Fabrication

- Design, fabrication, installation, and dismantling of all indoor and outdoor branding elements.
- Execution of roadside branding, entrance arch, directional signages, standees, backdrops, stage branding, exhibition branding, and other promotional displays.
- Supply and installation of required structures, frames, mounting systems, carpets, and decorative elements.
- Obtaining required permissions from local authorities wherever applicable.
- Ensuring all branding structures are safe, stable, weather-resistant, and professionally finished.

2.3 Registration and Delegate Management

- Setup and management of registration counters.
- Provision of registration infrastructure including counters, furniture, queue management systems, badge printing facilities, laptops, printers, stationery, and manpower.
- On-site delegate registration, badge issuance, and visitor assistance.
- Management of delegate database and coordination support.

2.4 Exhibition Area Setup

- Complete setup and management of exhibition area including stall fabrication, furniture, lighting, power supply, branding, display systems, and visitor facilities.
- Provision of Octanorm stalls with required accessories.
- Installation of TVs, digital displays, mist fans, water stations, waste management systems, and other required facilities.
- Coordination with exhibitors for stall readiness and operational support.

2.5 Stage, Audio Visual and Technical Setup

- Design, supply, installation, operation, and dismantling of stage infrastructure and technical systems.
- Provision of LED video walls, display screens, projectors/displays, sound systems, lighting systems, microphones, laptops, teleprompter, and associated accessories.
- Integration of AV systems with existing auditorium facilities wherever applicable.
- Deployment of qualified technical operators for sound, lighting, LED display, and video systems.
- Ensuring backup arrangements for critical AV equipment.

2.6 Hospitality and Catering Services

- Arrangement of premium catering services through reputed hotel chains or equivalent agencies.
- Providing food and beverage services including high tea, lunch, dinner, beverages, and water supply as per approved menu.
- Ensuring compliance with food safety and hygiene standards.
- Deployment of trained chefs, supervisors, service staff, and housekeeping personnel.
- Buffet setup with premium décor, serving equipment, food display arrangements, and complete dining area management.

2.7 Transportation and Guest Management

- Arrangement of transportation facilities for speakers, delegates, and guests.
- Providing premium air-conditioned vehicles including shuttle buses as per requirement.
- Airport/hotel/venue transfers and scheduled movement of guests.
- Deployment of trained drivers and coordination personnel.
- Ensuring proper vehicle documentation and safety compliance.

2.8 Entertainment and Cultural Program Management

- Arrangement of entertainment activities including artists, bands, emcees, and stage performers.
- Coordination with artists and fulfillment of technical requirements as per Artist Technical Rider.
- Arrangement of required entertainment licenses including applicable public performance/music licenses.
- Ensuring smooth execution of cultural programs.

2.9 Photography and Videography

- Professional photography and videography coverage of the event.
- Recording of technical sessions, inauguration, networking events, and cultural activities.
- Providing edited highlights/videos for promotional use.
- Submission of complete raw data to ICAT after completion of the event.

2.10 Event Manpower and Operations

- Deployment of trained manpower including event managers, floor managers, registration staff, hospitality staff, security personnel, housekeeping staff, and technical operators.
- Staff shall be professionally dressed and trained for corporate event operations.
- Continuous support during event days and post-event dismantling activities.

2.11 Safety, Security and Compliance

- Ensure compliance with applicable safety regulations.
- Arrangement of emergency support facilities, first aid, ambulance support, and safety measures.
- Safe installation of temporary structures, electrical systems, and equipment.
- Proper waste management and housekeeping throughout the event.

2.12 Post Event Activities

- Dismantling and removal of temporary structures, branding materials, equipment, and installations.
- Restoration of venue premises to original condition.
- Submission of final reports, photographs, videos, and required documentation to ICAT.

The selected bidder shall be responsible for complete end-to-end execution of the event and shall provide all necessary resources, materials, equipment, manpower, transportation, permissions, and technical support required for successful completion of iNVH-2026.

Chapter - 3.2

Description of Requirements as per BOQ for Scope of Supply & Execution

1. **General Scope of Work:** The selected bidder shall be responsible for the complete planning, designing, supply, fabrication, installation, execution, operation, coordination, maintenance, dismantling, and restoration of all arrangements required for the successful execution of International Seminar on Noise, Vibration & Harshness (iNVH)-2026 as per the approved BOQ, event schedule, venue requirements, and instructions provided by ICAT.

The scope shall include all materials, equipment, manpower, transportation, tools, consumables, accessories, permissions, technical support, and coordination required for successful completion of the event. Any activity, item, accessory, or support service required for proper execution of the BOQ-listed scope shall be considered part of the bidder's responsibility, even if not separately mentioned.

The bidder shall ensure that all arrangements meet premium international conference standards with respect to quality, aesthetics, safety, hygiene, and operational reliability.

2. **Branding, Printing & Fabrication Activities:** The bidder shall be responsible for complete execution of all branding and fabrication activities required at the event venue and surrounding areas. The scope shall include design development, artwork preparation, printing, fabrication, installation, maintenance, and dismantling of branding elements. The bidder's responsibility shall include

- Roadside branding, directional signage, and promotional installations.
- Outside service lane branding, parking guidance signage, and visitor management branding.
- Main entrance arch gate, welcome branding, and associated fabrication work.
- Registration counter branding, badges, lanyards, signage, and related printed materials.
- Exhibition stall fascia branding and sponsor-related branding support.
- Auditorium, banquet, pathway, and lawn area branding including backdrops, standees, stage branding, and directional displays.

The bidder shall submit all designs, layouts, and artwork for ICAT approval before production. All branding materials shall be of premium quality and properly installed with suitable structural support.

3. **Venue Infrastructure, Decoration & Furniture Arrangement:** The bidder shall arrange complete venue infrastructure and decoration requirements as per the BOQ including conference areas, exhibition areas, auditorium, banquet halls, and lawn area. The scope shall include

- Stage fabrication, carpets, furniture, seating arrangements, sofas, tables, and display areas.
- Registration counters, queue management systems, and visitor management arrangements.
- Exhibition stalls, furniture, lighting, power arrangements, and sponsor support infrastructure.
- Buffet counters, decorative setups, floral arrangements, and hospitality areas.
- Tentage structures, green rooms, vanity areas, and temporary fabrication works.

All supplied items shall comply with premium event standards and shall be:

- Clean and hygienic.
- Damage-free and properly maintained.
- Suitable for a high-profile international technical seminar.
- Approved by ICAT before deployment wherever required.

No old, damaged, stained, torn, or poorly maintained items shall be used. ICAT reserves the right to reject any such items, and replacement shall be carried out by the bidder without additional cost.

4. **Audio Visual, Sound, Lighting & Technical Support:** The bidder shall provide complete professional audio-video, sound, and lighting arrangements required for the auditorium, lawn area, and other event locations. The scope shall include

- Professional sound systems and associated accessories.
- Wireless handheld microphones and collar microphones.
- LED video walls, LED screens, digital standees, and display systems.
- TVs, laptops, teleprompter, laser pointers, and presentation support systems.

- Stage monitors, delay speakers, sound mixers, lighting controllers, and required cabling.
- Technical manpower for operation and troubleshooting during the event.

The bidder shall ensure:

- Proper installation and testing before the event.
- Compatibility with existing ICAT systems wherever applicable.
- Backup arrangements for critical AV systems.
- Continuous technical support throughout the event.

5. Exhibition Area Management: The bidder shall be responsible for complete setup and management of the exhibition area as per BOQ requirements. The scope shall include

- Octanorm stalls with furniture, lighting, carpet, power points, and dustbins.
- Sponsor fascia branding and stall identification.
- Display systems including TVs and digital standees.
- Drinking water arrangements and housekeeping support.
- Mist fans and other visitor comfort arrangements.

The bidder shall coordinate with sponsors/exhibitors for:

- Stall location allocation.
- Installation requirements.
- Power and infrastructure support.
- Smooth execution of sponsor activities.

All exhibition arrangements shall be completed within the approved timeline before the event commencement.

6. Registration & Delegate Facilitation: The bidder shall provide complete registration and delegate facilitation services for smooth attendee management. The scope shall include

- Registration counters and required furniture.
- Badge printing laptops and printers.
- Customized badges, lanyards, wristbands, and stationery.
- Queue management arrangements.
- Registration manpower and operational support.

The bidder shall ensure efficient registration operations with adequate manpower to avoid delays and inconvenience to delegates.

7. Catering, Hospitality & Food Service Requirements: The bidder shall arrange premium catering services through reputed 4/5-star hotel chains or equivalent premium catering agencies such as Holiday Inn, Hyatt, ITC, Taj, Marriott, or equivalent. The bidder shall provide

- Valid FSSAI license.
- Proposed menu for ICAT approval.
- Professional chefs, service staff, supervisors, and housekeeping personnel.
- Required crockery, cutlery, serving equipment, and hospitality support.

The catering scope shall include:

- Morning and evening hi-tea.
- Lunch arrangements.
- Dinner arrangements.
- Drinking water supply.
- Complete food service management.

Food and beverage services shall comply with premium hospitality standards with emphasis on:

- Hygiene.
- Freshness.
- Presentation.
- Professional service.

8. Buffet Presentation & Décor Requirements: The bidder shall provide complete buffet presentation and decorative arrangements as per BOQ. The scope shall include

- Buffet counters and display arrangements.
- Floral centerpieces and decorative elements.
- Table linen and skirting.
- Chafing dishes and serving accessories.
- Food labels with veg/non-veg identification.
- Dessert displays, beverage dispensers, and display stands.
- Waste collection arrangements.

The bidder shall maintain the buffet area in a clean, attractive, and organized condition throughout the event.

9. Event Collateral & Corporate Gifting: The bidder shall provide all event collateral and gifting items as specified in the BOQ. The scope shall include

- Souvenir book.
- Certificates.
- Wooden plaques/mementos.
- Corporate gifts.
- Laptop backpacks.
- Creative delegate gifts.
- Planters.
- Pens, diaries, and session schedules.

For proposed/customized items, the bidder shall submit:

- Product catalogue.
- Brand/model details.
- Sample images/prototypes.
- Customization options.
- Final designs for ICAT approval.

All customized items shall be produced only after approval from ICAT.

10. Delegate Travel, Accommodation & Transportation: The bidder shall provide complete coordination support for invited delegates including

- Domestic flight arrangements.
- Hotel accommodation.
- Shuttle transportation.
- Dedicated coordination manpower.

Transportation services shall include:

- Clean and well-maintained vehicles.
- Valid commercial documentation.
- Professional drivers.
- Timely pickup and drop services.

11. Photography, Videography & Event Documentation: The bidder shall provide professional event documentation services including

- HD video recording.
- Still photography.
- Gimbal camera support.
- Social media highlight video.
- Live photo editing support.
- Complete data transfer to ICAT after the event.

All photographs, videos, and recorded data shall be submitted to ICAT in suitable digital format.

12. Entertainment, Artist Management & Licensing: The bidder shall arrange entertainment activities and required licensing support. The scope shall include

- Emcee services.
- Fusion/Sufi/Indian band performance.
- Artist coordination.
- Artist technical requirements.

The bidder shall obtain all applicable licenses including:

- Public Performance License.
- Novex License.
- RMPL License.

All licensing fees and compliance requirements shall be included in the bidder's scope.

13. Safety, Security & Event Operations: The bidder shall ensure safe and smooth event operations through

- Security personnel.
- Event ground team.
- Cleaning manpower.
- Walkie-talkies.
- Ambulance with medical support.
- Emergency preparedness arrangements.

The bidder shall comply with all applicable safety requirements during installation, event operation, and dismantling activities.

14. Installation, Dismantling & Venue Restoration: The bidder shall be responsible for

- Timely installation of all arrangements before the event.
- Operational support during the event.
- Safe dismantling after completion.
- Removal of all temporary structures, waste, and materials.
- Restoration of the venue to its original condition.

No additional payment shall be applicable for any activity, manpower, material, accessory, or support service required for complete execution of the awarded scope.

15. ICAT Approval, Inspection & Quality Control: All arrangements shall be subject to inspection and approval by ICAT. The bidder shall

- Submit execution plans and designs wherever required.
- Rectify deficiencies identified during inspection.
- Maintain continuous coordination with ICAT.
- Ensure compliance with approved specifications and timelines.

ICAT reserves the right to modify, remove, or reject any arrangement based on actual site requirements, quality considerations, or operational needs.

Chapter 3.3

Description of the requirements as per BOQ for Hi-Tea/Lunch/Dinner Area Setup

Tentative Catering Menu (Hi-Tea, Lunch & Dinner)

Indicative Menu for iNVH' 2026		
5 th November' 2026	5 th November' 2026	6 th November' 2026
MORNING AND EVENING HI-TEA - 400 Pax	DINNER - 300 Pax	MORNING AND EVENING HI-TEA - 400 Pax
VEGETABLE COLESLAW SANDWICH	<u>SNACKS</u>	VEGETABLE COLESLAW SANDWICH
VEGETABLE PUFF	<u>Non-Vegetarian</u>	VEGETABLE PUFF
VEGETABLE PAKORA	Mutton ki seekh	VEGETABLE PAKORA
ALOO MUTTER POTLI SAMOSA	Peeli mirch ka mahi tikka	ALOO MUTTER POTLI SAMOSA
CHOCOLATE WALNUT BROWNIE	Chicken chilli dry	CHOCOLATE WALNUT BROWNIE
TEA / COFFEE	Murgh ka soola	TEA / COFFEE
MASALA SHIKANJI	Vegetarian	MASALA SHIKANJI
	Paneer tikka shashlik	
<u>LUNCH - 400 Pax</u>	Dahi ke sholey	<u>LUNCH - 400 Pax</u>
<u>SOUP</u>	Veg. Gilafi Kabab	<u>SOUP</u>
VEGETABLE MANCHOW SOUP	Tandoori Khumb	MIX VEGETABLE LEMON CORIANDER SOUP
CREAM OF CHICKEN		CHICKEN MANCOW SOUP
<u>SALAD</u>	<u>SOUP</u>	<u>SALAD</u>
<u>LUNCH - 400 Pax</u>	Bhuney Pyaz aur Murgh ka Shorba	GARDEN GREEN SALAD
GARDEN GREEN SALAD	Tomato Basil Soup	<u>CURD / RAITA</u>
KHIMCHI SALAD		CUCUMBER RAITA
<u>CURD / RAITA</u>	SALAD BAR WITH ASSORTMENT OF ORIENTAL AND INDIAN SALADS WITH ACCOMPANIMENTS AND GARNISHES	DAHI BHALLA WITH SAUTH
MIX VEGETABLE RAITA		
PINEAPPLE RAITA	<u>CURD</u>	
<u>MAIN COURSE</u>	Tamatari Jeera Raita	<u>MAIN COURSE</u>
MURGH KORMA	Dahi Gujhiya with sauth	MURGH KADAHI
BHUNA GOSHT		BHUNA GOSHT
PANEER KHURCHAN	<u>MAIN COURSE</u>	PANEER LABABDAR
MALAI KOFTA	Mutton Korma	METHI MALAI MUTTER
MELONI TARKARI	Murg Tikka Masala	ALOO GOBHI MASALEDAR
DAL PUNCHMEL	Paneer Handi	DAL BUKHARA
JEERA RICE	Mushroom Do Pyaza	STEAMED RICE

CHILLI GARLIC NOODLES	Vegetable Jaipuri	BAKED VEGETABLES
STIR FRIED VEGETABLES IN BLACK BEAN SAUCE	Dal makhani	PASTA - RED & WHITE SAUCE - LIVE
	Mutter Pulao	
	Thai Green Curry	
<u>ASSORTED INDIAN BREADS</u>	Sauted Vegetables & French Fries	<u>ASSORTED INDIAN BREADS</u>
<u>DESSERT</u>	Steamed Rice	<u>DESSERT</u>
ASSORTED PASTRIES	<u>Assorted Indian Breads</u>	FRUIT TART
STUFFED GULAB JAMUN	Tandoori roti – plain/butter, Naan – plain/butter, Lachha paratha – mirchi/dhaniya/pudina, Missi roti	MOONG DAL HALWA
FLAVOURED KULFI		RASGULLAH
	<u>DESSERT</u>	
PAPAD / CHUTNEY / ACHAR	Chocolate walnut brownie with hot chocolate sauce	PAPAD / CHUTNEY / ACHAR
PACKAGED DRINKING WATER BOTTLE 250ml.	Jalebi with rabadi	PACKAGED DRINKING WATER BOTTLE 250ml.
	Chena Payesh	
<u>EVENING HI-TEA - 450 Pax</u>		<u>EVENING HI-TEA - 400 Pax</u>
VEGETABLE CUTLET	<u>BEVERAGES</u>	
SPINACH CORN ROLL	Cold Drink, Juices	TEA / COFFEE
TEA / COFFEE	**	ASSORTED COOKIES / TEA CAKES
ASSORTED COOKIES / TEA CAKES	Soda, Tonic Water, Ginger Ale & Other mixtures	PACKAGED DRINKING WATER BOTTLE 250ml.
PACKAGED DRINKING WATER BOTTLE 250ml.	PACKAGED DRINKING WATER BOTTLE 250ml.	PACKAGED DRINKING WATER BOTTLE 250ml.

Adherence to Activities for Hi-Tea, Lunch, Dinner & Catering Area Management - The selected bidder shall be responsible for complete planning, execution, management, and service delivery of all catering-related activities including hi-tea, lunch, dinner, gala night/mocktail arrangements, food counters, beverage services, hygiene, manpower, and guest hospitality as per the approved BOQ and instructions provided by the iNVH-2026 Organizing Committee.

1. **Menu Finalization, Quality & Compliance:** The bidder shall ensure strict adherence to the approved menu and catering requirements throughout the event. The bidder shall comply with the following requirements
 - a) The final menu shall be submitted and approved by the iNVH-2026 Organizing Committee at least 5 days prior to the event.
 - b) No changes, substitutions, or modifications in the approved menu shall be permitted without prior written approval from the iNVH-2026 Organizing Committee.
 - c) The food quality shall meet premium hospitality standards equivalent to 4/5-star hotel or reputed premium catering agency standards.
 - d) The approved menu shall be strictly followed for:
 - Two lunch services.

- One dinner service.
 - Morning and evening hi-tea services.
 - Gala night/mocktail party arrangements.
- e) The liquor menu approved by ICAT shall be strictly followed, and beverage service shall be professionally managed to avoid unauthorized serving, over-serving, or any undesirable situation.
- f) Separate hi-tea arrangements shall be provided for VIP guests as per requirement, including
- Premium vegetarian snacks during hi-tea.
 - Vegetarian and non-vegetarian snack options during the gala night/mocktail event.
- g) All ingredients shall be fresh, of high quality, and sourced from reliable suppliers.
- h) Food preparation, storage, handling, and serving shall comply with applicable food safety and hygiene standards.
- i) Taste, flavour, presentation, and consistency of food items shall be maintained as per approved samples/menu.
- j) Hot food shall be served hot and cold food items shall be maintained at appropriate chilled temperatures throughout the service duration.
- 2. Food Service Timing & Scheduling:** The bidder shall ensure that all food and beverage services are executed strictly as per the approved event schedule. The bidder shall ensure
- a) Food counters and service areas are fully operational before the scheduled serving time.
 - b) Setup shall be completed sufficiently in advance to allow inspection by the organizing committee.
 - c) No delay, early closure, or interruption of food service shall be permitted without prior approval from the iNVH-2026 Organizing Committee.
- 3. Catering Setup, Area Management & Presentation:** The bidder shall be responsible for maintaining premium presentation standards for all food service areas. The scope shall include
- a) Setup of food counters only at designated locations approved by ICAT.
 - b) Proper arrangement of buffet counters, serving stations, beverage counters, and seating areas.
 - c) Maintenance of smooth guest movement and avoidance of congestion.
 - d) Completion of all setups at least 30 minutes prior to service commencement for inspection and approval.
- e) Proper food identification signage including:**
- Dish name.
 - Vegetarian/non-vegetarian identification.
 - Dietary information.
 - Allergen information wherever applicable.
- The bidder shall ensure that all catering areas remain aesthetically maintained throughout the event.
- 4. Catering Manpower & Coordination:** The bidder shall deploy adequately trained manpower for efficient catering operations. The catering team shall include
- a) Professional chefs.
 - b) Supervisors.
 - c) Senior serving staff.
 - d) Service waiters.
 - e) Housekeeping personnel.
 - f) Beverage service staff.
- g) The bidder shall:**
- Coordinate continuously with the iNVH-2026 Organizing Committee, event management team, and hospitality team.
 - Deploy a dedicated catering coordinator at the venue for real-time coordination and issue resolution.
 - Ensure professional behaviour, proper grooming, and uniform standards for all service personnel.

5. **Lunch, Dinner & Mocktail Party Access Control:** The bidder shall support controlled access management for lunch, dinner, and gala night/mocktail services. The bidder shall provide
- Colour-coded, non-transferable, non-removable wristbands/coupons for eligible guests.
 - Coupons shall be designed such that removal or breakage invalidates the pass and prevents reuse.
 - Separate access control shall be maintained to avoid unauthorized entry and unnecessary crowding in food service areas.
6. **Food Counter Branding & Menu Display:** The bidder shall ensure proper branding and presentation of all catering areas. The scope shall include
- a) Attractive and consistent stall/counter branding.
 - b) Professionally designed menu boards.
 - c) Clearly visible food labels.
 - d) Dietary identification including:
 - Vegetarian.
 - Non-vegetarian.
 - Vegan (where applicable).
 - Allergen information.
- All signage shall be submitted for approval wherever required.
7. **Hygiene, Waste Management & Facility Management:** The bidder shall maintain the highest standards of cleanliness and hygiene throughout the event. The bidder shall ensure
- a) Adequate garbage bins with garbage bags at appropriate locations.
 - b) Regular cleaning of food areas during service.
 - c) Proper segregation and disposal of waste.
 - d) Continuous housekeeping support during and after catering operations.
 - e) Clean and hygienic service counters, tables, and dining areas.
 - f) The bidder shall also arrange:
 - g) Portable restroom facilities (where required) at suitable locations with proper hygiene maintenance for VIP guests and other attendees.
 - h) Adequate supply of sealed drinking water bottles (250 ml) placed at designated locations across the venue ensuring uninterrupted availability for all attendees.
8. **Quality Monitoring & ICAT Approval:** All catering arrangements, menu items, service quality, and presentation shall be subject to inspection and approval by the iNVH-2026 Organizing Committee. The bidder shall immediately rectify any deficiency identified by ICAT related to
- a) Food quality.
 - b) Service standards.
 - c) Hygiene.
 - d) Presentation.
 - e) Manpower availability.
 - f) Compliance with approved menu.

No additional cost shall be applicable for maintaining the required quality standards and service levels.

Chapter 3.4

Description of the requirements as per BOQ for Gala/Cultural Night Setup

1. **Event Planning, Timeline & Coordination:** The bidder shall ensure proper planning and coordination for timely execution of all Gala/Cultural Night activities. **The bidder shall ensure**
 - All event elements including stage, sound system, lighting, LED screens, décor, seating, artist requirements, and backstage arrangements are completed as per the approved execution schedule.
 - Complete setup shall be ready sufficiently before the event commencement to allow inspection, testing, and approval by the iNVH-2026 Organizing Committee.
 - A detailed event run-sheet shall be prepared and coordinated with ICAT, event management team, artists, performers, and technical teams.
 - A dedicated point of contact shall be deployed by the bidder for real-time coordination and issue resolution during the event.
 - All performers, artists, technicians, and event staff shall follow the approved schedule to ensure smooth program flow.
2. **Stage, Sound, Lighting & Technical Setup:** The bidder shall be responsible for complete stage and technical arrangements as per BOQ requirements. The scope shall include
 - Stage fabrication, stage carpet, LED riser, podium, backstage arrangements, and associated structures.
 - Professional sound system suitable for the expected audience size.
 - Stage monitors, subwoofers, delay speakers, sound mixer, microphones, and required accessories.
 - Professional lighting arrangements including LED par cans, moving heads, wash lights, spotlights, and lighting control systems.
 - LED wall/video display systems and required AV integration.
 - Required cabling, power distribution, and technical accessories.**The bidder shall ensure:**
 - Safe and stable stage construction as per approved dimensions and design.
 - Completion of sound checks, lighting rehearsals, and technical trials before guest arrival.
 - All AV systems are tested with final presentation/media content before the event.
 - Adequate backup arrangements are available for critical sound, lighting, and display equipment.
 - Dedicated technical manpower is available throughout the event.
3. **Décor, Theme & Ambience Management:** The bidder shall provide complete décor and ambience arrangements for the Gala/Cultural Night as per the approved theme and event requirements. The scope shall include
 - Stage décor and thematic elements.
 - Floral arrangements, drapes, props, decorative lighting, and ambience enhancement elements.
 - Guest area decoration and aesthetic presentation.
 - Branding elements associated with the Gala/Cultural Night.**The bidder shall ensure:**
 - Décor elements are aligned with the approved event theme.
 - Fresh flowers, fabrics, props, and decorative materials are of premium quality.
 - All temporary structures and décor items are securely installed.
 - Suitable contingency arrangements are available considering outdoor event conditions.
4. **Seating Arrangement & Guest Management:** The bidder shall ensure proper seating arrangements and guest movement management as per approved layouts. The scope shall include
 - VIP seating arrangements.
 - Artist and performer seating areas.
 - General guest seating arrangements.
 - Appropriate signage and area identification.

The bidder shall ensure:

- Seating layout is implemented as approved by ICAT.
- Clear demarcation of VIP, artist, and general seating areas.
- Smooth entry and exit movement for guests.
- Adequate accessibility support for elderly guests and differently abled attendees.
- Proper pathways and emergency access routes are maintained.

5. Cultural Program, Artist & Entertainment Management: The bidder shall be responsible for complete coordination and execution of cultural performances as per BOQ. The scope shall include

- Live band performance (Fusion/Sufi/Indian Band) as specified in the BOQ.
- Artist coordination and management.
- Artist technical requirements as per approved Artist Tech Rider.
- Sound and stage rehearsal coordination.
- Performance scheduling and backstage management.

The bidder shall ensure:

- Artists and performers complete required sound checks and rehearsals before the event.
- The live band performance shall be arranged for the approved duration as per event requirements.
- The program schedule, performances, and announcements are executed strictly as per the approved run-sheet.
- Time overruns and delays are avoided through proper coordination.

6. Safety, Security & Statutory Compliance: The bidder shall ensure complete safety and compliance arrangements during the Gala/Cultural Night. The bidder shall provide

- a) Trained security personnel at important locations including:
 - Stage area.
 - Backstage area.
 - Entry and exit points.
 - VIP movement areas.
- b) Fire extinguishers and emergency response arrangements.
- c) Medical assistance and emergency support as specified in the BOQ.
- d) Required permissions and approvals wherever applicable.
- e) The bidder shall obtain and maintain compliance for:
 - Sound permissions.
 - Event-related permissions.
 - Late-night permissions (where applicable).
 - Any other statutory approvals required for execution.

All safety measures shall comply with applicable government regulations and venue requirements.

7. Housekeeping, Waste Management & Venue Maintenance: The bidder shall ensure continuous cleanliness and maintenance throughout the Gala/Cultural Night. The scope shall include

- a) Deployment of housekeeping manpower during and after the event.
- b) Regular cleaning of guest areas, backstage areas, and common areas.
- c) Placement of sufficient dustbins at strategic locations.
- d) Proper waste collection and disposal.
- e) Restoration and cleaning of the venue after completion of the event.

The bidder shall ensure that the venue remains clean, safe, and presentable throughout the event duration.

8. Final Inspection, Coordination & Handover: All Gala/Cultural Night arrangements shall be subject to inspection and approval by the iNVH-2026 Organizing Committee. The bidder shall

- Complete setup within the approved timeline.
- Rectify any deficiencies identified during inspection.

- Maintain continuous coordination with ICAT representatives.
- Ensure smooth execution without interruption.
- Remove all temporary installations after completion and restore the venue condition.

No additional payment shall be applicable for any manpower, material, equipment, accessory, or support service required for successful execution of the Gala/Cultural Night setup as per the BOQ.

Chapter 3.5

Description of the requirements as per BOQ for Miscellaneous Items

Adherence to Activities for the Delegate Kit: The selected bidder shall be responsible for complete planning, selection, procurement, quality verification, assembly, storage, and distribution of delegate kits as per the approved BOQ, event requirements, and instructions provided by the **iNVH-2026 Organizing Committee**. The bidder shall ensure that the delegate kits are thoughtfully curated, professionally presented, and suitable for national and international delegates attending the seminar. The bidder shall be responsible for ensuring that all items included in the delegate kit meet premium quality standards and provide practical utility and value to the recipients.

1. **Delegate Kit Content Finalization & Approval:** The bidder shall finalize the proposed contents of the delegate kit in consultation with the iNVH-2026 Organizing Committee before procurement. **The bidder shall ensure**
 - a) A detailed proposal containing the list of proposed items, brand details, specifications, photographs/catalogues, and pricing shall be submitted to ICAT for review and approval.
 - b) The final selection of items shall be based on:
 - Utility for delegates.
 - Suitability for international visitors.
 - Quality and brand reputation.
 - Professional appearance and relevance to the event.
 - c) All items shall be procured within the approved budget allocated for each delegate kit.
 - d) No additional cost escalation or rate revision shall be claimed after approval of the delegate kit contents.
 - e) Only premium-quality branded products shall be included in the delegate kit.
 - f) Non-branded, sub-standard, duplicate, or unauthorized items shall not be accepted.
 - g) ICAT reserves the right to reject any item that does not meet the approved quality standards or differs from the approved proposal.
2. **Procurement, Quality Verification & Inventory Management:** The bidder shall be responsible for timely procurement and quality verification of all delegate kit items. **The bidder shall ensure**
 - a) Procurement of all approved items within the stipulated timeline.
 - b) Verification of quantity and quality of all received items before assembly.
 - c) Maintenance of a detailed inventory checklist containing:
 - Item description.
 - Brand/model details.
 - Quantity received.
 - Quantity packed.
 - Balance stock details.
 - d) Proper storage of all items in a clean, safe, and organized manner until distribution.
 - e) Replacement of any damaged, defective, or rejected item without additional cost.
3. **Delegate Kit Assembly & Packaging:** The bidder shall carry out complete assembly and packaging of delegate kits at the designated location approved by ICAT. **The bidder shall ensure**
 - Kit assembly is performed only at the assigned location provided by ICAT.
 - The assembly area remains clean, organized, and properly managed.
 - All delegate kits follow a uniform packing arrangement and presentation standard.
 - Packaging material is of premium quality and suitable for professional distribution.
 - Each kit is checked before final packing to ensure completeness and accuracy.
 - Delegate kits are properly labelled wherever required for smooth distribution.

- 4. Delegate Kit Distribution & Event Support:** The bidder shall provide complete support for smooth distribution of delegate kits during registration. **The scope shall include**
- Setup of dedicated distribution counters/desks.
 - Deployment of trained manpower for kit distribution.
 - Proper coordination with the registration team.
 - Distribution of kits to delegates at the time of registration/check-in.
 - Maintenance of distribution records to track issued kits.
 - Immediate support for any shortage, replacement, or clarification requirement during distribution.
- 5. Quality Control & ICAT Approval:** All delegate kit contents, packaging, and distribution arrangements shall be subject to inspection and approval by the iNVH-2026 Organizing Committee. **The bidder shall**
- Submit samples/prototypes wherever required before bulk procurement.
 - Ensure complete compliance with approved specifications.
 - Rectify any deviation identified by ICAT.
 - Maintain premium presentation standards suitable for an international seminar.
- No additional payment shall be applicable for replacement, rework, or corrective actions required due to non-compliance with approved requirements.

Adherence to Activities for Souvenir Printing: The selected bidder shall be responsible for complete planning, content coordination, designing, proofreading, printing, quality control, delivery, and distribution of the iNVH-2026 Event Souvenir Booklet as per the approved BOQ, specifications, and instructions provided by the iNVH-2026 Organizing Committee. The bidder shall ensure that the souvenir booklet reflects the stature of an international technical seminar and shall maintain premium standards in terms of content presentation, design quality, printing finish, and overall aesthetics.

- 1. Content Collection, Compilation & Verification:** The bidder shall coordinate with the iNVH-2026 Organizing Committee and designated souvenir sub-committee for collection, compilation, and management of all required content. **The bidder shall ensure**
- a) Collection and compilation of approved content including
 - Technical articles/abstracts.
 - Messages from chief guests, dignitaries, and organizers.
 - Speaker profiles.
 - Sponsor advertisements.
 - Event photographs.
 - Other approved event-related information.
 - b) The bidder shall remain flexible with the content submission schedule, including last-minute approved inputs from the organizing committee in exceptional cases.
 - c) Continuous coordination shall be maintained with the Souvenir Printing Team/Sub-Committee to ensure timely completion without affecting printing and delivery timelines.
 - d) All received content shall be reviewed and proofread by the bidder for
 - Spelling errors.
 - Grammar.
 - Formatting consistency.
 - Content alignment.
 - Printing readiness.
 - e) No content shall be modified, removed, or added without approval from the iNVH-2026 Organizing Committee.
- 2. Souvenir Design, Layout & Artwork Development:** The bidder shall be responsible for developing a professional and premium souvenir design in consultation with the approved design team. **The scope shall include**

- Concept development and overall theme-based design.
- Page layout and formatting.
- Cover page and jacket design (where applicable).
- Placement of sponsor advertisements and branding elements.
- Professional formatting of technical articles, photographs, and messages.
- Maintenance of proper visual hierarchy, readability, and premium appearance.

The bidder shall ensure:

- The souvenir design represents the international nature and technical significance of iNVH-2026.
- Branding guidelines provided by ICAT are strictly followed.
- Final design shall be submitted to the Souvenir Approval Committee for review and approval before printing.

3. Review, Proofreading & Approval Process: The bidder shall conduct detailed internal quality checks before submission of final files. **The bidder shall ensure**

- a) Multiple levels of proofreading for:
 - Spelling.
 - Grammar.
 - Names and designations.
 - Technical content formatting.
 - Sponsor details.
- b) Necessary corrections are incorporated before final approval.
- c) Final approval is obtained from the designated editorial head/Souvenir Printing Approval Committee.
- d) Printing shall commence only after approval of the final artwork and print-ready files by ICAT.

4. Printing Quality & Vendor Coordination: The bidder shall coordinate with the printing agency for production of the souvenir booklet as per approved specifications. **The bidder shall ensure**

- a) Final approved artwork files are provided to the printing vendor.
- b) Printing specifications including:
 - Paper quality.
 - GSM.
 - Printing quality.
 - Binding type.
 - Cover finish.
 - Jacket quality (where applicable).
 - Lamination/finishing details are strictly followed.
- c) Printing shall be executed only through professional printing agencies capable of delivering premium-quality publications.
- d) Adequate time shall be planned for printing, quality inspection, and delivery before the event.

The bidder shall ensure that:

- e) The souvenir booklet is of premium quality suitable for VIPs, sponsors, speakers, and international delegates.
- f) Low-quality printing, poor finishing, incorrect colours, damaged copies, or deviations from approved specifications shall not be accepted.
- g) ICAT reserves the right to reject any printed material not meeting the approved quality standards, and replacement shall be carried out by the bidder without additional cost.

5. Delivery, Distribution & Record Management: The bidder shall be responsible for timely delivery and distribution of souvenir booklets. **The bidder shall ensure**

- a) Inclusion of the souvenir booklet as part of the delegate kit wherever applicable.
- b) Availability of sufficient copies for:
 - Delegates.
 - VIP guests.

- Sponsors.
 - Speakers.
 - Organizing committee members.
 - Official archival requirements.
- c) Proper handling and storage of printed copies before distribution.
- d) Submission of soft copy/electronic version of the final approved souvenir to ICAT for archival purposes.

6. Final Quality Assurance & ICAT Approval: All souvenir-related activities including content, design, printing quality, and final copies shall be subject to review and approval by the iNVH-2026 Organizing Committee. **The bidder shall**

- Maintain continuous coordination with ICAT and the Souvenir Printing Sub-Committee.
- Complete all activities within the approved timeline.
- Rectify any deviations identified during review or inspection.
- Ensure that the final souvenir booklet meets premium publication standards expected from an international seminar.

No additional cost shall be applicable for corrections, reprinting, replacement, or modifications required due to non-compliance with approved specifications.

Adherence to Activities for Presentation Trophies & Plaques: The selected bidder shall be responsible for the complete planning, design coordination, customization, procurement, quality inspection, inventory management, and arrangement of presentation trophies, plaques, and related recognition items as per the approved BOQ, event requirements, and instructions provided by the iNVH-2026 Organizing Committee. The bidder shall ensure that all trophies and plaques are of premium quality, professionally designed, accurately customized, and appropriately presented to dignitaries, award recipients, sponsors, and other stakeholders during the event.

1. Award Category Finalization & Coordination: The bidder shall coordinate with the iNVH-2026 Organizing Committee and the designated Awards & Presentation Sub-Committee for finalization of award-related requirements. **The bidder shall ensure**

- a) Award categories, recipient details, and quantities shall be finalized by the iNVH-2026 Organizing Committee and shared with the bidder for procurement.
- b) The bidder shall strictly follow the approved quantity of trophies, plaques, certificates, and other recognition items as specified in the BOQ.
- c) Any changes in award categories, recipient details, or quantities shall be incorporated only after written approval from ICAT.
- d) Continuous coordination shall be maintained with the concerned committee members to ensure:
 - Correct recipient details.
 - Correct award category.
 - Correct spelling of names, designations, and organizations.
- e) The bidder shall prepare a final award list before production to avoid errors during customization.

2. Trophy & Plaque Design, Customization & Approval: The bidder shall be responsible for proposing suitable designs for trophies and plaques in consultation with ICAT. **The bidder shall submit:**

- Design concepts.
- Material specifications.
- Dimensions and sizes.
- Finishing details.
- Engraving artwork.
- Branding placement including iNVH-2026 logo/event identity.

The bidder shall ensure:

- Designs shall be premium, elegant, and suitable for an international technical seminar.

- Materials used shall be of high quality with durable finishing and professional craftsmanship.
- Engraving and printing details shall be accurate and aligned with the approved recipient list.
- Design samples/mock-ups shall be submitted to the Awards & Presentation Sub-Committee Head for review and approval before submission to the iNVH-2026 Organizing Committee.
- Procurement shall commence only after approval of the final design.

The bidder shall ensure that all information provided for customization is verified before production. Any error due to incorrect customization, spelling mistakes, or mismatch shall be rectified by the bidder without additional cost.

3. Vendor Selection, Procurement & Production Monitoring: The bidder shall engage reliable and experienced vendors capable of delivering premium-quality trophies and plaques within the required timeline. **The bidder shall ensure**

- a) Selection of vendors with proven experience in customized awards and corporate recognition products.
- b) Placement of orders sufficiently in advance to accommodate:
 - Production timelines.
 - Quality checks.
 - Corrections/replacements, if required.
- c) Regular monitoring of production progress.
- d) Continuous coordination with the manufacturing vendor until final delivery.
- e) Timely escalation of any production or delivery-related concern to ICAT.

4. Quality Inspection & Inventory Management: The bidder shall conduct detailed inspection upon receipt of trophies and plaques. **The bidder shall verify**

- Quantity received against approved BOQ.
- Correct spelling of recipient names.
- Correct award category.
- Correct logo placement and branding.
- Finishing quality and workmanship.
- Any damage, scratches, defects, or manufacturing issues.

The bidder shall maintain an inventory record containing:

- Award category.
- Recipient details.
- Quantity received.
- Quantity distributed.
- Balance stock (if any).

Any defective, damaged, or incorrect item shall be replaced by the bidder before the event without additional financial implication to ICAT.

5. Award Ceremony Arrangement & Presentation Support: The bidder shall ensure proper arrangement and handling of trophies and plaques during the award ceremony. **The bidder shall ensure**

- a) Trophies and plaques are arranged according to the approved sequence of presentation.
- b) Items are properly labelled and organized for smooth distribution.
- c) Safe transportation and handling of awards from storage location to the ceremony venue.
- d) Dedicated manpower shall be available during the award ceremony for:
 - Stage coordination.
 - Award handing support.
 - Maintaining sequence and flow.
- e) The award area shall be professionally arranged before the commencement of the ceremony.

6. Final Quality Assurance & ICAT Approval: All trophies, plaques, designs, and presentation arrangements shall be subject to inspection and approval by the iNVH-2026 Organizing Committee. The bidder shall

- Ensure compliance with approved designs and specifications.
- Maintain premium quality standards suitable for VIP recognition.
- Complete procurement and arrangements within the approved timeline.
- Rectify any deviation identified by ICAT.

No additional payment shall be applicable for replacement, correction, or rework arising due to non-compliance with approved requirements.

Adherence to Activities for Miscellaneous Items: The selected bidder shall be responsible for providing complete support services related to sanitation, housekeeping, electrical arrangements, logistics, transportation, branding, security, fire safety, and medical emergency facilities as per the approved BOQ and requirements of the iNVH-2026 Organizing Committee. The bidder shall ensure that all miscellaneous services are professionally managed, comply with applicable safety standards, and are executed in a manner that ensures smooth event operations, guest comfort, and overall safety of delegates, VIPs, exhibitors, staff, and service personnel.

1. Sanitation & Housekeeping Services: The bidder shall be responsible for maintaining high standards of cleanliness, hygiene, and housekeeping throughout the event duration. **The bidder shall ensure**

- a) Complete pre-event cleaning and sanitization of the venue before arrival of delegates and guests.
- b) Regular sweeping, mopping, dusting, and cleaning of:
 - Event areas.
 - Seating zones.
 - Exhibition areas.
 - Walkways.
 - Stage areas.
 - Registration counters.
 - Common areas.
- c) Regular disinfection of high-touch surfaces including:
 - Podiums.
 - Tables.
 - Chairs.
 - Handrails.
 - Door handles.
 - Registration counters.
 - Frequently used equipment.
- d) Continuous restroom monitoring and housekeeping support with adequate availability of:
 - Liquid soap.
 - Tissue papers.
 - Hand sanitizers.
 - Other hygiene consumables.
- e) Placement of sufficient waste bins at strategic locations with regular waste collection and disposal as per segregation norms.
- f) Deployment of dedicated housekeeping manpower throughout the event for immediate cleaning requirements.
- g) Use of proper uniforms and required personal protective equipment by housekeeping staff.
- h) Display of appropriate safety and hygiene signage wherever required.
- i) Implementation of area-wise housekeeping checklists and supervision mechanism.
- j) Complete post-event cleaning, waste removal, and restoration of venue areas after completion of the event.

2. Electrical Arrangements & Power Backup Services: The bidder shall ensure safe, reliable, and uninterrupted electrical arrangements for all event requirements including stage, lighting, audio-video systems, exhibition areas, and other operational zones. **The bidder shall ensure**

- a) Pre-event inspection of all temporary electrical installations, wiring, connections, and equipment.
- b) Proper load assessment and distribution to prevent overloading and electrical failures.
- c) Availability of tested and operational generator backup systems (DG sets) with:
 - Adequate capacity.
 - Automatic/manual changeover arrangement.
 - Sufficient fuel availability.
- d) Proper planning for emergency refuelling arrangements.
- e) Safe routing of all electrical cables with:
 - Proper insulation.
 - Cable covers/ramps.
 - Protection against accidental damage and tripping hazards.
- f) Deployment of qualified electricians and technical manpower throughout the event.
- g) Continuous power supply to critical areas including:
 - Stage.
 - LED screens.
 - Audio systems.
 - Lighting control systems.
 - Registration counters.
 - Control rooms.
- h) Proper barricading and warning signage around:
 - Electrical panels.
 - DG sets.
 - Power distribution areas.
- i) Maintenance of electrical safety records, inspection reports, and load distribution details wherever required.
- j) Safe dismantling and shutdown of temporary electrical installations after completion of the event.

3. Logistics & Transportation Services: The bidder shall be responsible for complete planning and execution of logistics and transportation activities required for successful event operations. **The bidder shall ensure**

- a) Preparation of a detailed logistics plan covering:
 - Material movement.
 - Vehicle deployment.
 - Loading/unloading locations.
 - Delivery schedules.
 - Movement routes.
- b) Timely transportation of:
 - Event equipment.
 - Branding materials.
 - Exhibition materials.
 - Furniture.
 - Other event-related items.
- c) Arrangement of transportation facilities for VIPs, delegates, speakers, and guests as per approved schedules.
- d) Strict adherence to planned pickup and drop timelines.
- e) Proper route planning and installation of directional signage wherever required.
- f) Deployment of logistics coordinators at:
 - Entry gates.
 - Exit gates.
 - Loading/unloading areas.
 - Parking zones.

- g) Verification of all vehicles and drivers:
 - Vehicle condition.
 - Valid documents.
 - Driver credentials.
 - Contact availability.
- h) Safe handling and transportation of valuable event materials.
- i) Proper management of parking areas for:
 - VIP vehicles.
 - Staff vehicles.
 - Service vehicles.
- j) Complete removal of event materials and restoration of venue after completion of the event.
- k) All operational expenses including fuel, toll charges, parking charges, driver allowance, and maintenance shall be included in bidder scope unless specifically mentioned otherwise in BOQ.

4. Branding & Signage Management: The bidder shall be responsible for complete installation, maintenance, and removal of branding and signage elements as per approved designs and event requirements. **The bidder shall ensure**

- a) All branding materials follow approved:
 - Event theme.
 - Colour scheme.
 - Branding guidelines.
 - Sponsor visibility requirements.
- b) Installation of signages at appropriate locations including:
 - Entry and exit points.
 - Registration counters.
 - Session halls.
 - Exhibition areas.
 - Food areas.
 - Parking areas.
 - Restroom locations.
- c) All signages shall be:
 - Clearly visible.
 - Legible.
 - Professionally installed.
 - Positioned at appropriate heights.
- d) Use of safe and stable installation methods to prevent accidents or damage.
- e) Proper placement of directional signage for smooth movement of attendees.
- f) Use of durable and weather-resistant materials suitable for indoor and outdoor applications.
- g) Preference shall be given to sustainable/reusable branding solutions wherever feasible.
- h) Maintaining consistency in:
 - Logos.
 - Fonts.
 - Sponsor branding.
 - Event identity.
- i) Completion of all branding installations sufficiently before event commencement for inspection and approval.
- j) Removal of all branding materials after the event without causing any damage to venue infrastructure.

5. Security, Fire Safety & Medical Emergency Facilities: The bidder shall ensure comprehensive safety management arrangements throughout the event to safeguard delegates, VIPs, staff, exhibitors, and visitors.

5.1 Security Services: The bidder shall ensure

- a) Deployment of trained security personnel at critical locations including:
 - Entry and exit gates.
 - VIP areas.
 - Stage areas.
 - Control rooms.
 - Exhibition areas.
 - Parking zones.
- b) Effective access control through:
 - Valid badges.
 - Passes.
 - Identification systems.
- c) Monitoring of event areas through CCTV surveillance at strategic locations.
- d) Effective crowd management using:
 - Barricades.
 - Queue management systems.
 - Trained manpower.
- e) Coordination with local authorities/security agencies wherever required.
- f) Immediate reporting and handling of any security-related incident.

5.2 Fire Safety Services: The bidder shall ensure compliance with fire safety requirements throughout the event. **The bidder shall ensure**

- Availability of adequate numbers of functional fire extinguishers at strategic locations.
- Clearly marked and unobstructed emergency exits.
- Verification of venue fire safety systems before event commencement.
- Deployment of trained fire safety personnel/fire marshals during the event.
- Briefing of event staff regarding emergency response procedures.
- Immediate coordination with venue authorities and emergency services in case of fire-related incidents.

5.3 Medical Emergency Facilities: The bidder shall arrange adequate medical support facilities throughout the event. **The bidder shall ensure**

- a) Availability of a dedicated first-aid facility.
- b) Deployment of standby ambulance equipped for basic life support requirements as specified in BOQ.
- c) Availability of trained medical personnel including doctor/nurse/paramedic support during event hours.
- d) Display of emergency contact numbers at prominent locations.
- e) Maintenance of medical incident records and reporting system.
- f) Establishment of coordination protocols between:
 - Security team.
 - Fire safety team.
 - Medical team.
 - Event management team.
- g) Immediate response and assistance during any medical emergency.

5.4 Overall Compliance & Event Support: The bidder shall maintain continuous coordination with the iNVH-2026 Organizing Committee and ensure that all miscellaneous services are executed professionally and without disruption to event activities. Any deficiency, non-compliance, safety concern, or service gap identified during the event shall be immediately rectified by the bidder without additional cost implications to ICAT.

Chapter 3.6

Description of the requirements along with BOQ for Organizing Committee Dress

Adherence to Activities for the Organizing Committee Dress: The selected bidder shall be responsible for the complete planning, design finalization, customization, procurement, quality inspection, inventory management, and distribution of **Organizing Committee Dresses, Uniforms, Windcheaters, Lapel Pins, and VIP Shawls** as per the approved BOQ, event requirements, and instructions provided by the **iNVH-2026 Organizing Committee**. The bidder shall ensure that all dress items are of premium quality, professionally designed, comfortable for extended event hours, and aligned with the prestigious image of an international technical seminar.

1. Design Finalization & Approval: The bidder shall develop and submit suitable design proposals for Organizing Committee dresses in consultation with the iNVH-2026 Organizing Committee. **The bidder shall ensure**

- a) Submission of complete design proposals including:
 - Dress style.
 - Colour combination.
 - Fabric/material specifications.
 - Branding elements.
 - Placement of iNVH-2026 logo/event identity.
 - Overall appearance and presentation.
- b) The final dress design, colour theme, dress code, and branding shall be approved by the iNVH-2026 Organizing Committee before procurement.
- c) The bidder shall propose designs that are:
 - Professional and suitable for an international conference.
 - Comfortable for long-duration event activities.
 - Appropriate for indoor and outdoor event conditions.
 - Durable and easy to maintain.
- d) Fabric selection shall consider:
 - Comfort.
 - Breathability.
 - Weather suitability.
 - Premium appearance.
 - Long-term usability.

The bidder shall ensure that: Only reputed premium clothing brands equivalent to established corporate wear manufacturers such as **Raymond, Arvind, Siyaram's, Reid & Taylor or equivalent brands** meeting similar quality standards shall be acceptable. Non-branded, sub-standard, or inferior-quality clothing items shall not be accepted. ICAT reserves the right to reject such items, and necessary action shall be taken as per procurement rules.

Add:

- Fabric GSM/specification shall be submitted.
- Stitching quality shall be inspected before acceptance.
- Trial fitting shall be conducted wherever required.

2. Dress Categories & Quality Requirements - The bidder shall provide dress items as specified in the BOQ, including

Business Suits:

- Premium formal shirts, trousers, and blazers.
- Suitable for organizing committee members representing iNVH-2026.
- Premium fabric with professional stitching and finishing.
- Proper fitting and comfortable wearing experience.

Formal Shirts & Pants:

- Premium-quality formal wear suitable for event coordination activities.
- Uniform appearance and professional presentation.

Branded Windcheaters:

- Good-quality fabric suitable for outdoor demonstration/support teams.
- Weather-resistant and comfortable design.
- iNVH-2026 branding as approved by ICAT.

iNVH-2026 Lapel Pins:

- Premium-quality customized lapel pins.
- Elegant finishing suitable for organizing committee members.
- Event branding/logo incorporated as approved.

VIP Khadi Shawls:

- Premium-quality shawls suitable for presentation to VIPs/VVIPs and dignitaries.
- High-quality fabric, elegant design, and professional finishing.
- Each shawl shall be properly packed in premium packaging to ensure:
 - Clean presentation.
 - Protection from damage.
 - Suitable gifting experience.

3. Measurement, Sizing & Order Management: The bidder shall be responsible for collecting accurate size details and ensuring proper fitting of all dress items. **The bidder shall ensure**

- Measurement activity shall be conducted after approval of the final dress design and dress code.
- Professional tailoring/measurement support shall be arranged for committee members.
- Accurate records shall be maintained for:
 - Name of committee member.
 - Required size.
 - Dress category.
 - Quantity.
- Orders shall be placed sufficiently in advance to accommodate:
 - Manufacturing timelines.
 - Alterations.
 - Quality checks.
 - Final delivery.
- Any fitting issues shall be rectified before the event without additional cost.

4. Quality Inspection & Inventory Management: The bidder shall ensure proper quality verification before distribution. **The bidder shall verify**

- Quantity received against approved BOQ.
- Correct sizes and measurements.
- Fabric quality and finishing.
- Stitching quality.
- Branding accuracy.
- Packaging quality.

The bidder shall maintain an inventory record including:

- Item description.
- Quantity ordered.
- Quantity received.
- Size details.
- Distribution status.

Any defective, damaged, incorrect-sized, or non-approved item shall be replaced by the bidder before event commencement.

- 5. Distribution & Event Support:** The bidder shall coordinate with the iNVH-2026 Organizing Committee for smooth distribution of dress items. **The bidder shall ensure**
- Proper packing and labelling of individual dress items.
 - Distribution of dresses to respective committee members before the event.
 - Sharing of usage guidelines wherever required, including:
 - Dress code schedule.
 - Event day-wise requirements.
 - Wearing instructions.
 - Availability of support personnel for any last-minute alteration or replacement requirement.
- 6. Final Quality Assurance & ICAT Approval:** All dress designs, materials, brands, samples, and final products shall be subject to approval by the iNVH-2026 Organizing Committee. **The bidder shall:**
- Submit samples/catalogues before bulk procurement.
 - Ensure compliance with approved specifications.
 - Maintain premium quality standards suitable for an international seminar.
 - Complete all activities within the approved timeline.

No additional payment shall be applicable for replacement, correction, alteration, or rework required due to non-compliance with approved requirements.

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

Contact Person	Ms. Anjana Patel – NVH Dept	Mr. Ikshit Shrivastava – NVH Dept
Mail ID	anjana.patel@icat.in	ikshit.shrivastava@icat.in
Contact No.	(M)+91 7532888655	(M)+91 9911725801

Chapter - 4

Instructions To Bidders

1. **Submission of Quotation and Technical Documentation:** The bidder shall submit a comprehensive quotation strictly in accordance with the detailed Scope of Work and Services outlined in “Chapter 3” of the Additional Terms and Conditions (ATC) document. The quotation must include both the technical and financial components as prescribed in the tender.
2. **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.
3. **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.

4. Site Visit – Mandatory Requirement

- 4.1 **Mandatory Compliance:** It is **mandatory** for all prospective Bidders to conduct a site visit to the Purchaser’s premises in order to obtain a clear and comprehensive understanding of the actual requirements, site conditions, and existing infrastructure relevant to the organization and execution of the corporate event “**International Seminar on Noise, Vibration & Harshness (iNVH)-2026**”.
- 4.2 **Site Visit Schedule:** The site visit shall be conducted strictly within the period from **19/08/2026 to 09/09/2026 Between Office Hours 09:00 to 14:00 Hrs** Bidders are required to submit a written request to the Purchaser at least **two (2) working days** prior to their intended visit date to facilitate necessary access and coordination. All logistical arrangements and expenses related to the site visit shall be borne solely by the Bidder.
- 4.3 **Site Visit Request and Contact Details:** All requests for site visits shall be made by contacting the undersigned representative of the ICAT

Contact Person	Ms. Anjana Patel – NVH Dept	Mr. Ikshit Shrivastava – NVH Dept
Mail ID	anjana.patel@icat.in	ikshit.shrivastava@icat.in
Contact No.	(M)+91 7532888655	(M)+91 9911725801

- 4.4 **Declaration Submission – Form I:** Post completion of the site visit, Bidders must submit a duly signed declaration in the prescribed format “**Form I**”, certifying that the site visit has been conducted and that the Bidder has fully understood the requirements and scope of work. The declaration must also confirm that all aspects arising from the site visit have been duly considered in both the Technical and Financial Proposals.
- 4.5 **Condition of Rejection:** Non-compliance with the site visit requirement and/or failure to submit the duly signed “**Form I**” shall result in summary rejection of the Bidder’s proposal. No representation,

claim, or request for deviation, modification, or additional cost shall be entertained by the Purchaser at any stage on account of the Bidder's failure to visit the site.

- 4.6 Purchaser's Disclaimer:** The Purchaser shall not be held liable for any assumptions, omissions, or errors made by the Bidder due to lack of site inspection. The responsibility to assess the actual scope of work, technical compatibility, and logistical feasibility lies solely with the Bidder.

- 5. 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 *GeM 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.

6. Pre-Bid Meeting Conditions

- 6.1** 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:** 02/09/2026
 - **Time:** 14:30 Hrs.
 - **Venue:** Decibel Meeting Room, Ground Floor, NVH Lab, 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.

6.2 Submission of Pre-Bid Queries

- Bidders are required to submit their queries, if any, in writing to anjana.patel@icat.in, dhruv.meena@icat.in, ikshit.shrivastava@icat.in, vikas.sharma@icat.in & javed.rahil@icat.in by 01/09/2026 up to 1700 Hrs.
- Queries should be submitted in the following format (*Format VIII*):

Sl. No.	Clause No.	Existing Provision	Query/Suggestion

6.3 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 *GeM Portal & ICAT Website*.
- The corrigendum shall form an integral part of the tender document and must be duly considered while submitting the final bid.

6.4 No Individual Communication

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

6.5 Mandatory Pre-Bid Meeting

- Attendance at the Pre-Bid Meeting is mandatory for all prospective bidders. Bidders must sign the attendance sheet at the Pre-Bid Meeting as a record of their presence. Failure to attend and sign the attendance sheet shall result in disqualification from the tendering process. No claims, representations, or appeals shall be entertained in respect of disqualification arising due to non-attendance at the Pre-Bid Meeting, under any circumstances.

6.6 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.

6.7 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.

7 Earnest Money Deposit (EMD)

- 7.1 **EMD Amount:** Bidders are required to submit an Earnest Money Deposit (EMD) of *INR 1,70,000/- (Rupees One Lakh Seventy Thousand Only)* along with their bid. The EMD shall be submitted through the mode specified in the GeM portal or as otherwise prescribed in the tender document.
- 7.2 **In Lieu of EMD Declaration/Undertaking (Against Non-Submission of EMD):** A duly signed Declaration/Undertaking in lieu of EMD in the prescribed format "*Form-IV*" provided in the Additional Terms and Conditions (ATC) document.
- 7.3 **Bid Rejection in Absence of EMD/Declaration**
 - Bids submitted without the requisite EMD or valid exemption documents or duly signed Declaration/Undertaking in lieu of EMD in the prescribed format "*Form-III*" shall be summarily rejected as non-responsive.
 - Submission of incorrect, expired, or manipulated exemption certificates may lead to disqualification and blacklisting as per applicable procurement rules.
- 7.4 **Forfeiture of EMD:** The EMD shall be liable to forfeiture in the following cases
 - If the bidder withdraws or modifies the bid during the bid validity period.
 - In case of any false declaration or non-compliance with tender terms.
 - If the successful bidder fails to sign the contract or submit the required Performance Security within the stipulated time.
- 7.5 **Refund of EMD:** EMD's of unsuccessful bidders shall be refunded without interest after finalization of the contract. For the successful bidder, EMD may be adjusted against the Performance Security, if applicable.

8 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. No pricing information should be included in this part.
- **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.

9 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.

- 10 **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 Government e-Marketplace (GeM) 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 - 5

Earnest Money Deposit (EMD)

Earnest Money Deposit (EMD): *INR 1,70,000/- (Rupees One Lakh Seventy Thousand Only)* shall be submitted in form of DD/Bank Guarantee/Banker's Cheque & FDR drawn in favor of "International Centre for Automotive Technology", payable at Manesar/ Gurugram valid for at least six months from any branch of Delhi/NCR of Indian scheduled Bank or Online through RTGS/NEFT/Internet Banking in Beneficiary Name "International Centre for Automotive Technology".

Or

Firms registered as Start-ups or Micro and Small Enterprises (MSEs), as defined under the Public Procurement Policy for Micro and Small Enterprises (MSEs) issued by the Ministry of Micro, Small and Medium Enterprises (MSME), or firms registered with the Central Purchase Organization (CPO) or the concerned Ministry/Department, shall be exempted from payment of Earnest Money Deposit (EMD), subject to submission of a self-attested copy of the valid registration certificate along with the Technical Bid. The registration certificate shall be valid on the date of submission of bids and for a minimum period of Six (6) Months thereafter.

Note: Traders, distributors, sole agents, and entities engaged in work contracts shall not be eligible for availing benefits under the MSME category.

Or

In place of a Bid security, Bidders can submit Bid securing declaration as per *"Form IV"* accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for the period of 1 year from the date of opening of this bid from being eligible to submit Bids for contracts with the ICAT that invited the Bid.

ICAT Bank Details for NEFT/RTGS (in case any bidder deposits the EMD of *INR 1,70,000/- (Rupees One Lakh Seventy Thousand Only)* through NEFT/RTGS)

HDFC Bank Details (Saving A/c for transactions in INR Only); -

Beneficiary Name	International Centre for Automotive Technology
Bank Name	HDFC Bank Ltd.
Branch	Plot-K, Sector-2, Manesar-122051 Haryana
Account No.	05891450000118
Account Type	Saving
RTGS IFSC Code	HDFC0000589
Swift Code	HDFCINBB
MICR Code	110240079

Proof of payment shall be submitted online on GeM portal & original DD/Banker's Cheque/Bank Guarantee/Pay Order should reach at *"To, The Purchase Department, International Centre For Automotive Technology, Plot No. 26, Sector - 3, Near HSIIDC Office, IMT Manesar, Gurugram - 122050 (Haryana)"*.

Key Note's

- The bid received without EMD/Documentary proof of Exemption of EMD, will be summarily rejected.
- Cheque/Money Order/Cash shall not be accepted as EMD.
- A bid will be rejected if EMD is found to be of lesser amount or EMD is not submitted in the manner prescribed.
- A bid which is not accompanied by such Earnest Money Deposit or Non-Submission of Bid Security Declaration Form *"Form IV"* will be construed as non-compliant bid and should be rejected.
- The Earnest Money Deposit (EMD) of the unsuccessful bidder will be returned to them within 30 days after finalization and award of the tender without any interest. The Earnest Money Deposit of the successful Bidder will be returned upon the successful Bidder furnishing the Performance Bank Guarantee.

The Earnest Money Deposit (EMD) submitted by the Bidder shall be liable to be forfeited in full in favor of ICAT without any prior notice or prejudice to any other rights or remedies available to ICAT under the contract or applicable law, in the event the Bidder: -

- *The EMD may be forfeited, if a Bidder withdraws his bid during the period of bid validity or on submission of false documents/undertaking.*
- *Without the written consent of ICAT, it has withdrawn its Bid during the validity period of the Bids and any extensions thereto.*
- *After opening of the financial bid, alters the quoted rates/conditions in the Bid.*
- *Fails to provide /furnish the Performance Security within stipulated period mentioned in the Letter of Acceptance.*
- *Does not reply to any queries that may be raised after opening of technical/financial bids.*
- *If the bidder does not accept the corrections made by ICAT to its Bid Price pursuant to "Examination of Financial Proposal and Correction of Arithmetical Errors".*

Chapter - 6

Minimum Eligibility & Evaluation Criteria Under QCBS

Pre-Qualification Criteria: The bidder whose bid meets the following minimum eligibility criteria (pre-qualification) for Hiring of Event Management Agency for International Seminar on Noise, Vibration & Harshness (iNVH)-2026 at ICAT - 2, Manesar (Haryana) would only be considered for technical evaluation:

SI No.	Criteria	Compliance	Documents to be submitted
1	Legal Entity	Bidder should be a Legal Entity registered under the Companies Act, 2013 or The Bidder shall necessarily be a legal valid entity either in the form of Proprietary Firm, Partnership Firm, Private Limited Company/ agency	Copy of Certificate of Incorporation/Registration with technical bid
2.	Tax payment	Bidder must have a valid GST Registration and PAN in India.	Valid copy of certificate (PAN and GST with technical bid)
3.	Office	The bidder must have a local office in Delhi NCR, India	Copy of address proof
4.	Legal & Blacklisting	The bidder should not be debarred/blacklisted/ banned by other CPSUs, Govt. Dept., any Private listed Company in India as on date of submission of the Bid.	Declaration signed by the Authorized signatory in format given in the <i>"Form - III Declaration/Undertaking by the bidder"</i> of the tender.
5.	Financial Turnover	The bidder should have an average annual turnover of at least <i>INR 2 Crores</i> in the last three audited financial years (<i>FY 2023-24, 2024-25 & 2025-26</i>).	Audited Financial Statements or CA Certificates Certifying the Turnover with CA's Registration Number/Seal.
6.	Solvency	Certificate from Schedule Commercial Bank Indicating Current Solvency Status of the Agency.	Signed and Stamped Certificate
7.	Technical Capability & Experience	The bidder should have experience of at <i>least 5 Years in similar events and must have completed at least 3 projects with Centre/State Govt., PSUs, Trade Organizations such as CII/FICCI/ASSOCHAM/SIAM etc. of value not less than 0.50 Cr.</i> Given the nature and stature of the event, it is imperative that the Event Management Agency has demonstrable experience in handling high-profile and protocol-sensitive events. Accordingly, Bidders must have prior experience in successfully organizing and managing events involving the participation of high-level	Work Order/Work Completion Certificates and the Valid Empanelment Letter from the Clients.

		dignitaries, such as Union Ministers or Senior Officials from Government of India; State Government Ministers and Departmental Heads; Senior Bureaucrats, Diplomats, and Policy Makers; Leaders from industry associations, regulatory bodies, and multinational corporations. Documentary evidence of such experience (e.g., Work Orders, Completion Certificates, Event Photographs, or Client Testimonials) must be furnished as part of the Technical Bid. Bidders failing to demonstrate relevant prior experience shall be considered non-responsive and will be disqualified from further evaluation.	
8.	Project Team and Experience of Key Personnel	1. The Bidder should have at least 10 Regular Professional Manpower having relevant experience in organizing indoor and outdoor events for high dignitaries as a guest. CVs of 10 Such Professionals to be Submitted with Technical Bid. 2. Technical Crew with all lead members as specified here with more than 5 Years of Experience of Working in Eligible Events (Stage Manager, Production Manager, Back Stage Crew Leader, Lighting Desk Operator, Master Electrician). CV of Such Professionals to be submitted with technical bid.	CVs & Certificate from HR on the letter head of the bidder certifying the availability of the resources on their payroll as on date of submission of the bid as per the requirement.
9.	Regional Presence	The bidder should have a local office in Delhi/NCR Region	Documentary Evidence

Bidders to Comply with:

- Rule 144 (xi) of GFR 2017 (refer Office Memorandum of Department of Expenditure dated 23rd July 2020 and as revised from time to time.
- 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.

QCBS Evaluation Criteria

QCBS Evaluation Methodology: Bidders who meet the Pre-Qualification Criteria and whose bids conform to the technical specifications, terms and conditions stipulated in this Bidding Document, and are found to be responsive after application of the Bid Rejection Criteria, shall be considered for further evaluation under the Quality and Cost-Based Selection (QCBS) method as given below:

- a) Bids shall be evaluated both in terms of '**Quality**' as well as '**Quoted Price**' i.e. **Quality & Cost Based Selection (QCBS) methodology**. The weightage for the '**Quality**' is **70 (Seventy)** and the weightage for the '**Quoted**' price is **30 (Thirty)**.
- b) The marks allocated against various sub-sections under '**Quality**' of Bid shall be as hereunder:

Table - A

SI No.	Criteria	Compliance	Max Marks	Documents to be submitted
1.A	Prior Experience of the Bidder	The bidder should have successfully executed at 3 Major Events in last 5 <i>completed financial years (2021-22, 2022-23, 2023-24, 2024-25 & 2025-26)</i> and/or during the <i>current financial year 2026-27</i> (completed before the date of calling this tender for Centre/State Govt., PSUs, Trade Organizations such as CII/FICCI/ASSOCHAM/SIAM etc. (i) 7 (Seven) Major Events should be of Minimum Value of INR 0.50 Cr. - 30 Marks (ii) Five (Five) Major Events should be of Minimum Value of INR 0.50 Cr. - 20 Marks (iii) 3 (Three) Major Events should be of Minimum Value of INR 0.50 Cr. - 10 Marks Copies of Relevant Work Orders in the Name of the Bidding Agency for Such Project Handled Should be Submitted along with Technical Bids.	30	Copies of Relevant Work Orders in the Name of the Bidding Agency for Such Projects Handled in the Current and Last 5 Completed Financial Year Should be Submitted Along with the Technical Bid.
1.B	Prior Experience of the Bidder	The bidder should have successfully executed at least 1 event at Yashobhumi/Bharat	10	Copies of Relevant Work Orders in the Name of Bidding Agency for Such

		Mandapam/Pragati Maidan (IECC)/India Expo Centre & Mart, Greater Noida/Bombay Exhibition Centre (BEC) Mumbai/Bangalore International Exhibition Centre (BIEC), Bengaluru/Hitex Exhibition Centre, Hyderabad/Chennai Trade Centre, Chennai or Other equivalent large-scale government-owned or high-capacity convention/exhibition venues from the date of functioning/inauguration (completed before the date of calling of this tender) for Centre/State Govt., PSUs, Trade Organizations such as CII/FICCI/ASSOCHAM/SIAM etc. (i) 1 (One) Event – 5 Marks. (ii) 2 (two) Event – 10 Marks. Copies of Relevant Work Orders in the Name of the Bidding Agency for Such Project Handled Should be Submitted along with Technical Bids.		Projects Handled Should be Submitted Along with Technical Bid.
2.A	Project Team and Experience of Key Personnel	The Bidder should have at least 10 Regular Professional Manpower Relevant Experience in Organizing Indoor/Outdoor Events.	10	CVs of 10 Such Professional with Certificate from HR on the letter head of the bidder certifying the availability of the resources on their payroll as on date of submission of the bid as per the requirement.
2.B	Project Team and Experience of Key Personnel	An Event Manager with Experience of More Than 5 (Five) Years in Organizing Minimum 3 Large Scale Event/s of Similar Nature.	10	CVs of Such Professional with Certificate from HR on the letter head of the bidder certifying the availability of the resources on their payroll as on date of submission of the bid as per the requirement.

2.C	Project Team and Experience of Key Personnel	Technical Crew with all lead members as specified here with more than 5 Years of Experience of Working in Eligible Events (Stage Manager, Production Manager, Back Stage Manager, Lighting Desk Operator, Master Electrician)	10	CVs of Such Professionals with Certificate from HR on the letter head of the bidder certifying the availability of the resources on their payroll as on date of submission of the bid as per the requirement.
3	Event Proposal/Presentation	Presentation to be made on event concept and flow of maximum duration 20 Minutes to evaluation committee of ICAT. The Bidder shall submit a copy of such presentation in PPT (containing the concepts on proposed video/audio profile, visual designs, layout details, creative etc.) which will be kept as record (Total Marks: 30)	**	<i>For a detailed breakup of the marks under sections 3.A (10 Marks) and 3.B (20 Marks), please refer to the table provided below "Table - B".</i>
3.A	Event Proposal/Presentation	Understanding the requirements of the Event and Concept/Theme for the Project.	10	Presentation
3.B	Event Proposal/Presentation	Proposed Concept & Plant of Event • Pre-Event Activities Plan • Technology Innovation • Creative Ideas • Lighting & Sounds Effects • Media Plan • End-to-end Management • Access Management • Design of Stage, Welcome Gates, LED Walls, Barricading, Brandings, Decorations etc. • Catering • Delegates Kits • Event Uniform • Others.	20	Presentation

Table B provides the detailed marking breakup for *Criteria 3(A) and 3(B)*. Bidders are required to obtain a minimum of *25 out of 30 marks* under these criteria to qualify. The internal Selection Committee/Jury of ICAT shall evaluate the presentations of the shortlisted bidders strictly in accordance with the parameters set forth below. The marks awarded by the Jury members shall be based solely on the merit of the presentation and supporting material submitted. The decision of the Selection Committee/Jury shall be final, binding, and not subject to any further challenge or appeal by the bidders."

Table - B

<i>SI No.</i>	<i>Evaluation Criteria</i>	<i>Evaluation Parameters</i>	<i>Maximum Marks</i>
1	<i>Understanding of Event Requirements & Concept Development</i>	Understanding of event objectives, theme, target audience, conference objectives, delegate experience, and proposed event approach.	3
2	<i>Company Profile, Financial Capability & Team Strength</i>	- Company Profile and Relevant Event Management Capability: 2 Marks - Average Annual Turnover of Last 3 Financial Years: 2 Marks - Dedicated Project Team Strength, Qualification & Experience: 2 Marks - Event Management Infrastructure & Resources: 1 Mark	7
3	<i>Event Planning & Layout Concept Presentation</i>	- Functional Event Layout Planning including Conference Hall, Expo Area, Registration, Networking Area, Catering Area, Delegate Movement, Safety & Accessibility: 2 Marks - Quality of Layout Presentation (3D/2D Visualization using professional tools): 1 Mark	3
4	<i>Experience in Organizing Similar Scale Events</i>	- Experience in successfully managing events of similar scale and complexity: International/National Conferences, Seminars, Technical Events, Exhibitions with similar delegate strength: 2 Marks - Events conducted for Government/PSU/Statutory Organizations: 1 Mark - Events conducted for Large Corporate/Industry Associations/Exhibition Organizations: 1 Mark	4
5	<i>Pre-Event Planning & Management Approach</i>	Detailed pre-event execution plan including: - Project timeline and milestones - Vendor coordination plan - Speaker/delegate coordination - Registration management - Risk identification and mitigation plan	3
6	<i>Innovation, Creativity & Event Experience Enhancement</i>	Proposed innovative concepts for: - Delegate engagement and experience enhancement - Branding and creative concepts - Delegate kits, awards, certificates, souvenirs, and event memorabilia	3
7	<i>Catering & Hospitality Management Plan</i>	Evaluation of: - Lunch menu proposal - Dinner menu proposal - Hi-tea arrangement	2

		• Beverage management • Hospitality and special dietary arrangements	
8	<i>In-Event Execution & Operations Management Plan</i>	Detailed execution plan covering: • Seating arrangement and delegate flow management • Audio Visual and technical support plan • Stage design and branding execution • Media and communication management • Transportation and logistics management • Safety, housekeeping, sanitation and emergency management • Manpower deployment and on-site coordination	2
9	<i>Post-Event Closure & Management Plan</i>	Post-event activities including: • Dismantling and material management • Feedback collection and analysis • Final documentation/report submission • Financial and administrative closure	1.5
10	<i>VVIP/VIP & Dignitary Management Experience</i>	Demonstrated experience in handling: • Government dignitaries • Ministry officials • National/international speakers • VIP movement, protocol and hospitality management (Supporting photographs and references to be submitted)	1.5
Total Technical Evaluation Marks			30

Note: To qualify in the Technical Evaluation, bidders must obtain the minimum marks specified for each evaluation parameter. Where no minimum is indicated, the bidder must score full marks for that parameter. Additionally, a minimum aggregate score of **70 Marks** is required to be considered technically qualified. Failure to meet any of these conditions will result in disqualification, and the Financial Bid of such bidders shall not be opened.

- i. **Technical Presentation Submission:** Bidders may include their technical presentation as part of the Technical Proposal. Additionally, each shortlisted bidder shall be required to make a technical presentation & quality of proposal before the Tender Evaluation Committee as per the schedule to be communicated by ICAT. A soft copy of the presentation must also be submitted via email at the time of the presentation.
 - ii. **Minimum Qualifying Score (Technical Evaluation):** To be eligible for financial bid evaluation, a bidder must secure a minimum of 70 (Seventy) Marks out of the total technical score allotted under the 'Quality' criteria. Bidders failing to achieve this threshold shall be considered non-responsive, and their financial bids shall not be opened or evaluated further.
 - iii. **Eligibility for Financial Evaluation:** Only those bids that
 - Achieve the minimum qualifying technical score of **70 marks**,
 - Comply with all technical specifications, terms, and conditions outlined in the tender documents, and
 - Are found responsive as per the prescribed Bid Evaluation Criteria shall be considered for financial evaluation.
- a) **Price Evaluation:** The Price Bids of qualified bidders shall be evaluated based on the total price quoted for all services, inclusive of all applicable statutory liabilities, excluding Goods and Services Tax (GST). GST (CGST/SGST/UTGST or IGST, as applicable) shall be quoted separately in the designated format.

- b) **Cost Inclusion:** Quoted prices must include all costs, duties, and liabilities related to the scope of work. No additional claim shall be entertained post-award on account of any overlooked charges.

iv. **QCBS Methodology and Evaluation Formula:** For determination of the successful bidder, the following Quality and Cost Based Selection (QCBS) formula shall be applied to all technically qualified bids

- a) An Evaluated Bid Score (B) will be calculated for each bid, which meets the minimum Qualifying marks of 70 (seventy) in 'Quality' Evaluation Criteria, using the following formula to have a comprehensive assessment of the Bid price and the Quality of each bid:

$$B = (C_{low}/C) \times 100 \times X + (T/Thigh) \times 100 \times Y$$

where,

C = Evaluated Bid Price of the Bidder

C_{low} = The lowest of the evaluated bid prices among the responsive bids

T = The total marks obtained by the bidder against "Quality" criteria

Thigh = The highest mark scored against "Quality" criteria among all responsive bids

X = 0.3 (The weightage for 'Quoted price' is 30 %)

Y = 0.7 (The weightage for 'Quality' is 70 %)

Note: The Evaluated Bid Score (B) shall be calculated up to two decimal places for uniformity.

- b) **Award of Contract:** The contract shall be awarded to the Bidder achieving the highest Evaluated Bid Score (B) as per the above formula.
- c) **In Case of a Tie:** If two or more bidders obtain the same highest Evaluated Bid Score, the bidder with the higher technical score shall be considered for award. If a tie still exists, ICAT reserves the right to make the final decision based on additional technical assessment or reference checks.
- d) **Loading for Deviations:** Responsive bids shall be comparatively evaluated after loading for any deviation, in accordance with the tender conditions.
- v. **Documentary Proof for Evaluation:** Bidders must submit all supporting documents as required to demonstrate compliance with each evaluation criterion. Lack of sufficient documentation may result in disqualification.
- vi. **Evaluation Committee Authority:** The Evaluation Committee constituted by ICAT shall be the sole authority to evaluate the proposals in accordance with the QCBS criteria defined herein. Its decision regarding qualification, scoring, and ranking shall be final and binding.

Chapter – 7

Bid Rejection Criteria

Bids submitted in response to this tender shall be liable for outright rejection and shall not be considered for further evaluation under any of the following circumstances:

- **Non-Compliance with Bid Security Requirements**
 - Submission of bid without the required Earnest Money Deposit (EMD), or
 - Non-submission of the Bid Security Declaration Form (**Form IV**)
- **Financial Turnover Below Threshold:** Bidders must have an average annual turnover of not less than **INR 2 Crores** during the three most recent **financial years (FY 2023–24, 2024–25, and 2025–26)**. Failure to submit audited financial statements or turnover certificates certified by a Chartered Accountant (CA) for these years shall result in disqualification.
- **Site Visit and Declaration:** Any Bidder who fails to undertake the mandatory site visit to the designated event venue within the stipulated timeframe, and/or does not submit the **Declaration Letter (as per the prescribed format enclosed in the Bid Document – Form I)**, confirming that the site visit has been conducted and the event requirements are understood, will be deemed non-compliant. Such Bidders will be summarily disqualified from the tender process, and their bids will not be considered for further evaluation under any circumstances. No claims, representations, or justifications for non-compliance with the site visit requirement will be entertained at any stage of the evaluation or contract award process.
- **Consortium:** Any kind of JV/Consortium for submission of this bid is not allowed.
- **Mandatory Pre-Bid Meeting Clause:** Attendance at the Pre-Bid Meeting is mandatory for all prospective bidders. Bidders must sign the attendance sheet at the Pre-Bid Meeting as a record of their presence. Failure to attend and sign the attendance sheet shall result in disqualification from the tendering process. No claims, representations, or appeals shall be entertained in respect of disqualification arising due to non-attendance at the Pre-Bid Meeting, under any circumstances.
- **Non-Submission of Statutory Registrations:** Bidders failing to submit valid copies of **their GST registration certificate and Permanent Account Number (PAN)** shall be deemed non-compliant.
- **Unsatisfactory Client References:** In the event that even one reference provided by the bidder is found to be unsatisfactory, the bidder shall be disqualified. Internal references obtained from **NAB or its associated centres** may also be considered valid for disqualification purposes, regardless of whether they are formally submitted with the bid.
- **Conditional or Deviated Bids:** Any bid containing deviations, conditions, or modifications to the tender terms and conditions shall be summarily rejected.
- **Incomplete Bid Submission:** It is a mandatory requirement that bidders submit comprehensive proposals covering all items listed in the tender. Any incomplete bid, including failure to quote for any item or component, shall be treated as non-compliant. Such bids shall be rejected without further correspondence, and the bidder shall be disqualified from the evaluation process.
- **Non-Compliance with Pre-Qualification/Minimum Eligibility Criteria:** Failure to satisfy any single condition under the **“Pre-qualification / Minimum Eligibility Criteria”** section shall result in the immediate disqualification of the bid from the tender process.
- **IP Address Duplication on GeM Portal:** The Government e-Marketplace (GeM) portal tracks and displays the IP addresses used by Buyers and Bidders/Sellers. Bids submitted from identical or shared IP addresses across different bidders/sellers shall be considered suspicious and will be automatically disqualified from further evaluation.

Chapter - 8

Special Conditions of Contract (SCC)

1. Scope of Services and Responsibility of the Successful Bidder

- 1.1 The Successful Bidder/Selected Event Management Agency (hereinafter referred to as the "Agency"/"Service Provider") shall act as the end-to-end Event Execution Partner for iNVH-2026 and shall be responsible for planning, coordination, management, execution, supervision, monitoring and successful completion of the event in accordance with the approved Scope of Work, BOQ, technical specifications, approved designs, timelines, quality standards and instructions issued by the iNVH-2026 Organizing Committee/ICAT.
- 1.2 The Agency shall be responsible for ensuring seamless and professional execution of all pre-event, event-day and post-event activities and shall provide all necessary manpower, supervision, equipment, materials, consumables, logistics, technical support and other resources required for successful execution of the event, unless specifically excluded in the Scope of Work/BOQ.
- 1.3 The Agency shall not be entitled to claim any additional payment on account of any activity, resource or incidental requirement which is reasonably necessary for proper and satisfactory execution of the contracted scope, unless such additional work is specifically approved in writing by ICAT through the competent authority.

2. Key Performance Indicators (KPIs) and Service Level Requirements

- 2.1 The Agency shall execute the services in accordance with the following minimum performance requirements:

Sl. No.	Parameter	Minimum Requirement
1	Project Execution Plan	To be submitted within 7 Calendar Days of Award/Contract
2	Key Personnel Deployment	As per approved manpower deployment plan
3	Pre-event readiness	100% readiness before commencement of event
4	Technical/ AV testing	Complete testing and rehearsal before event
5	Branding/Creative approval	Prior approval of ICAT mandatory
6	Event-day manpower	100% deployment as per approved plan
7	Critical technical support	Continuous availability throughout event
8	Response to operational issue	Immediate response, preferably within 15 minutes
9	Rectification of critical issue	Immediate/within 30 minutes, wherever technically feasible
10	Housekeeping/venue readiness	Continuous monitoring and maintenance
11	Safety compliance	100% compliance with applicable requirements
12	Post-event dismantling	Within approved venue schedule
13	Final Event Report	Within 7 Calendar Days after event completion

- 2.2 The above requirements shall be treated as minimum service standards. ICAT may prescribe additional activity-specific performance requirements depending upon the approved programme and operational requirements of iNVH-2026.
- 2.3 Failure to achieve the stipulated service levels due to reasons attributable to the Agency shall constitute deficiency in service and may attract deductions/penalties as specified in the Contract.

3. Coordination with Stakeholders

- 3.1 The Agency shall establish and maintain effective coordination with the iNVH-2026 Organizing Committee, ICAT representatives, sub-committees, sponsors, exhibitors, speakers, delegates, vendors, service providers and other stakeholders identified by ICAT.
- 3.2 The Agency shall ensure timely communication of all relevant requirements, schedules, logistical arrangements and operational instructions to concerned stakeholders.
- 3.3 The Agency shall maintain an appropriate communication and escalation mechanism for immediate resolution of operational issues and shall ensure availability of responsible personnel during critical stages of event preparation and throughout the event.
- 3.4 No commitment having financial, contractual, legal or reputational implications for ICAT shall be made by the Agency to any third party without prior written approval of ICAT.

4. Venue and Event Infrastructure Management

- 4.1 The Agency shall be responsible for planning, coordination and management of venue-related arrangements as specified in the BOQ/Scope of Work.
- 4.2 The Agency shall ensure that all venue infrastructure, furniture, branding elements, technical installations, registration facilities, hospitality arrangements, signage, stage arrangements and other event infrastructure are installed, tested and made operational within the approved schedule.
- 4.3 All temporary structures, installations, electrical arrangements, fixtures, equipment and other facilities deployed by the Agency shall comply with applicable safety requirements and shall be suitable for the intended use.
- 4.4 The Agency shall coordinate with the venue management for access, installation, dismantling, loading/unloading, power supply, housekeeping, security and other operational requirements.

5. Hospitality and Catering Management

- 5.1 The Agency shall coordinate and manage hospitality and catering arrangements strictly in accordance with the approved BOQ, menu, quantities, service standards and instructions of ICAT.
- 5.2 The Agency shall ensure adequate arrangements for delegates, speakers, dignitaries, invited guests and other categories of participants as specified by ICAT.
- 5.3 Food and beverage services shall be hygienic, fresh, safe for consumption and served in accordance with applicable food safety and statutory requirements.
- 5.4 The Agency shall ensure that catering arrangements do not result in disruption to the event programme and that adequate contingency arrangements are maintained for any unforeseen increase in requirement, subject to ICAT's instructions.

6. Technical and Audio-Visual Arrangements

- 6.1 The Agency shall provide, install, test, operate and supervise all technical/AV equipment and associated arrangements specified in the BOQ/Scope of Work.
- 6.2 All technical equipment shall be of appropriate professional quality, in good working condition and suitable for an international-level technical seminar.
- 6.3 The Agency shall conduct adequate testing and rehearsal of all critical technical arrangements prior to commencement of the event.
- 6.4 The Agency shall deploy competent technical personnel throughout the event to ensure uninterrupted operation of sound, display, projection, presentation, recording, streaming, lighting and other technical systems, as applicable.
- 6.5 Adequate standby equipment and contingency arrangements shall be maintained for critical technical systems to minimise the risk of disruption.

7. Branding, Design and Creative Deliverables

- 7.1 All branding, creative designs, signage, backdrops, stage graphics, digital creatives, display material and other publicity/event branding elements shall be developed and executed in accordance with the approved theme, specifications and brand guidelines of ICAT/iNVH-2026.
- 7.2 No creative, branding or publicity material carrying the name, logo or identity of ICAT/iNVH-2026 shall be printed, published, displayed or circulated without prior approval of the Organizing Committee.
- 7.3 The Agency shall incorporate corrections/modifications suggested by ICAT within the stipulated time without any additional cost where such changes are within the approved scope.

8. Delegate Management and Registration

- 8.1 The Agency shall provide necessary support for delegate registration, accreditation, reception, help desk, badges, kits, information dissemination, seating coordination and other delegate management activities specified in the Scope of Work.
- 8.2 Delegate-related information shall be handled strictly for authorised event purposes and shall not be disclosed, shared, sold or otherwise used for any unauthorised purpose.
- 8.3 The Agency shall maintain appropriate records of registrations, attendance and other event statistics as required by ICAT.

9. Logistics and Manpower Management

- 9.1 The Agency shall deploy sufficient qualified, trained and suitably attired manpower for all activities under its scope.
- 9.2 The Agency shall ensure adequate supervisory personnel at all critical locations and activity areas.
- 9.3 The Agency shall be solely responsible for the conduct, discipline, attendance, wages, statutory dues and compliance of its personnel and personnel engaged through its sub-agencies/vendors.
- 9.4 All personnel deployed at the event shall comply with the security, safety, access-control and other administrative requirements prescribed by ICAT and/or venue authorities.

10. Safety, Security and Emergency Preparedness

- 10.1 The Agency shall comply with all applicable safety, fire, electrical, crowd management, emergency response and other statutory requirements applicable to the event.
- 10.2 The Agency shall coordinate with ICAT, venue management and authorised security agencies for safe and orderly conduct of the event.
- 10.3 The Agency shall prepare suitable contingency arrangements for foreseeable risks including technical failure, power interruption, equipment failure, adverse weather conditions, delayed supplies, manpower shortage and other operational contingencies, as applicable.
- 10.4 Any accident, incident, injury, property damage, security breach or other significant event arising during execution of the Agency's scope shall be immediately reported to ICAT.

11. Event-Day Command and Control

- 11.1 The Agency shall establish an Event Control/Coordination Mechanism for monitoring all activities during the event.
- 11.2 The Project Manager/Event Manager or an authorised senior representative shall remain physically present throughout the event and shall have adequate authority to coordinate and resolve operational issues.
- 11.3 The Agency shall ensure that all activities are executed strictly as per the approved programme and shall immediately take corrective action in case of any deviation.
- 11.4 Any delay or disruption attributable to the Agency, its employees, vendors or sub-agencies shall be rectified immediately at its own cost and without prejudice to ICAT's contractual rights.

12. Approval of Deliverables

- 12.1 All designs, layouts, schedules, menus, branding material, technical arrangements and other deliverables requiring approval shall be submitted to ICAT sufficiently in advance.

- 12.2 Approval by ICAT of any design, plan or deliverable shall not relieve the Agency of its responsibility for correctness, adequacy, quality, safety or successful execution of the contracted services.
- 12.3 The Agency shall promptly rectify any deficiency or non-conformity identified by ICAT.

13. Event Readiness and Rehearsal

- 13.1 The Agency shall ensure complete readiness of all event infrastructure, equipment, manpower, branding, registration facilities, hospitality arrangements, technical systems and other contracted services sufficiently before commencement of the event.
- 13.2 A comprehensive Full-Dress Rehearsal/Technical Rehearsal shall be conducted at least one day prior to the event, or such other date as may be specified by ICAT.
- 13.3 The rehearsal shall cover, inter alia:
 - a. Stage and podium arrangements;
 - b. Audio and microphone systems;
 - c. LED/display/projection systems;
 - d. Presentation playback;
 - e. Video conferencing/streaming, where applicable;
 - f. Lighting;
 - g. Registration and delegate movement;
 - h. Speaker movement and stage protocol;
 - i. Emergency communication;
 - j. Power backup; and
 - k. Coordination among all deployed teams.
- 13.4 The Agency shall rectify all deficiencies identified during rehearsal before commencement of the event.
- 13.5 No additional payment shall be admissible for rehearsal, testing, trial runs or associated manpower/equipment where such activities are necessary for satisfactory execution of the approved scope.

14. Pre-Event Inspection and Readiness Certification

- 14.1 ICAT shall have the right to conduct a pre-event inspection of the venue and all arrangements made by the Agency.
- 14.2 The Agency shall submit a Pre-Event Readiness Certificate/Checklist confirming completion and readiness of all major arrangements.
- 14.3 Any deficiency observed during inspection shall be rectified by the Agency within the time stipulated by ICAT.
- 14.4 The Agency shall not proceed with any activity which has been specifically directed by ICAT to be rectified or modified.
- 14.5 Pre-event inspection or approval by ICAT shall not absolve the Agency from its responsibility for satisfactory execution of the Contract.

15. Manpower Deployment

- 15.1 The Agency shall deploy adequate, competent, experienced and trained manpower commensurate with the scale and requirements of the event.
- 15.2 The manpower deployment plan shall clearly indicate:
 - a. Designation/role;
 - b. Number of personnel;
 - c. Duty location;
 - d. Shift/duty timing;
 - e. Responsibility; and
 - f. Contact details of supervisory personnel.
- 15.3 The Agency shall ensure adequate supervisory coverage during the entire event.
- 15.4 The Agency shall provide suitable identification badges/uniforms/dress code to its deployed personnel wherever required by ICAT.
- 15.5 Personnel found unsuitable, indiscipline, incompetent or otherwise undesirable by ICAT shall be replaced promptly by the Agency.

15.6 Such replacement shall not affect the event schedule or result in any additional financial liability to ICAT.

16. Dedicated Project Manager

- 16.1 The Agency shall nominate one experienced and competent Project Manager/Event Director as the principal point of contact with ICAT.
- 16.2 The Project Manager shall have sufficient authority to take operational decisions and coordinate all manpower, vendors, technical teams and other resources deployed by the Agency.
- 16.3 The Project Manager shall remain available during all critical stages of the event, including installation, rehearsal, event execution and dismantling.
- 16.4 The Agency shall provide a 24x7 escalation contact mechanism during the final preparatory period and event execution period.

17. Vendor and Sub-Agency Management

- 17.1 The Agency shall be solely responsible for coordination, supervision and performance of all vendors, suppliers, contractors and sub-agencies engaged by it.
- 17.2 The Agency shall ensure that all such agencies comply with the specifications, timelines, safety requirements and instructions issued by ICAT.
- 17.3 Any default by a vendor/sub-agency shall be treated as default of the Agency for the purpose of the Contract.
- 17.4 ICAT shall not be responsible for any dispute between the Agency and its vendors/sub-agencies.

18. Technical Equipment and Backup

- 18.1 All equipment deployed by the Agency shall be tested and maintained in proper working condition.
- 18.2 Critical equipment shall have suitable standby/backup arrangements to ensure continuity of the event.
- 18.3 Replacement of defective equipment shall be carried out immediately and without additional cost to ICAT.
- 18.4 ICAT may require demonstration/testing of critical equipment prior to approval.

19. Contingency and Backup Arrangements

- 19.1 The Agency shall maintain adequate backup and contingency arrangements for all critical event services.
- 19.2 At a minimum, contingency planning shall cover:
 - a. Power/electrical failure;
 - b. Audio/AV equipment failure;
 - c. Internet/network failure, where applicable;
 - d. Presentation/display failure;
 - e. Shortage/non-availability of manpower;
 - f. Delay in material/equipment delivery;
 - g. Catering disruption;
 - h. Emergency medical/safety situations;
 - i. Adverse weather conditions, wherever relevant; and
 - j. Other foreseeable event-related risks.
- 19.3 The Agency shall submit a Risk and Contingency Management Plan to ICAT before the event.
- 19.4 Failure of the Agency's equipment, manpower or sub-agencies shall not ordinarily be accepted as a justification for disruption of the event.

20. Branding and Creative Approval Procedure

- 20.1 All artwork, designs, layouts, stage graphics, signage, backdrops, digital creatives, invitations, delegate material and other creative deliverables shall be submitted to ICAT for approval before production/publication.
- 20.2 The Agency shall provide editable/source files of final approved designs wherever specified by ICAT.
- 20.3 No material containing the name, logo, emblem or identity of ICAT/iNVH-2026 shall be released publicly without prior written approval.
- 20.4 The Agency shall incorporate reasonable corrections/modifications required by ICAT without additional cost where such changes remain within the approved scope.

21. Protocol and VIP/Dignitary Management

- 21.1 The Agency shall provide appropriate protocol and hospitality support for dignitaries, speakers, invited guests and other identified participants in accordance with instructions issued by ICAT.
- 21.2 The Agency shall coordinate seating, reception, escort, stage movement, speaker management and related protocol arrangements.
- 21.3 The Agency shall ensure that no unauthorised person gains access to restricted/VIP areas.

22. Delegate Registration and Data Management

- 22.1 The Agency shall ensure smooth registration, accreditation, help-desk operation and delegate movement.
- 22.2 Delegate information shall be collected, processed and maintained only for authorised event-related purposes.
- 22.3 The Agency shall implement reasonable safeguards to prevent unauthorised access, disclosure, alteration, loss or misuse of delegate information.
- 22.4 Upon completion of the event, the Agency shall hand over all event-related data and records required by ICAT in the prescribed format.
- 22.5 The Agency shall not retain or commercially use delegate data without prior written approval of ICAT and in accordance with applicable law.

23. Photography, Videography and Event Documentation

- 23.1 Where included in the BOQ/Scope of Work, the Agency shall arrange professional photography and videography covering the event proceedings.
- 23.2 The Agency shall provide the final photographs, edited videos, recordings and other agreed deliverables in the format and within the timeline specified by ICAT.
- 23.3 All event documentation specifically commissioned and paid for under the Contract shall be made available to ICAT.
- 23.4 The Agency shall not publish or commercially exploit such photographs, videos or recordings without prior written permission of ICAT.

24. Safety and Fire Protection

- 24.1 All electrical installations, temporary structures, stage arrangements, cables, lighting and other temporary facilities shall be installed and operated in accordance with applicable safety requirements.
- 24.2 Electrical cables shall be suitably protected and routed to avoid trip hazards and obstruction to movement.
- 24.3 Emergency exits, fire-fighting equipment and designated evacuation routes shall not be blocked or obstructed.
- 24.4 The Agency shall comply with all instructions issued by venue management, fire authorities, security agencies and ICAT regarding safety.

25. Venue Protection and Restoration

- 25.1 The Agency shall take all reasonable precautions to protect the venue, furniture, fixtures, flooring, walls, electrical systems and other property during installation, operation and dismantling.
- 25.2 No drilling, cutting, permanent fixing, painting or alteration shall be undertaken without prior approval of the venue authority/ICAT.
- 25.3 Any damage attributable to the Agency, its employees, vendors or sub-agencies shall be repaired/replaced at the Agency's cost.
- 25.4 The venue shall be handed back in a clean and satisfactory condition within the stipulated dismantling period.

26. Post-Event Activities

- 26.1 The Agency shall undertake post-event activities including dismantling, removal of temporary installations, restoration of the venue, return of hired equipment, settlement of operational arrangements and submission of required reports/documentation.
- 26.2 The venue shall be restored to its original condition, subject to normal wear and tear, and any damage attributable to the Agency or its personnel/vendors shall be rectified at the Agency's cost.

- 26.3 The Agency shall submit a Final Event Completion Report containing details of activities executed, attendance/delegate statistics, photographs/documentation, incidents, deviations, corrective actions and other deliverables specified by ICAT.

Chapter - 9

General Terms & Conditions

1. **Scope of Work:** Providing Event Management Services for the Corporate Event (Conference and Exposition) titled “International Seminar on Noise, Vibration & Harshness (iNVH)-2026”, scheduled to be held on 5 – 6th November’ 2026 at ICAT Centre – 2, Plot No. 1, Sector M-11, Gurugram – 122050, Haryana, India.
2. **Penalty / Liquidated Damages for Deficiency in Services**
 - 2.1 The Successful Bidder shall be responsible for ensuring timely mobilisation, complete readiness and seamless execution of all event-related services for the entire two (2) day duration of iNVH-2026 at ICAT premises, in accordance with the approved BOQ, Scope of Work, Event Schedule, Project Execution Plan and instructions issued by ICAT.
 - 2.2 In case of any deficiency, delay, non-deployment, non-availability, non-conformity or failure in performance attributable to the Agency, ICAT shall be entitled to impose deductions/penalties as specified below, without prejudice to its other rights and remedies under the Contract:

Sl. No.	Nature of Deficiency / Default	Applicable Deduction / Penalty
1	Failure to complete any critical event arrangement by the time stipulated by ICAT, resulting in delay in readiness	₹ 10,000/- per hour, subject to a maximum of ₹ 50,000/- per occurrence
2	Non-deployment or shortage of approved manpower during either event day	₹ 5,000/- per person per shift
3	Non-availability/failure of any critical technical/AV equipment attributable to the Agency, resulting in disruption of proceedings	₹ 10,000/- per occurrence, subject to actual loss/recovery provisions
4	Failure to provide standby/backup arrangement for critical equipment/services as specified	₹ 10,000/- per occurrence
5	Technical failure causing interruption of an event session/programme for more than 15 minutes	₹ 10,000/- per occurrence
6	Technical failure causing interruption of an event session/programme for more than 30 minutes	₹ 25,000/- per occurrence
7	Failure to rectify a critical technical/operational deficiency within the stipulated response time	₹ 5,000/- per additional hour, subject to a maximum of ₹ 25,000/- per occurrence
8	Deficiency/non-conformity in approved branding, stage, signage, delegate facilities, hospitality or other event arrangements	₹ 5,000/- per occurrence
9	Failure to provide approved catering/hospitality arrangement, resulting in material deficiency to delegates/guests	₹10,000/- per occurrence, in addition to recovery of applicable cost, wherever justified

10	Failure to comply with approved safety, electrical, fire-safety or venue-management requirements	₹10,000/- per occurrence, without prejudice to immediate rectification and other action
11	Damage to ICAT premises, furniture, fixtures, equipment or other property attributable to the Agency/personnel/vendors	Actual cost of repair/replacement, in addition to applicable penalty, if any
12	Failure to complete dismantling, removal of temporary installations and restoration of venue within the stipulated time	₹10,000/- per hour of delay, subject to a maximum of ₹50,000/-
13	Failure to submit mandatory event completion documents/reports within the stipulated period	₹2,500/- per Calendar Day of delay, subject to a maximum of ₹25,000/-
14	Major deficiency materially affecting the conduct, dignity, safety or reputation of the event	Up to 5% of the total Contract Value for the affected services, as determined by ICAT

- 2.3 **Event-Day Critical Deficiency:** Any deficiency which, in the reasonable assessment of ICAT, causes or has the potential to cause substantial disruption to the scheduled proceedings, including failure of critical audio-visual systems, non-availability of essential manpower, major catering/hospitality failure, significant safety deficiency or failure of essential event infrastructure, shall be treated as a Critical Deficiency. In case of Critical Deficiency, the Agency shall immediately mobilise its backup resources and restore the affected service without waiting for any further instruction from ICAT.
- 2.4 **Continuous Failure:** Where a deficiency continues beyond the prescribed rectification period, the applicable penalty may continue to accrue for each additional hour/day, as applicable, until satisfactory rectification, subject to the maximum ceiling specified under the respective item.
- 2.5 **Recovery of Additional Expenditure:** Imposition of penalty under this Clause shall not relieve the Agency from its obligation to rectify the deficiency. Where ICAT is required to make alternative arrangements through another agency/vendor due to failure or non-performance of the Agency, any additional expenditure incurred by ICAT over and above the Contract price shall be recoverable from the Agency, in addition to the applicable penalty, subject to the terms of the Contract.
- 2.6 **Immediate Rectification:** The Agency shall immediately rectify any deficiency pointed out by ICAT during the pre-event preparation, rehearsal or either of the two event days. In matters affecting safety, security, dignity/delegate experience, event continuity or ICAT property, the Agency shall accord highest priority for immediate rectification, irrespective of any ongoing dispute regarding imposition of penalty.
- 2.7 **Overall Ceiling on Penalty:** The aggregate penalty/deduction under this Clause shall ordinarily not exceed 10% of the total Contract Value, except for recovery of
- actual cost of repair/replacement of ICAT property damaged due to the Agency;
 - additional expenditure incurred by ICAT for arranging deficient/failed services through an alternative source;
 - statutory dues, taxes or other recoveries; and
 - any other amount specifically recoverable under the terms of the Contract.
- 2.8 **Serious or Repeated Default:** Notwithstanding the above, where the Agency commits repeated, wilful or serious default, or where its failure materially affects the successful conduct of iNVH-2026, ICAT shall be entitled to take further contractual action, including withholding of payment, recovery of additional expenditure, invocation of Performance Security and/or termination of the Contract, in accordance with the applicable provisions of the Tender/Contract.

- 2.9 **No Penalty for Force Majeure:** No penalty shall be imposed to the extent the failure is directly attributable to a Force Majeure event recognised under the Contract, provided that the Agency has promptly notified ICAT and has taken all reasonable measures to mitigate the effect of such event. Failure of the Agency's own manpower, equipment, vendors, sub-agencies, suppliers or service providers shall not ordinarily constitute Force Majeure.
- 2.10 **Assessment and Deduction:** The decision of the authorised representative of ICAT regarding occurrence, duration and extent of a service deficiency shall be recorded based on available event records, inspection reports, incident reports, photographs, attendance/deployment records, technical logs or other relevant evidence. The applicable penalty/deduction may be recovered from any amount payable to the Agency under the Contract, including the final bill, or from the Performance Security, as permissible under the Contract.
- 2.11 **No Waiver of Contractual Obligations:** Payment of any penalty or deduction shall not be construed as acceptance of deficient services or as a waiver of any other contractual obligation of the Agency. The Agency shall remain fully responsible for satisfactory completion of the entire Scope of Work.
3. **Payment Against Successful Completion of Event**
- 3.1 The Agency shall be paid 100% of the accepted Contract Value only after successful completion of the entire scope of services for the two (2) day iNVH-2026 event at ICAT premises, subject to satisfactory performance and acceptance by ICAT.
- 3.2 The Agency shall submit its final invoice/bill along with all requisite supporting documents within 07 (Seven) Calendar Days from the date of successful completion of the event.
- 3.3 Payment shall be processed and released by ICAT within 15 (Fifteen) Calendar Days from the date of receipt of the complete and correct invoice along with all requisite supporting documents and certification of satisfactory completion/acceptance by the authorised representative of ICAT, subject to applicable statutory deductions and contractual recoveries.
4. **Conditions for Release of Payment -** Payment shall be released subject to satisfactory completion of all obligations under the Contract, including but not limited to
- Successful execution of the complete two-day event in accordance with the approved Scope of Work, BOQ and Event Schedule;
 - Completion of all pre-event, event-day and post-event activities within the stipulated timelines;
 - Satisfactory deployment of approved manpower, equipment and technical resources;
 - Satisfactory completion of all technical, AV, hospitality, catering, branding, delegate management, logistics, safety and other arrangements included in the Scope of Work;
 - Completion of dismantling, removal of temporary installations and restoration of ICAT premises, wherever applicable;
 - Submission and acceptance of the Final Event Completion Report;
 - Submission of photographs, videos, attendance/delegate records and other event documentation, wherever applicable;
 - Submission of duly signed completion/acceptance certificate or satisfactory service certification by the authorised representative of ICAT;
 - Submission of valid tax invoice and other documents required for processing of payment; and
 - Settlement/adjustment of any applicable penalty, Liquidated Damages, recovery, deduction or other contractual dues.
5. **Withholding of Payment for Deficient Services**
- 5.1 ICAT shall have the right to withhold, in whole or in part, any payment relating to services which are incomplete, deficient, disputed or not accepted, until satisfactory rectification/completion thereof.
- 5.2 Such withholding shall not be construed as a waiver of ICAT's rights or remedies under the Contract.
- 5.3 Any amount payable towards penalties, damages, recovery of additional expenditure, cost of rectification/replacement or other contractual dues may be deducted from the amount payable to the Agency.

6. No Advance Payment

- 6.1 No advance payment shall be admissible to the Agency unless specifically provided for in the Tender/Contract.
- 6.2 The Agency shall make all necessary arrangements for mobilisation, procurement/hiring of equipment, deployment of manpower, venue preparation and other pre-event activities at its own cost and risk until payment becomes due under the Contract.

7. Statutory Deductions

- 7.1 Payment shall be subject to deduction of TDS, GST-TDS, labour cess, penalties, recoveries and other statutory/contractual deductions, as applicable from time to time.
- 7.2 The Agency shall be responsible for compliance with all applicable statutory requirements relating to GST, income tax, labour laws and other applicable laws.

8. Final Settlement

- 8.1 The final payment shall constitute settlement of the Contract subject to any recoveries, statutory deductions, pending claims or liabilities arising under the terms of the Contract.
- 8.2 Release of final payment shall not absolve the Agency of any obligation relating to confidentiality, intellectual property, statutory compliance, indemnity, damages or any other obligation which, by its nature, survives completion of the Contract.

9. Payment Timeline - The payment mechanism shall accordingly be

Successful Completion of 2-Day Event → Submission of Complete Final Bill & Documents → Verification/ Acceptance by ICAT → Payment within 15 Calendar Days.

The above payment shall be released only after satisfactory certification by the authorised representative/Competent Authority of ICAT and subject to availability of complete and correct documentation.

10. **Statutory Clearances and Regulatory Compliance:** The Event Management Agency shall be solely responsible for obtaining all necessary statutory clearances, permissions, approvals, and licenses required for organizing the event and conducting all associated activities, as applicable under the laws, rules, and regulations of the Local, State, and Central Government authorities.

This includes, but is not limited to:

- Permissions for event setup, staging, and infrastructure.
- Fire safety, security, and crowd management clearances.
- Electrical and audiovisual equipment approvals.
- Environmental, noise, and pollution control compliance.
- Permissions related to branding, signage, and outdoor media (if any);
- Any other approval required by municipal bodies, traffic police, or regulatory authorities.
- Originating event permission from Authority

All costs, fees, and charges associated with obtaining such permissions shall be **borne entirely by the Event Management Agency**, and ICAT shall bear **no responsibility** in this regard. The Agency shall ensure that all statutory requirements are fulfilled **well in advance of the event date** and shall submit documentary evidence of the same to ICAT upon request. **Non-compliance** with statutory obligations shall be deemed a **material breach** of the Agreement and may lead to penalties, termination, or other legal remedies as deemed appropriate by ICAT.

11. Compliance with ICAT Instructions

- 11.1 The Agency shall ensure that no activity is undertaken which may adversely affect the reputation, safety, security or operational interests of ICAT.
- 11.2 The Agency shall maintain the highest standards of professionalism, discipline, courtesy and service quality throughout the event.

12. Responsibility for Personnel and Sub-Agencies

- 12.1 The Agency shall be fully responsible for all personnel, agents, representatives, vendors and sub-agencies engaged by it for execution of the contract.
- 12.2 Engagement of any sub-agency shall not relieve the Agency of any contractual responsibility or liability. The Agency shall remain the principal contracting party and shall be fully accountable to ICAT for all acts, omissions, defaults and deficiencies of its sub-agencies.
- 12.3 The Agency shall ensure compliance with applicable labour laws, including payment of wages, statutory contributions, insurance and other employment-related obligations.

13. Quality of Services

- 13.1 All services, materials, equipment and facilities supplied/ deployed by the Agency shall conform to the approved specifications, BOQ, accepted samples/ designs and applicable quality standards.
- 13.2 ICAT shall have the right to inspect and verify the quality and adequacy of services at any stage.
- 13.3 Any material, equipment or service found defective, substandard or not in conformity with the approved requirements shall be replaced or rectified by the Agency immediately at its own cost.

14. Contract Price and Additional Work

- 14.1 The accepted contract price shall remain firm and inclusive of all costs necessary for complete execution of the contracted scope, including manpower, transportation, loading/unloading, installation, operation, dismantling, consumables, supervision, overheads, applicable duties, levies and taxes, except GST or other taxes specifically identified separately in the BOQ/Contract.
- 14.2 No additional payment shall be admissible for incidental or ancillary activities necessary for proper completion of the contracted scope.
- 14.3 No additional work or expenditure shall be undertaken on behalf of ICAT without prior written approval of the Competent Authority.

15. Acceptance and Completion

- 15.1 The services shall be deemed successfully completed only upon satisfactory completion of the entire contracted scope and acceptance thereof by the iNVH-2026 Organizing Committee/Competent Authority of ICAT.
- 15.2 Completion of individual activities shall not constitute final completion of the Contract unless all associated obligations, including dismantling, restoration, documentation and submission of the Final Event Completion Report, have been duly completed.
- 15.3 The decision of ICAT regarding satisfactory completion of the contracted services, subject to the terms of the Contract, shall be binding for the purpose of certification and final settlement.

16. Change in Scope

- 16.1 ICAT may, where considered necessary, issue reasonable instructions for modification, addition, omission or rearrangement of activities within the broad scope of the contract.
- 16.2 Any financial implication arising from such change shall be dealt with only with prior written approval of the Competent Authority and in accordance with the applicable procurement/contract provisions.
- 16.3 The Agency shall not execute any extra item or claim additional payment merely on the basis of oral instructions.

17. Insurance and Risk

- 17.1 The Agency shall, wherever applicable, maintain adequate insurance coverage for its personnel, equipment, third-party liability and other risks associated with execution of the contract.
- 17.2 The Agency shall be responsible for safeguarding all equipment, materials, documents and other resources brought/ deployed by it at the event venue.
- 17.3 ICAT shall not be responsible for loss of or damage to the Agency's equipment/ materials except where such loss or damage is directly attributable to the proven negligence of ICAT.

- 18. **Loss of Property and/or Life:** Any loss of property and/or life during preparations of the event and the event itself would be borne entirely by the Event Management Agency and ICAT shall not be held liable

for any claims. The Event Management Agency shall be responsible for the payments arising out of any Third-Party Claims. The Event Management Agency is advised to procure insurance for meeting such liabilities at its own cost.

19. Indemnity

- 19.1 The Agency shall indemnify and keep indemnified ICAT, its officers, employees and representatives against claims, losses, damages, liabilities, penalties, costs and expenses arising out of:
- breach of contract by the Agency;
 - negligence, misconduct or omission of the Agency or its personnel;
 - injury, death or property damage caused by the Agency or its personnel/ vendors;
 - infringement of intellectual property rights;
 - violation of applicable laws or statutory requirements; and
 - claims raised by the Agency's employees, vendors, sub-agencies or third parties.

20. **Event Site:** International Centre for Automotive Technology (Centre - 2), Plot No. 1, Sector - M11, Near Maruti Gate No. 4, IMT Manesar, Gurugram - 122051 (Haryana)

21. **Billing Address:** International Centre for Automotive Technology, Plot No. 26, Sector - 3, Near HSIIDC Office, IMT Manesar, Gurugram - 122051 (Haryana), GST No. 06AABAN9435G2ZI

22. **Offer Validity:** The Bidder shall ensure that its offer remains valid and binding for a minimum period of One Hundred Eighty (180) calendar days from the date of submission of the Bid. Any bid submitted with a validity period shorter than that specified herein is liable to be summarily rejected.

23. The Purchaser reserves the right to request an extension of the bid validity period, if deemed necessary, under the same terms and conditions. Bidders shall have the option to accept or reject such a request; however, bids of those who decline to extend the validity period when so requested may not be considered for further evaluation.

24. Price Quotation and Currency

- Prices shall be quoted in Indian Rupees (INR) and expressed in figures only, exclusive of any overwriting or ambiguity.
- In the event of any discrepancy between the unit price and the total price derived by multiplying the unit price by the quantity, the unit price shall prevail, and the total price shall be corrected accordingly by the Tendering Authority.
- All quoted prices shall be firm and inclusive of all applicable taxes, duties, levies, and charges unless otherwise stated. No escalation of prices shall be permitted during the validity period of the bid or the execution of the contract.

25. Non-Exclusivity of Remedies

- 25.1 Any acceptance, inspection, approval or payment by ICAT shall not constitute waiver of any contractual right or remedy available to ICAT in respect of any latent defect, deficiency, non-performance, misrepresentation or breach subsequently identified.
- 25.2 The rights and remedies available to ICAT under the Contract shall be cumulative and without prejudice to any other rights available under law.

26. Confidentiality

- 26.1 The Agency shall maintain strict confidentiality of all information, documents, data, designs, delegate information, technical information, commercial information and other information made available by ICAT in connection with the event.
- 26.2 Such information shall not be disclosed, reproduced, published or used for any purpose other than execution of the contract without prior written approval of ICAT.
- 26.3 The confidentiality obligation shall survive completion or termination of the contract.

27. Intellectual Property and Publicity

- 27.1 All event-specific creative material, designs, layouts, documents and deliverables specifically developed and paid for under the contract shall be used by the Agency only for purposes authorised by ICAT.
- 27.2 The Agency shall not use the name, logo, photographs, videos, event material or association with ICAT/iNVH-2026 for commercial publicity, promotional activities, social media or portfolio purposes without prior written permission of ICAT.

28. Termination on Account of Force Majeure

- 28.1 In the event that the International Seminar on Noise, Vibration & Harshness (iNVH)-2026 is cancelled, postponed, abandoned, or materially affected due to the occurrence of a Force Majeure Event, ICAT reserves the right to terminate the Contract, in whole or in part, by giving written notice to the Event Management Agency, without incurring any liability or obligation, except as specifically provided herein. For the purpose of this Clause, Force Majeure Event shall mean any event or circumstance beyond the reasonable control of the Parties, which prevents, delays, or materially affects the conduct of the event, including but not limited to:
- Acts of God, such as floods, fires, earthquakes, storms, lightning, or other natural calamities;
 - Severe or adverse weather conditions rendering the venue inaccessible, unsafe, or unusable;
 - Epidemics, pandemics, or public health emergencies;
 - Any unforeseen natural phenomenon or other extraordinary circumstance having a material adverse impact on the organization and conduct of the event.
- 28.2 Neither party shall be liable for failure or delay in performance of obligations to the extent such failure or delay is directly caused by events beyond the reasonable control of the affected party and recognised as Force Majeure under the applicable contractual provisions.
- 28.3 The affected party shall promptly notify the other party of occurrence of such event and shall take all reasonable measures to minimise its impact.
- 28.4 Shortage of manpower, failure of the Agency's vendors/sub-agencies, financial difficulties, equipment breakdown due to inadequate maintenance or failure to make timely arrangements shall not ordinarily constitute Force Majeure.
- 28.5 The Event Management Agency shall not be entitled to claim any compensation, damages, costs, losses, or expenses of any nature from ICAT on account of termination of the Contract due to a Force Majeure Event.

29. **Termination by ICAT** - Time is of the essence for successful execution of the International Seminar on Noise, Vibration & Harshness (iNVH)-2026. In the event of any delay, default, negligence, non-performance, deficiency in service, or breach of any contractual obligation by the Event Management Agency, ICAT shall have the right to terminate the Contract, in whole or in part, with immediate effect, without prejudice to any other rights and remedies available under the Contract or applicable law.

Consequences of Termination:

- a. Performance Security and/or any other Security Deposit shall be liable for forfeiture, wholly or partially, as determined by ICAT.
 - b. ICAT may arrange the remaining work at the risk and cost of the Event Management Agency, and any additional expenditure incurred shall be recoverable from the Agency.
 - c. Payment, if any, shall be restricted only to satisfactorily completed and accepted services after adjustment of all recoveries and dues.
 - d. ICAT may initiate debarment, blacklisting, or any other administrative action against the Agency as per applicable rules and policies.
30. **Withdrawal/Termination by the Event Management Agency** - The Event Management Agency shall not withdraw, abandon, or terminate the Contract after acceptance of the Work Order/Letter of Award, except in cases of Force Majeure duly accepted by ICAT. Any unilateral withdrawal, abandonment, refusal to perform, or termination by the Event Management Agency shall be treated as a material breach of Contract.

Consequences of Withdrawal/Termination:

- a. Performance Security and/or any other Security Deposit shall be liable for forfeiture, wholly or partially, as determined by ICAT.
- b. ICAT shall have the right to complete the remaining work at the risk and cost of the Agency, and recover all additional expenditure incurred.
- c. The Agency shall be liable to compensate ICAT for all losses, damages, costs, and expenses arising out of such breach.
- d. ICAT reserves the right to initiate legal action, debarment, blacklisting, or any other action permissible under applicable laws and procurement policies.
- e. The provisions of this Clause shall survive the termination or expiry of the Contract.

31. **Dispute Resolution** - Any dispute, difference, controversy, or claim arising out of or in connection with this Tender and/or the Contract shall, in the first instance, be resolved amicably through mutual discussions and negotiations between the Parties. In the event that such dispute remains unresolved for a period of thirty (30) days from the date of commencement of such negotiations, the same shall be referred to arbitration in accordance with the provisions of the Arbitration and Conciliation Act, 1996, as amended from time to time. The arbitration shall be conducted by a Sole Arbitrator appointed by the Director, ICAT.

- a. The seat and venue of arbitration shall be Gurugram, Haryana.
- b. The language of arbitration shall be English.
- c. The arbitral award shall be final and binding upon the Parties.
- d. During the pendency of arbitration proceedings, both Parties shall continue to perform their respective contractual obligations, insofar as such performance is reasonably possible.

Subject to the above, the Courts at Gurugram, Haryana shall have exclusive jurisdiction over all matters arising out of or relating to this Tender and/or the Contract.

32. Governing Law and Jurisdiction

- 32.1 The Contract shall be governed by and construed in accordance with the laws of India.
- 32.2 Subject to the applicable arbitration/dispute resolution provisions, the courts having jurisdiction over the place specified in the Contract shall have jurisdiction in respect of matters arising out of the Contract.

33. Order of Precedence

- 33.1 In the event of any inconsistency or ambiguity between various Contract documents, the order of precedence shall be as specified in the Tender/Contract.
- 33.2 The Agency shall seek written clarification from ICAT before proceeding in case of any ambiguity affecting the scope, quality, cost or execution schedule.

34. **Fraud and Corruption:** The Bidders, Suppliers, and Contractors shall adhere to the highest standards of ethical conduct during the bidding process and throughout the execution of the contract. For the purposes of this clause, the following acts shall be considered corrupt and/or fraudulent practices

- **Corrupt Practice:** Offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence the actions of an official involved in the procurement process or contract execution.
- **Fraudulent Practice:** Intentional misrepresentation or omission of facts to influence the execution of the contract.
- **Collusive Practice:** Any arrangement or understanding between two or more bidders, with or without the knowledge of the Procuring Entity, aimed at establishing bid prices at artificial or non-competitive levels.
- **Coercive Practice:** Threatening or causing harm, directly or indirectly, to persons or their property to influence their participation in the procurement process or contract execution.

If, during bid evaluation or contract performance, it is determined that a Bidder or its agent has engaged in corrupt, fraudulent, collusive, or coercive practices, Purchaser reserves the right to:

- Reject the bid or terminate the contract; and

- Declare the Bidder ineligible to participate in any future tenders for a specified period or indefinitely.

➤ Bidders are hereby informed that the Government e-Marketplace (GeM) or CPPP (E-Procurement) platform records and displays the IP addresses used by Buyers and Bidders/Sellers. Bids submitted from IP addresses identical to or shared with other bidders/sellers shall be deemed invalid and disqualified from further evaluation.

35. **Collusive Bidding, Bid Rigging, and Cartelization:** The Bidder acknowledges and agrees that any form of collusive bidding, bid rigging, cartelization, or other anti-competitive conduct designed to manipulate the bidding process or prices is strictly prohibited.

Upon detection or reasonable suspicion of such conduct, the Tendering Authority reserves the right to:

- Reject the bid(s) involved.
- Debar the concerned bidder(s) from participating in future tenders.
- Initiate appropriate legal or regulatory actions, including reporting to relevant authorities.

All bidders shall submit their bids independently and shall not enter into any agreements, arrangements, or understandings that restrict competition.

2. **Preference to Make in India Products (For Bids Below INR 200 Crore):** Preference shall be accorded to Class 1 local suppliers, as defined under the Public Procurement (Preference to Make in India), Order 2017, as amended and subsequent notifications issued by the concerned Nodal Ministry.

- The minimum local content requirement to qualify as a Class 1 local supplier is specified in the bid document.
- To avail the purchase preference, the bidder must upload a certificate from the OEM specifying the percentage of local content and the locations of local value addition. Failure to do so shall result in denial of purchase preference.
- For bids exceeding INR 10 Crore, the declaration on the percentage of local content must be certified by the statutory auditor or cost auditor (if the OEM is a company), or by a practicing cost accountant or chartered accountant (for OEMs other than companies), as per the Public Procurement (Preference to Make in India) Order dated 04.06.2020.
- Only Class 1 and Class 2 local suppliers as per the MII Order dated 04.06.2020 are eligible to bid. Non-local suppliers are ineligible, except for eligible micro and small enterprises.
- In case purchase preference to Micro and Small Enterprises (MSEs) is selected by the buyer, that preference shall take precedence over this clause.

36. **Conflict of Interest:** The bidder must not have a conflict of interest, which substantially affects fair competition. The prices quoted should be competitive and without adopting any unfair/unethical/ anti-competitive means. No attempt should be made to induce any other bidder to submit or not submit an offer for restriction competition.

37. **Fraud and Corruption:** The bidders, suppliers and contractors shall observe the highest standard of ethics during bidding and during performance of the contract. For the purposes of this provision, the following acts shall be considered as corrupt and/or fraudulent practices.

- **"Corrupt Practice"** means offering, giving, receiving, or soliciting directly or indirectly, of anything of value to influence the action of an official in the procurement process or in contract execution.
- **"Fraudulent Practice"** means misrepresentation or omission of facts in order to execution of contract.
- **"Collusive Practice"** means a scheme or arrangement between two or more bidders, with or without the knowledge of the purchaser, designed to establish bid prices at artificial, non-competitive level.
- **"Coercive Practice"** means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process or in execution of a contract.

- During the process of evaluation of a bid or proposal for award of a contract, if it is detected that a bidder directly or through agent has engaged in corrupt, fraudulent, collusive or coercive practice in competing for the contract in question, then a) the bid shall be rejected and b) declare the firm ineligible for a specific period or indefinitely to participate in a bidding process.
- Bidders may note that GeM is capturing and showing the IP addresses used by the Buyer and Bidder(s)/Seller(s). Bids submitted from IP addresses that are identical to or shared with other Bidders/Sellers shall be deemed invalid and automatically disqualified from further evaluation.

38. Integrity Clause

- **Integrity Pact:** The Bidder/Supplier/Contractor shall maintain the highest standards of integrity and shall not indulge in any corrupt, fraudulent, collusive, coercive, or undesirable practices while participating in the tender process or in execution of the contract.
- **Prohibition of Corrupt Practices:** The Bidder shall not offer, give, solicit or accept, directly or indirectly, any bribe, gift, consideration, reward, commission, or other advantage as an inducement or reward for doing or forbearing to do any act in relation to the tender or contract.
- **Compliance with Laws:** The Bidder shall comply with all applicable laws, rules, regulations, and guidelines, including but not limited to the General Financial Rules (GFR) issued by the Government of India and relevant procurement manuals.
- **Declaration of Non-Conflict:** The Bidder affirms that it has not been convicted of any offense involving corrupt or fraudulent practices and is not involved in any ongoing investigation related to such offenses.
- **Consequences of Breach:** Any violation of this Integrity Clause shall entitle the Purchaser/Contracting Authority to reject the bid, terminate the contract, and take any other legal action including blacklisting/debarment as per applicable rules.
- **Reporting Mechanism:** Bidders may report any observed or suspected violation of this clause through appropriate channels as prescribed in the tender documents or procurement manuals.

39. 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

40. 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:

- a. **Percentage of local content in offered products**
- 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 Tender, the same shall be applicable even if issued after the issue of the Tender, but before opening of Part-II bids against the Tender.

- 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.
41. **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. 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.
42. **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.
43. **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.

Chapter – 10

Mandatory Site Visit/Site Familiarization

1. Mandatory Site Visit

- 1.1 Since the Scope of Work involves comprehensive event management and execution of a two (2) day iNVH-2026 event at ICAT premises, including venue management, stage and branding arrangements, technical/AV setup, hospitality, catering, delegate management, logistics, manpower deployment, installation and dismantling of temporary arrangements and other associated activities, the Bidder shall mandatorily undertake a Site Visit/Pre-Bid Site Inspection before submission of its Bid.
- 1.2 The purpose of the Site Visit shall be to enable the Bidder to acquaint itself with the actual site conditions, venue layout, available infrastructure, access and entry/exit arrangements, installation and dismantling requirements, electrical and other utilities, movement of materials/equipment, loading/unloading arrangements, parking/logistics constraints, safety requirements and any other site-specific conditions relevant to execution of the Scope of Work.

2. Site Visit Certificate:

- 2.1 The Bidder shall submit along with its Technical Bid a Site Visit Certificate/Undertaking in the format prescribed in the Tender Document, duly signed by its authorised representative.
- 2.2 The Bidder shall obtain the Site Visit Certificate from the authorised representative of ICAT after completion of the Site Visit, wherever such certificate is prescribed by ICAT.
- 2.3 The Site Visit Certificate shall establish that the Bidder has inspected the site and has satisfied itself regarding the nature and extent of the services, site conditions and other circumstances which may affect the execution of the Contract.

3. Responsibility of the Bidder

- 3.1 The Bidder shall be deemed to have examined and understood all site conditions which may reasonably be ascertained through the Site Visit and available Tender Documents before submitting its Bid.
- 3.2 No claim for additional payment, compensation, revision in quoted rates or extension of time shall ordinarily be entertained on the ground of:
 - a. lack of knowledge of the site conditions;
 - b. unfamiliarity with the venue or ICAT premises;
 - c. difficulty in access, movement or installation/dismantling;
 - d. availability or location of utilities;
 - e. venue-related operational constraints; or
 - f. any other condition which could reasonably have been identified during the Site Visit or from the Tender Documents.
- 3.3 The Site Visit shall be undertaken at the Bidder's own cost and risk. ICAT shall not be responsible for any expenditure incurred by the Bidder in connection with the Site Visit.

4. Coordination for Site Visit

- 4.1 The Bidder shall coordinate with the designated ICAT official for scheduling the Site Visit within the period specified in the Tender/NIT.
- 4.2 The Site Visit shall be conducted only during the date(s) and time(s) notified by ICAT and subject to the security and administrative requirements applicable at ICAT premises.
- 4.3 The Bidder shall not be permitted to interfere with or disturb the ongoing activities/operations of ICAT during the Site Visit.

5. Clarification During Site Visit

- 5.1 The Bidder may seek clarification regarding site conditions, scope of work and other execution-related matters during the Site Visit.
- 5.2 Any clarification having a bearing on the Tender requirements, Scope of Work, specifications, BOQ, commercial conditions or contractual obligations shall be considered valid only when

issued/confirmed formally by ICAT through the Tender's prescribed clarification/addendum mechanism.

- 5.3 No verbal clarification, assurance or statement made during the Site Visit shall be construed as modifying or overriding any provision of the Tender Document.

6. Non-Compliance

- 6.1 Site Visit shall be a mandatory pre-qualification/technical compliance requirement for participation in the Tender.
- 6.2 Bidder failing to undertake the mandatory Site Visit and/or failing to submit the prescribed Site Visit Certificate/Undertaking, as applicable, shall be liable for rejection of its Bid as technically non-responsive, subject to the provisions of the Tender Document and applicable procurement rules.
- 6.3 No post-bid Site Visit shall ordinarily be permitted for the purpose of curing non-compliance with this mandatory requirement.

7. No Waiver of Contractual Responsibility

- 7.1 Completion of the Site Visit shall not relieve the Successful Bidder from its responsibility to examine the Tender Documents, BOQ, Scope of Work, specifications, timelines and other contractual requirements in their entirety.
- 7.2 The Successful Bidder shall remain fully responsible for making all arrangements necessary for complete and satisfactory execution of the Contract, including arrangements which are incidental or reasonably necessary for achieving the intended outcome of the Scope of Work.

8. Site Visit and Final Quotation

- 8.1 The Bidder shall take into account all costs, resources, manpower, equipment, logistics, installation, operation, dismantling, transportation and other requirements arising from the site conditions while submitting its financial Bid.
- 8.2 No additional claim shall be admissible merely on account of site conditions which were visible, ascertainable or reasonably foreseeable at the time of the mandatory Site Visit.

Form "I"

Site Visit Declaration/Undertaking Format
(To Be Submitted on Bidder Letterhead)

Date:

To
The Director,
International Centre for Automotive Technology (ICAT)
ICAT Centre – 26, Sector – 3, Near HSIIDC Office
IMT Manesar, Gurugram – 122051 (Haryana – India)

Subject: Site Visit Declaration for the Event – “International Seminar on Noise, Vibration & Harshness (iNVH)-2026”.

Ref: Comprehensive Event Management Services for Corporate Event (Conference and Exposition) “International Seminar on Noise, Vibration & Harshness (iNVH)-2026 under Tender No. ICAT/GeM/NVH/EVENT/2026-27/203

Dear Sir/Madam,

We, the undersigned, hereby confirm that we have conducted a site visit to the event venue at ICAT Centre – 2, Plot No. 1, Sector M-11, Gurugram – 122051, as required under the tender conditions for the “International Seminar on Noise, Vibration & Harshness (iNVH)-2026”.

We further declare and confirm the following:

1. We have physically inspected the site and its surroundings, and gathered all necessary information regarding venue layout, infrastructure, utilities, access, and logistical requirements for organizing the said event.
2. We have carefully reviewed and understood the complete scope of work and requirements, including all elements of the Bill of Quantities (BOQ), technical specifications, deliverables, and timelines provided in the tender document.
3. We confirm that we are fully aware of the operational, technical, and administrative requirements involved and undertake to submit a comprehensive Technical and Financial Proposal covering the entire scope as specified.
4. We acknowledge that the site visit is a mandatory requirement, and that failure to comply would render our bid liable for disqualification.
5. We understand and agree that no subsequent claims, deviations, or justifications related to lack of site awareness or BOQ understanding shall be entertained by ICAT at any stage of the bidding or execution process.

This declaration is submitted in accordance with the tender terms and as a prerequisite for the evaluation of our bid.

Thanking you,**Yours faithfully,**

For and on behalf of Bidder:

Authorized Signatory: _____

Designation:

Form "II"**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 or <i>Form XI</i>)	
11	Declaration regarding blacklisting or otherwise by the government departments as given in <i>"Form III"</i>	
12	The ATC (Additional Terms and Conditions document (all pages) 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 "III"

Undertaking Regarding Blacklisting/Non-Debarment

(Format of Undertaking, to be furnished in Bidder 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 hereby 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 "IV"**Format of Declaration In Lieu of EMD/Bid Security**
(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: Comprehensive Event Management Services for Corporate Event (Conference and Exposition)
 "International Seminar on Noise, Vibration & Harshness (iNVH)-2026 under Tender No.
 ICAT/GeM/NVH/EVENT/2026-27/203.

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 In lieu of Bid Security/Earnest Money Deposit (EMD).

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 or the required Performance Security 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 of Authorised Signatory and Designation)

Name & Address of Bidder and Seal of Company

Date on day of

Place.....

Form "V"

**Earnest Money Deposit
(To be executed on the Bidder Letter Head)**

Date: _____

To,
International Centre for Automotive Technology
Plot - 26, Sector - 3, IMT, Manesar,
Gurugram - 122050 (Haryana)

Re: Tender No._____

We hereby enclose NEFT/RTGS UTR No. _____, dated _____, for Indian Rupees _____ Only (to be filled in figures and words both), drawn on _____, in favor of "International Centre for Automotive Technology", payable at Manesar, India.

OR

We hereby enclose Earnest Deposit Money Bank Guarantee for Rs. _____ [amount to be filled in figures and words both] issued by _____ [Name of the Bank], on _____ [Insert date of issue] valid up to _____.

Name of Bidder

Signature of the Authorized Signatory

Form "VI"

Declaration In Respect of Conflict of Interest
(To Be Submitted on Bidder Letterhead)

Tender No. ICAT/GeM/NVH/EVENT/2026-27/203

Tender Detail: Comprehensive Event Management Services for Corporate Event (Conference and Exposition)
"International Seminar on Noise, Vibration & Harshness (iNVH)-2026.

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 (Tick whichever is applicable)	
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 areas Under:

Full Name of Legal Representative/ Agent	
Whether employee of Bidder-Firm or not? (Yes/No)	
Designation	
Office Address	
Office Land-Line Nos.	
Mobile No.	
Email ID	
Whether acting as Legal	

Representative / Agent in any other Private Limited Company or Public Limited Company or Limited Liability Partnership (LLP) or Partnership Firm or Proprietor Firm? If yes, give names.	
---	--

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

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

- (1) *They are members of a Hindu Undivided Family.*
- (2) *They are 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 (Bidder Name)

Signature of Director/Partner/Proprietor/Authorized Signatory

Authorized Signatory Name:

Place:

Date:

Stamp/Seal of Firm

Form "VII"

Undertaking

(To Be Submitted on Bidder Letterhead)

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 Document No ICAT/GeM/NVH/EVENT/2026-27/203* as per the requirement during the period of contract.

Dated:

Place:

(Signature of the bidder with seal/rubber stamp)

Form "VIII"**Deviations or Modification Suggested**

(To be submitted 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, this section must contain a statement indicating "No Deviation Suggested".

Sl. No.	Clause No.	Existing Provision	Query/Suggestion

Note: Give clear reasons why you think the proposed solution is better than the Requirement expressed in **tender document**.

Signature of Authorized Signatory with Stamp

For M/s _____

Signature & company seal

Name Designation

Email

Mobile No.

Form "IX"**Details of Contracts**

(To be submitted on Bidder Letter Head)

The Bidder shall furnish details of similar contracts executed/managed by the **Bidder**, as applicable, with **Central Government/State Government Departments, CPSEs/PSUs, Autonomous Bodies, Testing Agencies, Reputed Private Organizations/Firms in India or Overseas**, during the preceding **Five (5) Years** from the date of bid submission.

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 Authorised Signatory

Date:

Name:

Place:

Seal:

Form "X"**Declaration by the Bidder for Code of Integrity**
(To be submitted on Bidder Letter Head)

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 "XI"**Format for Annual Turnover**

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

Ref: Comprehensive Event Management Services for Corporate Event (Conference and Exposition) "International Seminar on Noise, Vibration & Harshness (iNVH)-2026 under Tender No. ICAT/GeM/NVH/EVENT/2026-27/203.

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	2023-24	2024-25	2025-26
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 II"** must be corrected and submitted by the bidder with UDIN. **"Form XVI"** submitted without valid UDIN shall not be considered.
2. Average annual turnover over the last three years (i.e. 2023-24, 2024-25 & 2025-26) shall be min. INR 2 Crore.
3. **Financial turnover:** Financial statement / certificate duly signed and stamped from authorized Chartered Accountant with **UDIN No**

Form "XII"

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

(To be submitted on Bidder Letterhead)

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 for Comprehensive Event Management Services for Corporate Event (Conference and Exposition) "International Seminar on Noise, Vibration & Harshness (iNVH)-2026" under Tender No. ICAT/GeM/NVH/EVENT/2026-27/203, I/we hereby confirm that, I/We have read the clause as mentioned in the tender document mentioned above regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries.

I/We certify that we/our Collaborator/JV Partner/Consortium member/Assignee are/is not from such a country or, if from such a country, have/have 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 & Signature of Authorized Signatory

Form "XIII"

Certificate Regarding Declaration of Local Content
(To Be Submitted on 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: Comprehensive Event Management Services for Corporate Event (Conference and Exposition) "International Seminar on Noise, Vibration & Harshness (iNVH)-2026" under Tender No. ICAT/GeM/NVH/EVENT/2026-27/203.

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 "XIV"

Declaration to be provided by MSE bidder
(To Be Submitted on 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: MSE Declaration

Ref: Comprehensive Event Management Services for Corporate Event (Conference and Exposition) "International Seminar on Noise, Vibration & Harshness (iNVH)-2026" under Tender No. ICAT/GeM/NVH/EVENT/2026-27/203.

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.

Form "XV"

Price Reasonability Declaration Letter
(To Be Submitted on Bidder Letter Head)

To
The Director,
International Centre for Automotive Technology (ICAT),
Unit - National Automotive Board (NAB), Ministry of Heavy Industries, Government of India,
Plot No. 26, Sector 3, IMT Manesar, Gurugram – 122050, Haryana (India).

Subject: Comprehensive Event Management Services for Corporate Event (Conference and Exposition) "International Seminar on Noise, Vibration & Harshness (iNVH)-2026" under Tender No. ICAT/GeM/NVH/EVENT/2026-27/203.

Dear Sir/Madam,

We, M/s _____ (Name of Bidder), having our registered office at _____, do hereby certify and declare as under:

1. That the prices/rates quoted by us in response to the above-mentioned tender for the Comprehensive Event Management Services for Corporate Event (Conference and Exposition) "International Seminar on Noise, Vibration & Harshness (iNVH)-2026" under Tender No. ICAT/GeM/NVH/EVENT/2026-27/203 are **exclusive to the International Centre for Automotive Technology (ICAT)**.
2. That the prices offered are **not higher than those charged** to any other Government Department, Public Sector Undertaking (PSU), Autonomous Body, or reputed private automotive testing agency for similar goods or services, in the **recent past**.
3. That we have extended the **maximum applicable discount** to ICAT and hereby confirm that the price quoted to ICAT is the **lowest** offered by us to any of the institutions or organizations as mentioned above for comparable goods/services.
4. That in the event it is discovered at any stage during the currency of the contract that we have supplied the same or substantially similar goods/services to any other Government/PSU/Autonomous Body/Private Automotive Testing Agency at a **lower price**, we agree and undertake that ICAT shall, at its sole discretion, be entitled to exercise any one or more of the following remedies, without prejudice to its other legal rights or remedies:
 - Demand and recover the differential amount from us by way of refund or adjustment.
 - Cancel the purchase order in full or in part, without any liability on the part of ICAT.
 - Debar/blacklist us from participation in future tenders or procurement processes of ICAT.
 - Initiate appropriate legal proceedings under applicable laws for misrepresentation or breach of declaration.

We understand and accept that this declaration is a binding commitment forming an integral part of our bid, and any violation may result in appropriate penal or legal action.

Thanking you,

Yours faithfully,

For and on behalf of M/s _____

Authorized Signatory: _____

Name & Designation: _____

Seal of the Bidder: _____

Date & Place: _____