



NATIONAL AUTOMOTIVE TEST TRACKS

**Request for proposal (RFP) for Vendor registration for NATRAX facility,
near Pithampur, Dhar District, Madhya Pradesh**

Under

Tender no. NATRAX/PROC/Misc./22/01

**National Automotive Test Tracks (NATRAX)
NH 52, Old Agra- Mumbai Highway
Village Khandwa post
Dhar district**

Madhya Pradesh -454774

Phone : +919891739109

Email : a.prabhakar@natrip.in, sunilk.pipada@natrax.in





INDEX

1. ABOUT NATRAX
2. PROPOSAL
3. MANNER OF SUBMISSION
4. REGISTRATION PROCEDURE
5. CATEGORY/LIST OF ITEMS
6. REGISTRATION FORM
7. TERMS AND CONDITIONS
8. INDEMINITY
9. TERMINATION
10. DISPUTES





1. About NATRAX:

- 1.1 National Automotive Tracks (NATRAX) is one of the state-of-the-art automotive testing and certification centre under National Automotive Board (NAB), Ministry of Heavy Industries Government of India. NATRAX is located near the vibrant industrial township of Pithampur. (Dist. Dhar), which is 50km from the commercial capital of Madhya Pradesh i.e., INDORE, situated on NH-3 By-Pass Road (Indore – Mumbai). The center has been developed in approx. 3,000 acres of land.
- 1.2 The center aims at creating core global competencies in Automotive sector in India and facilitate seamless integration of Indian Automotive industry with the world as also to position the Country prominently on the global automotive map.
- 1.3 NATRAX intends to empanel the suppliers/ vendors/ service providers by which Organisation can have a broad panel of technically capable, financially sound and reliable sources of supply to which enquiries can be addressed. Although the Organisation would prefer enquiries with the empanelled vendors, the Organisation reserves the right to opt for other means, like advertisement in-case required.

2. **Proposal:** Vendor registration for NATRAX facility, near Pithampur, Dhar District, Madhya Pradesh.

3. **Manner of submission:** Probable Vendors may submit complete application along with supporting documents on below given email ID's or can also submit hard copy in sealed envelop on or before last date of submission.

Email address: a.prabhakar@natrip.in, sunilk.pipada@natrip.in,

Hard copy submission address (for details please see clause 4.8 of this document):

Head Procurement & stores,
National Automotive Test Tracks (NATRAX)
NH 52, Old Agra- Mumbai Highway,
Village Khandwa post,
Dhar district,
Madhya Pradesh -454774.

4. Registration procedure:

- 4.1. The applicant/Vendor(s)/Service providers/suppliers should clearly read all the pages of the document.
- 4.2. Correct/ relevant information / data have to be furnished by the applicant/Vendor(s)/Service providers/suppliers.
- 4.3. The applicant should make sure before applying for a particular type of **category & class**, that the vendor / firm has satisfied the eligibility criteria as below & experience pertaining to Category of work / item and class. **WEIGHTAGE IN RESPECT OF EXPERIENCE SHALL BE GIVEN TO "START-UPS" AND WEIGHTAGE SHALL BE GIVEN TO PROBABLE VENDORS**





HAVING REGISTERED/WORKING WITH AT-LEAST WITH TWO GOVERNMENT/REPUTED PRIVATE FIRMS APART FROM NATRAX.

- 4.4. Applicant/Vendor/Service providers/suppliers applying for registration/ empanelment shall have to pay the requisite (cost/ fee) amount as stated below, for registration / empanelment. The amount shall be paid by a demand draft drawn in favour of "NATIONAL AUTOMOTIVE TEST TRACK" payable at PITHAMPUR".

Or

E-Payment through RTGS/NEFT as per the bank details given below: -

Name of Account holder: NATIONAL AUTOMOTIVE TEST TRACKS (NATRAX)

NAME OF THE BANK & BRANCH: ICICI BANK PITHAMPUR

Bank Account Number: 153201001488

MICR Code: 45229008 / IFSC Code: ICIC0001532

- 4.5. Enlistment / Registration is subject to payment of processing charges shall be based on class of applicant/Vendor(s)/Service providers/suppliers. The details of payments are detailed below;

Classification	Ranges for classification	Non-refundable Registration charges
CLASS "IV"	Up-to Rs 1 lakh	Rs 100/-
CLASS "III"	Up-to Rs 5 lakh	Rs 300/-
CLASS "II"	Between Rs 5 lakhs to 10 lakhs	Rs 500/-
CLASS "I"	Above Rs 10 lakhs	Rs 1000/-

The proof of Registration fee paid should be submitted along with the application form(s).

Note: - Firm(s) registered with National Small Industries Corporation (NSIC)/ Small Scale Industry (SSI) / Micro Small Medium Enterprise (MSME) are exempted to deposit above mentioned registration fee.

Tender notice(s) for value of works Rs 1.0 lakh and above shall be available on NATRAX website and copy of same shall be sent to registered Vendor/service provider/supplier and therefore all are advised to visit NATRAX website (www.natrax.in) regularly to keep themselves up-to-date for all such information.

- 4.6. Applicant/Vendor/Service providers/suppliers shall have to fill and submit the registration form along with required documents in a sealed envelope addressed to "Head - Procurement & Stores, at National Automotive Test Tracks (NATRAX)", Pithampur, Dhar district, Madhya Pradesh latest by 16:00 hrs on 25.03.2022.

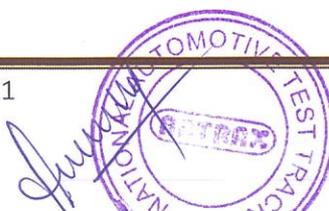




- 4.7. Incomplete applications in any respect, viz., non-submission of any required document of information, or registration & processing charge/fee will be rejected.
- 4.8. The sealed envelope containing the registration form & other applicable documents should be clearly be superscribed on the top of the envelope as "APPLICATION FOR VENDOR REGISTRATION / EMPANELMENT FOR THE Code / Category / Class.
- 4.9. Vendors / firms registered with GeM and NSIC/MSME may submit their registration certificate along with other certified documents.
- 4.10. The following essential documents (whichever is applicable) should accompany with the registration form.
- 4.10.1. GST details
- 4.10.2. Trade License / Factory License.
- 4.10.3. Income Tax / Permanent Account No.
- 4.10.4. Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc.
- 4.10.5. Registration Certificates with GeM (if available).
- 4.10.6. Current dealership agreement if any (if available).
- 4.10.7. SSI / NSIC/MSME certificate.
- 4.10.8. Annual Turnover should as per table below of last 3 Financial Years. Copy of audited accounts should be submitted.

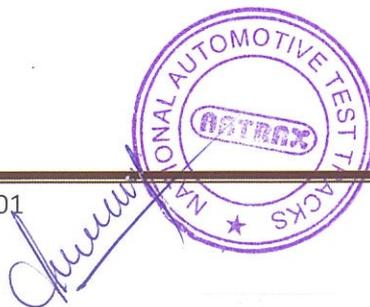
Classification	Ranges for classification	Minimum Annual turnover in last THREE financial years
CLASS "IV"	Up-to 1.0 lakh	Rs. 3 lakh and above
CLASS "III"	Above 1.0 lakh to 5.0 lakh	Rs. 10 lakh and above
CLASS "II"	Between 5 lakh to 10 lakh	Rs. 20 lakh and above
CLASS "I"	Above 10 lakh	Rs. 30 lakh and above

- 4.10.9. Bank Details.
- 4.10.10. Relevant ISO certificates.
- 4.10.11. An Undertaking that the vendor hasn't been black listed by any institution of the Central / State Govt. / any PSU/ University/ Organisation etc., in the past three years.
- 4.10.12. On receipt of the registration form along with the requisite documents as mentioned above and after scrutiny the firm/ supplier will be registered.
- 4.10.13. **The firm will be considered for registration / empanelment for an initial period of ONE YEAR and their registration will be considered for renewal as per NATRAX procedure or further may be continued, at a time subject to satisfactory performance of the firm during initial registration period.**





- 4.10.14. Empanelment offer duration will be of 3 years however; review will be done for evaluation of new agency and deletion of old agency whose performance is not satisfactory.
- 4.10.15. The firm should PREFERABLY have an office INDORE/DHAR/PITHAMPUR region.
- 4.11. After getting all the required information & documents from the applicant, the registration number will be issued to the supplier with the following details:
- 4.11.1. Registration No.
- 4.11.2. Class & Category No. along with description.





5. Category – Wise List of Items / Work (please tick relevant row/column)

Code No	Category	Particular/ Name of Item/ Brief of item	CLASS			
			I	II	III	IV
1	Stationery & Printing	Office Stationery, Class room stationary, Cover design, Composing, Offset printing, Screen printing, digital printing, letter press printing, printing of annual report, information brochure, newsletter, answer books, visiting cards, invitation cards, forms, posters, letter heads, ledgers, registers, stamp, post it, flex printing, etc.,				
2	IT/Computer peripherals	Computer, laptop, Hard Disk, VGA cable, HDMI cable, mouse, printers, UPS, projector, Cartridges & tonners of printer and photocopier machine, Software Computer & server and related hardware/printers, Xerox Cartridge Toners, LCD Projector, Mike, Speaker, Anti-Virus, etc.,				
3	Electrical equipment & Services	Split AC, Air-cooler, water cooler, water purifier, refrigerator, washing machine, vacuum cleaner and other electrical items instrument/equipment, Fan (ceiling/table/wall), water heater, inverters, generators, lamps & lighting fixture, decorative lamps, voltage meter, stabilizer, LED lights, plugs, switches, wire, Cables supply and repairs of all sizes, electric fitting, accessories, Drill machines, pipes, hammers, Door closer, measuring tape, Sanitary items etc.,				
4	Consumables	All consumable items, Gloves, cotton, bandage, Gowns, Face Mask, Oxygen Mask, Suction Apparatus, Inhalation Jar, Glucometer, Sprit, Savalon, /Antiseptic/ Disinfectant / Suture, Measuring scale, Alpha bad, BP Apparatus, , wheel chairs, , stand Dry powder type, water CO2 type, Mechanical foam type, CO2 type Phenyl, R2, R4, surf, harpic, acid, dust				





Code No	Category	Particular/ Name of Item/ Brief of item	CLASS			
			I	II	III	IV
		pan, brooms, naphthalene balls, Candle, Match Box, Bath Soap, Lock, Batteries, (Cell), All Utensils items and All horticulture items etc.,				
5	Event Managements	Business Development activities: Expo, Stall, Camera, Drone, Car on rent, expert driver, Welding Works, supporting Manpower (Skilled & Unskilled)				
6	General order supplies	Office furniture, computer furniture, canteen furniture, almirah, cabinet, Display Board, Sign board, notice board, green board, white display board, all type Brooms, Brushes, Soap chips, Phenyl, Botha for mopping, Bucket, Mug, Grass Mat, cleaning powder, Naphthalene Balls, Soap, Grocery items, Gift item etc.,				
7	Automotive Consumable	Automotive Testing Instruments, Industrial Gases, simulation models, Environment related models, Automotive Maintenance consumable items, Instruments Calibration, petrol, diesel etc.,				
8	Civil & Maintenance (Test tracks & buildings)	Industrial flooring, minor civil maintenance works, replacement of floor tiles, wall tiles, plastering, Water Services, Plumbing, Sanitary, Rolling Shutter repairing, minor, Welding Works, supporting Manpower (Skilled & Unskilled) etc.,				
9	Services	Manpower, housekeeping, transport, gardening, plumbing, carpenter, electrician. Cranes, Hydra, Car Rent, Welding, General Maintenance etc.,				

Note: NATRAX, reserves all the rights to modify or add any or all the categories as per the requirement of the Organisation from time to time.





6. **REGISTRATION FORM: SUPPLIERS/VENDORS/ SERVICE PROVIDERS** (Please fill all relevant information for registration for ONE year from date of empanelment which may be extended further for a stipulated period at the discretion of NATRAX)

1	Name of Firm/Company		
2	Mailing address of Registered Office		
3	Website address		
4	Telephone		
5	Email ID		
6	Mailing address of local branch office (if any)		
7	Contact person Name & designation		
8	Telephone		
9	Email		
10	Category of vendor (please tick whichever applicable)	Manufactures	Authorised stockiest
		Converters/assemblers	Supplier/distributor
		Dealer	Service provider
11	Whether your firm is registered under (please tick whichever applicable)	i. SSI/NSIC/MSME/Start-up/GeM ii. District Industries Centre iii. Partnership Act iv. Indian Company Act 1956 v. With any Govt. undertaking / Dept.	
12	GST(attached attested copies)		
13	Income tax PAN (copies)		
14	Trade License; factory license no. (copy to be submitted, if yes)		
	#Annual turnover for last 03 years (attested copies of Audited balance sheet/CA certificate to be submitted)	FY----	
	#Annual Turnover should be as per category wised table)	FY-----	
		FY-----	





16	Name & address of banker/s		
17	Bank A/c No. & RTGS Details		
18	If manufactures; - Name & address of your authorized dealer/distributors		
19	If an authorized dealer/Stockiest: Details of item under authorized agency to be indicated (attached photocopy of certificate)		
20	#Self-Attested Xerox copies of purchase orders received from Govt. Institutions/PSU/Reputed organization, for supply of similar materials (for which the firms want to be registered). Copy of same to be submitted	Submitted/ Not Submitted	
21	You are capable of executing supply order to NATRAX	Selected CLASS	
22	Whether your firm/ company has been blacklisted by any of the Central/ State Govt. / PSU/University/Organisation, any other organisation (Attached Undertaking certificate)	Yes/ No	Certificate enclosed Yes/No
23	*Registration & Processing fees: - Class IV (upto Rs 1.0 Lakh) Class III (Above Rs 1.0 Lakh to Rs 5.0 Lakh) Class II (Above Rs 5.0Lakh to Rs 10 Lakh) Class I (Above Rs 10 lakh) (Non-refundable)	Rs 100/- Rs 300/- Rs 500/- Rs 1000/-	(in case of off-line and for online mode please clause 2.4) D.D. No. Date Bank Name

*Details of transaction shall be provided, in case of other mode of transaction.

MSME/Start-ups registered firms in respective category are exempted

Note: - Firm(s) registered with National Small Industries Corporation (NSIC)/ Small Scale Industry (SSI) / Micro Small Medium Enterprise (MSME) are exempted to deposit above mentioned registration fee.

Sign & Seal-----





DECLARATION

1. This registration shall not bind NATRAX, to give any priority or preference in the issue of any tenders / enquiries and placements of purchase orders.
2. I/ We declare that the information furnished above is true to the best of my / our knowledge.
3. I/We agree to deposit Earnest Money Deposit/ Security Deposit separately as may be required by the condition of tenders/ rate contract to be issued by NATRAX from time to time.
4. This registration shall be used for Limited Tender Enquiry & Rate contracting the firms by NATRAX.
5. I/ We have gone through each & every term & conditions written in the document provided with the vendor registration form.
6. I/We declare that all the terms & conditions of NATRAX, are acceptable to me / us.
7. I/We agree that the payment will be made after delivery, acceptance, installation & commissioning is acceptable to NATRAX.

Sign & Seal-----





7. Terms & conditions for Vendor Registration / Empanelment as Supplier/Service provider;

- 7.1. The said registration, only qualifies a particular vendor for consideration for issue of tender papers in case of limited tenders for relevant category only for which vendor is registered / empanelled. However, this will not give any claim to the party for award of work / purchase order.
- 7.2. NATRAX, reserves the rights to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of NATRAX, in respect of registration of parties for various categories of work / item shall be final & binding on all concerned registered firms / vendors in the panel of NATRAX.
- 7.3. Vendors once empanelled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of NATRAX, and keep the Organisation informed of new products/developments / innovate ideas that shall help reduce the cost and improve quality, reliability etc.
- 7.4. During tendering is done where technical screening / clear technical specification are not available. In such cases vendors will be asked to submit both techno-commercial and price bids separately. Price bids of technically accepted bids only will be opened.
- 7.5. This document is treated as a valid contract between NATRAX, and Vendor, and adherence to all aspects of fair-trade practices in executing the purchase orders /work orders placed by NATRAX, from time to time during the registration period.
- 7.6. In case of empanelled vendor is found in breach of any terms & conditions of NATRAX, or supply / work order, at any stage during the course of supply /installation/Service or warranty period, the legal action as per rules / laws, shall be initiated against the vendor and processing fee shall be forfeited by NATRAX, besides debarring and blacklisting the vendor concerned for at least three years, for further dealings with NATRAX.
- 7.7. The vendor should not assign or sublet the empanelment or any part or it to any to any vendor in any form. Failure to do so shall result in termination of empanelment.
- 7.8. All registered firms are expected to maintain absolute integrity, follow a descent standard of business ethics and do-nothing unbecoming of a register supplier.
- 7.9. In all future correspondence with NATRAX, empanelled vendors are required to quote the Registration No..... which shall be provided by NATRAX once process is completed.
- 7.10. NATRAX, has all the rights to add / delete / alter any of the items and to amend / add any of the terms and conditions included in the registration granted to firms with effect from any date, without assigning any reasons for the same.
- 7.11. NATRAX, has all the powers to blacklist a firm after giving reasonable opportunity for defence.

8. Indemnity

The selected vendor shall indemnify the NATRAX against all third-party claims of infringement of patent, trademark / copyright or industrial design rights arising from the use of the supplied items and related services or any part thereof. NATRAX, stand indemnified from any claims that the vendor's manpower may opt to have towards the discharge of their duties in the fulfillment of the purchase orders/Work Order etc.





9. Termination for default

Default is said to have occurred not limited to below;

- a) If the vendor fails to deliver any or all of the services within the time period (s) specified in the purchase order/work order or any extension thereof granted by NATRAX.
- b) If the vendor fails to perform any other obligation(s) under the empanelment.
- c) If the vendor, in either of the above circumstances, does not take remedial steps within a period of 30 days after receipt of the default notice from NATRAX, (or take longer period in spite of what NATRAX may authorize in writing), NATRAX, may terminate the empanelment / purchase order in whole or in part.

10. Dispute(s),

Disputes, if any, in this connection shall be settled in Hon'ble Court of INDORE (MP) jurisdiction only.

Sign & Seal-----

