



NATIONAL AUTOMOTIVE TEST TRACKS
(NATRAX)

Notice Inviting Quotation (NIQ)

**Hiring Hotel for "Sustainable Mobility Conclave
2025" Making Indian Mobility Circular &
Sustainable" Two Days Conference in Indore for
NATRAX.**

TENDER NO. NATRAX/PROC/A&IT/25/56

NATIONAL AUTOMOTIVE TEST TRACKS (NATRAX)

(A Division under National automotive board (NAB), under Ministry of Heavy Industry, Govt of India)

NH-52 (Agra Mumbai Highway, After Pithampur Flyover (from Indore), Post-
Khandwa (near Pithampur), Dist.-DHAR, M.P- 454 774,

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web site: www.natrax.in



BRIEF ON NATRAX

Natrax is one of the state - of - Art Testing and Certification centers of the automotive industries, under National Automotive Board (NAB), under Ministry of Heavy Industry, Government of India. It is near to vibrant industrial township of Pithampur (Dist Dhar, Madhya Pradesh), Which is approx 50 Km from the commercial capital of Madhya Pradesh i.e. Indore planned under the automotive mission plan launched by government of India. It is on NH-3 by pass road (Indore - Mumbai). The center has been developed in approx 3000 acres of land, received from the state of Madhya Pradesh. NATRAX will serve as a comprehensive test facility, and will provide one stop solution for development, Certification and R&D Projects to National / Global automotive and auto component industries through its proving Ground (Test Tracks) and Center of Excellence in Vehicle Dynamics. The center is also planning to impart various training programmes for Skill India mission in association with the Ministries and Academia. NATRAX is notified under CMVR rule 126 as Homologation and certification agency in June 2019. The dedicated track Like High Speed, Dynamic platform, Braking, Noise and gradient track will be used for Vehicle type approval. All above tracks are certified by M/s TUV, Rheinland. NATRAX is also establishing infrastructure and facilities for testing and certification, and development of the electric vehicle etc.

"NATRAX is accredited under ISO 17025 in 2022 for Certification tests including Crash Barrier (EN 1317)"

NATRAX, is well connected by rail, road and air with important places such as Delhi, Mumbai, Chennai, Pune, Bangalore, Hyderabad, Ahmedabad, Jaipur and Dubai.

NATRAX has intended to Hiring Hotel for "Sustainable Mobility Conclave 2025" Making Indian Mobility Circular & Sustainable" Two Days Conference in Indore for NATRAX.

TECHNOCOMMERCIAL BID

1. TECHNIAL DETAILS

- 1.1. NATRAX has intended to Hiring of Hotel for "Sustainable Mobility Conclave 2025" Making Indian Mobility Circular & Sustainable" Two Days Conference in Indore for NATRAX.
- 1.2. Accordingly, NATRAX hereby invites Quotations/Bids from reputed Hotels for Organizing the event of NATRAX, UNDER SINGLE PACKET SYSTEM THROUGH



OPEN TENDERING PROCESS. The summarized information about the NIQ is as under:

Description of work	Date of pre-bid meeting	Last date for submission of Tender	Date of bid opening	Estimated Cost
Hiring Hotel for "Sustainable Mobility Conclave 2025" Making Indian Mobility Circular & Sustainable" Two Days Conference in Indore for NATRAX	Bidders are requested to visit NATRAX site, else pre bid meeting shall be held on 26.06.2025 at 11:30 am at NATRAX Pithampur	Latest by 15:00 Hrs on 02.07.2025 at NATRAX HQ or Bidders may submit PDF password protected bid through online mode without sharing password	At 15:30 Hrs on 02.07.2025 at NATRAX HQ in presence of bidders or Password for Bids received through online mode shall be sought from bidders after 15:30 pm on 02.07.2025	Rs. 12.00 lakh

1.3. Methodology

The event should be organized at Hotel and hotel are expected to depute only well trained and competent manpower for their work area. The Hotel should ensure the venue management as per the instructions of NATRAX time to time.

1.4. Schedule:

The said event shall be held on **05 & 06th Sept 2025**. The Manager must ensure the best services as per the requirements & expectations of NATRAX/Its Representative (shall be notified).

1.5. MINIMUM ELIGIBILITY CRITERIA

The bidder whose bid meet the following eligibility criteria should only be considered as responsive and shall be evaluated further by NATRAX:

- I. The bidder should be minimum 5 star category.
- II. The hotel should have at least 5500 sqmtr covered area for conference.
- III. The hotel should have at least 2500 sqmtr covered area for exhibition.
- IV. The hotel should have dedicated covered area for "Lunch and Dinner" for at least 200 guests.



V. **DESIRABLE:** The bidder shall preferably have a local office in Indore.

2. Tender Conditions

- 2.1 Bidders are required to submit their bid in a single sealed envelope /password protected PDF file through email.
- 2.2 The bids should be submitted latest **by 15:00 hrs on 02th Jul 2025, at**

"To,

The Head Procurement,
NATIONAL AUTOMOTIVE TEST TRACKS (NATRAX),
Agra-Mumbai Highway (Mhow Bypass),
After Pithampur Flyover (from Indore),
Post-Khandwa (near Pithampur),
Dist.-DHAR,
M.P- 454 774

OR on below emails

a.prabhakar@natrip.in, anuj.kumar@natrip.in, je.procurment@natrax.in.

No bid will be accepted after the aforesaid date and time.

- 2.3 Bid/quotation sent telegraphically or through other means of transmission which cannot be delivered in a sealed envelope shall be treated as defective, invalid and shall stand rejected.
- 2.4 Bid submission: Bidders submit the bid document in Hard copy in single envelope and submit the same on above address within the date and time mentioned (i.e latest by 15:00 hrs 02.07.2025). In case of online bid submission, the bidder should submit the bid to above email ID's strictly PDF PASSWORD PROTECTED SINGLE FILE **WITHOUT** MENTIONING PASSWORD AND PASSWORD SHOULD BE SENT ONLY ON WRITTEN REQUEST FROM NATRAX.
- 2.5 The Bidders are expected to carefully examine all the contents of the tender document including instructions, terms and conditions, etc. and take them fully into account before submitting their offer. Failure to comply with the requirements as detailed in these documents shall be at the Bidder's own risk. Bidders which are not responsive to the requirements of the tender/quotation documents will be rejected.



- 2.6 While all efforts have been made to avoid errors in the drafting of the Tender document, the bidder(s) is advised to check the same carefully. No claim on account of any errors detected in the quotation documents shall be entertained.
- 2.7 Bidder(s) should study the tender documents carefully & thoroughly before quoting and get clarifications, if required, from NATRAX in this context.
- 2.8 The Tender prepared by the Bidder(s) and all correspondence and documents relating to the tender exchanged between the Bidder and NATRAX shall be in the English language.
- 2.9 Preferably each page of the tender documents should be stamped and signed by the authorized person or persons submitting the tender in token of his/their having acquainted himself/themselves with the tender documents conditions as provided in the Tender document.
- 2.10 The Bidder must obtain for himself on his own responsibility and at his own expenses all the information which may be necessary for the purpose of making a quotation and for entering into a contract, must inspect the site of the work, acquaint himself with nature of job, all local conditions, means of access to the work, nature of the work and all matters pertaining thereto.
- 2.11 The Bidder is bound to carry out any items of work necessary for the completion of the job even though such items are not included to achieve end results and deemed to be priced in the other items. No claim on this account shall be entertained.
- 2.12 The Bidder should make his own arrangement to obtain all inputs / information required for the work.
- 2.13 **AMENDMENT TO TENDER DOCUMENT**
- 2.13.1 Addendum / Corrigendum to the tender document may be issued prior to the date of opening of the tender to clarify the documents or to reflect any modifications etc. All such addendum / corrigendum shall be treated as an integral part of the tender document.
- 2.13.2 In order to afford prospective bidders reasonable time for preparing their quotation after taking into account such amendments, NATRAX may, at its discretion, extend the deadline for submission of quotation.
- 2.14 **PROCESS TO BE CONFIDENTIAL:**



- 2.14.1 Information relating to the examination, clarification, evaluation and comparison of bids and recommendations concerning the award of Contract shall not be disclosed to Bidder(s) or other persons not officially concerned with such process.
- 2.14.2 Any effort by a Bidder to influence NATRAX or any of its functionaries in the process of examination, clarification, evaluation and comparison of Tender and in decisions concerning award of contract, may result in the rejection of the Tender.
- 2.14.3 Strict confidentiality of the information, data and material collected, whether during or after the professional work shall be maintained.

2.15 NATRAX's RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDDERS:

- 2.15.1 NATRAX reserves the right to accept / reject or modify any tender/quotation, and to annul the quotation process and reject all tender/quotation, at any time prior to award of Contract, or to divide the Contract between/amongst Bidders without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds for NATRAX's action.
- 2.15.2 The bidders are expected to meet the minimum eligibility criteria as given in this document to participate in this Tender. NATRAX will reject the Tender that do not meet the minimum eligibility criteria as laid down, based on their submission along with the Tender documents, even after the bid opening process is concluded.
- 2.15.3 All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, the tender not meeting the minimum eligibility criteria, Technical Tender, not accompanied with required compulsory documents or any other requirements, stipulated in the Tender documents are liable to be rejected.
- 2.15.4 NATRAX reserves the right to accept/ reject or modify any or all proposals without assigning any reasons. Bidder(s) shall not have any cause of action or claim against NATRAX for rejection of their proposals.

2.16 TECHNO-COMMERICAL BID EVALUATION

- 2.16.1 Techno commercial bid evaluation shall be followed to determine the successful bidder.
- 2.16.2 The bidder should qualify all the Minimum eligibility criteria (MEC) mentioned in this document at Sr. No. 1.5 above.
- 2.16.3 The bidders who meet the MEC (as above), shall be considered for further processing for financial evaluation.



2.16.4 If there is an error in a total, corresponding to the addition or subtraction of sub totals, the subtotals shall prevail and the total shall be corrected; and

2.16.5 The bidder needs to fill the rates in word as well as in figures as mentioned in bid. In case of any discrepancy, the rate provided in word shall prevail and correct the amount against the item. The rates should be inclusive of GST.

2.16.6 **Contract negotiations**, if any, will be held before the issuance of work order/Letter of Acceptance/ Notification of Award. The negotiation shall conclude with a revised offer letter from the successful bidder, affecting the discounts if any and accepted by NATRAX.

2.17 **Award of Work:**

The work order/ Letter of Acceptance/ Notification of Award shall be issued to the successful Bidder. The successful Bidder shall accept the work order/ Letter of Acceptance/ Notification of Award within 2 days from the date of issue of such letter.

2.18 **Validity of bids:**

The rate quoted should remain valid for a minimum period of 30 days from the last date of Submission of Quotation.

2.19 **HOTEL'S OBLIGATIONS:**

- a. To provide obstruction free dedicated space to NATRAX for conducting event for at least 24 hours prior from the start of event, so that the event management company can perform its obligations on time.

2.20 **TERMS OF PAYMENT:** as tabulated below:

Sr. No.	Milestone activity	Proposed payment terms
1	Payment shall be made on successfully completion of work and a certificate from EIC/NR, NATRAX, within 7 working days.	100% of contract value shall be paid within 7 days from the date of completion of event.

2.21 **Penalty clause:**

Since performance security is not provided in this document considering TWO day event, but in case of any lapse on part of the Hotel/Contractor in terms of delay in execution or inability to deliver on time or as per the expectations, NATRAX reserve the right for deduction of penalty from invoice, at the rate of 10% of contract value.

2.22 **ASSIGNMENT:**



Bidder shall not assign this Agreement, either in whole or in part, without the express prior written consent of the competent authority of NATRAX/Organization. Any such attempted assignment shall be void.

2.23 DISPUTE RESOLUTION / ARBITRATION:

In case of any dispute, the Parties shall attempt to resolve it in good faith by senior level negotiations. If such, negotiations do not result in a resolution of dispute, then the Parties shall refer such dispute to arbitration. The arbitration shall be conducted in accordance with the Indian Arbitration and Conciliation Act, 2015 the dispute shall be referred to the sole Arbitrator to be appointed by the Organizations.

3. **Tentative Scope/Specification:** Following shall be the scope of work of the selected hotel:

3.1. Requirements:

- i. **Event Duration:** 2 Days
- ii. **Expected Footfall:** Minimum 200 Participants

3.2. Conference Facilities

- i. A fully equipped **Conference Hall** with:
 - o Minimum seating capacity for **200 participants with minimum area of 5500 sq.ft. and minimum height of 15 ft.** in cluster or theatre or classroom style with space available for Podium, stage setup, and appropriate lighting.
 - o Adequate air conditioning and ventilation.
 - o On-site technical support during the event.

3.3. Food & Beverage Services (F&B)

- i. Provision of F&B services for **2 days**, including:
 - o **Breakfast**
 - o **AMT (Morning Tea/Coffee with Snacks)**
 - o **Lunch**
 - o **PMT (Afternoon Tea/Coffee with Snacks)**
 - o **Dinner (01 day)**
- ii. Menu customization based on dietary preferences (vegetarian/non-vegetarian/vegan options).
- iii. Hygienic and efficient food service with sufficient seating arrangements.
- iv. Water and beverages should be available throughout the day.

3.4. Exhibition Space/Pre-Function Area:

- i. Covered and **air-conditioned space** for **exhibition purposes**:
 - o Minimum area of **2500 sq. ft. with minimum height of 15 ft.**
 - o Suitable flooring and structural stability to support exhibition booths/stalls.
 - o Provision for electrical connections and lighting for stalls.
 - o Accessibility for equipment movement and stall setup.
 - o Space for attendee circulation and crowd management.

3.5. Additional Considerations

- i. Adequate parking facilities.



- ii. Security and housekeeping arrangements.
- iii. Emergency medical support and fire safety compliance.
- iv. Proximity to accommodation for outstation guests (if not part of the same venue).

4. QUOTATION FORMAT (rates and amount to be filled by hotel)

Sr. No.	Particular	Qty	Days	Rates	Amount
1	Conference Hall, size minimum 5500 sqmtr (inclusive chairs, round table, podium) for 200 persons,	1	2		
2	Exhibition area, size minimum 2500 sqmtr	1	2		
3	Lunch area (sufficient area for approx 200 guests)	1	2		
4	LUNCH+AMT+PMT (for approx 200 guests)	150	2		
5	Dinner (for approx 200 guests)	150	1		
	Total				

Note: the above rates should be inclusive of taxes and all other charges.

Seal & sign of Signature