



NATIONAL AUTOMOTIVE TEST TRACKS
(NATRAX)

Notice Inviting Quotation (NIQ)

**Hiring Event Manager (EM) for "Sustainable
Mobility Conclave 2025" Making Indian
Mobility Circular & Sustainable" Two Days
Conference in Indore for NATRAX.**

TENDER NO. NATRAX/PROC/A&IT/25/55R

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,
e-mail:, a.prabhakar@natrip.in, anuj.kumar@natrip.in, je.procurement@natrax.in

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 Event Manager (EM) 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 Event Manager (EM) 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 06.08.2025 at 11:30 am at NATRAX Pithampur	Latest by 15:00 Hrs on 11.08.2025 at NATRAX HQ or Bidders may submit PDF password protected bid through online mode without sharing password	At 15:30 Hrs on 11.08.2025 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 11.08.2025	Rs. 07.67 lakh (including GST)

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 company / firm should be a valid entity in terms of partnership firm / Private limited company / limited company/ Govt. company / PSU/ Autonomous body. (Copy of registration having date of commencement of business shall be submitted along with bid)
- II. Similar experience: The bidder should have at least 3 year's experience in the event management/ event organizing services and have complete at least 2 works of event management in last 3 years value not less than Rs. 5 lakh each, for any government entity/ reputed pvt firm. (In support copy of the work order/LOA/Agreement with form 26AS/GST Return/TDS certificate issued by respective clients shall be accepted).
- III. Financial capability: The minimum average annual financial turnover of the firm during last 3 years ending up to 31st March of previous financial years (i.e. 2021-22, 2022-23, 2023-24) shall be Rs. 15 Lakh. (balance sheet for above 3 fy's duly certified by Chartered Accountant (CA) containing UDIN number of CA shall be submitted).
- IV. The firm should not have been black listed by any State Government or Central Government. A self-declaration of this effect shall be submitted by the bidder in letter head.

1.6. 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 11st August 2025, at NATRAX

"To,

The Head Procurement,
NATIONAL AUTOMOTIVE TEST TRACKS (NATRAX),
Agra-Mumbai Highway (Mhow Bypass),
After Pithampur Flyover (from Indore),

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Post-Khandwa (near Pithampur),
Dist.-DHAR,
M.P- 454 774

OR on below emails

a.prabhakar@natrip.in, anuj.kumar@natrip.in, je.procurement@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 11.08.2025). 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.



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- 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

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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 E.M. OBLIGATIONS:

- a. Preferably, the Successful bidder shall sign a Non-Disclosure Agreement with NATRAX for not sharing any of the information received during execution of this contract from NATRAX.
- b. The Successful Bidder shall perform services under this Agreement in a professional manner in accordance with Organization's instructions and in accordance with applicable professional standards.
- c. The Successful Bidder shall procure, maintain and observe all relevant and customary regulatory and governmental licenses and applicable approvals necessary for providing services under this Agreement. The cost of such approvals shall be borne by the Bidder.
- d. The bidder shall ensure that any confidential information or material which is obtain during the scope of this Agreement or in negotiation thereof is kept confidential including but not limited to the details of the policies / manual / employee details / organization details / pay structures etc.
- e. The bidder undertakes that it shall not expose any confidential information except with the prior written consent of the Organization or if directed to do so by a competent Court provided always that such information has not previously entered the public domain by other means.
- f. The bidder shall carry out all the work strictly in accordance with specifications, standards practices and instructions of NATRAX or NATRAX's authorized representative. If in the opinion of NATRAX, changes have to be made in the requirements and it desires the Bidder to carry out the same. The decision of NATRAX in such cases shall be final and shall not be open to arbitration.





2.20 TERMS OF PAYMENT: as tabulated below:

Sr. No.	Milestone activity	Proposed payment installment
1	If required, Interim payment shall be released upon supply of majority of materials including as per scope certified by EIC/NR, NATRAX	50% of contract value (as material advance)
2	Balance payment shall be made on successfully completion of work and a certificate from EIC/NR, NATRAX, within 7 working days.	Balance 50% of contract value.

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 Event Manager/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.





GENERAL INFORMATION / CHECK LIST

The bidder should fill the checklist below and submit the mentioned details along with the
bid

Sr. No	Particulars	Details of documents to be attached	Document attached (YES / NO)
1	A letter on the letter head of the bidder, accepting all the conditions of the tender documents	Letter duly signed and stamped on letter head to be attached	
2	It should be a valid legal entity in terms of proprietorship firm / partnership firm / private limited company / limited company	Copy of registration having date of commencement of business and nature of works.	
3	GST & PAN card	Copy of GST document & PAN card to be attached	
4	It should have a minimum 3 year's experience of Event Management services	Document to be submitted (copy of work order, LOA, Agreement etc.)	
5	Average annual financial turnover	Balance sheet/ Chartered Accountant (CA) certified and UDIN number of CA should be provided	
6	Any other document, which the bidder want submit like brochure of the company / profile / clientele / appreciation from customers etc.	List of such documents along with documents	

(Sign & Seal of Bidder)



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FINANCIAL DETAILS (BILL OF QUANTITY):

Financial Bid and Scope of work

The quantities in BOQ are tentative which vary as per the site conditions and requirements. Hence Bidder are expected to meet the variations in the quantities as per the site conditions. However, **no price variation is accepted**. Bidder to submit the quote in the below Bill of Quantity (BOQ):

S.No.	Elements	Sizes (not fixed, according to the venue)	Final Qty in Sqft/Rft/Nos	Unit Rate	Total Amount
1	Main Gate and Corridor				
1.2	Welcome Wall	20 ft x 10 ft back black Flex	200		
1.2	Standeers 3' x 6'	7 Standees of 3*6	126		
1.3	Box Type Entrance Gate	Main Entry Main Pandal-box type gate (top 20ftx3ft) legs (3ft x 10ft)	498		
2	Main Pandal				
2.1	Stage Carpet and skirting	Stage with wooden floor and blue/ Grey carpet, skirting and steps (32ftx16ft) 4 ft	512		
2.2	LED video wall	20 x 12 P3	240		
2.3	LED switcher and processer with laptop		1		
2.4	T stand with light	For Face Light	16		
2.5	Led Stage Skirting	32 ft x 4 ft backblack Flex	128		
2.6	Two Stage Main Backdrop	6 ft x 12 ft backblack Flex	144		
2.7	Console Masking	Sound/ AV console masking 24 ft x 4 ft	96		
2.8	Podium	Vinyl on sunbaord 4 ft x 2 ft	8		
2.9	Head Table with teapoy	For Chairperson and speakers	10		





S.No.	Elements	Sizes (not fixed, according to the venue)	Final Qty in Sqft/Rft/Nos	Unit Rate	Total Amount
2.1	Samai	with oil, bati, candle, flowers, match box, tray, satin cloth	1		
2.11	Sofa couple	2-seater sofa - white colour	15		
2.12	Tea poi	with glass top (with sofa seaters)	15		
2.13	Water bottles	Glass water bottles and Glass bowls with toffees for Dignitaries	30		
2.15	Tent cards	various sizes	40		
2.16	Master of ceremony	Proficient in English (Female)	1		
2.17	Pot with Sapling		60		
3	Exhibition Area				
3.2	Welcome Wall	4 ft x 8 ft backblack Flex	64		
3.4	Inauguration Kit	incl /satin cloth/scissor/ red ribbon/ trays etc.	1		
3.5	Octanorm stall	Prefabricated octanorm stall 3 mtr x 3mtr with carpet, 2 table, 2chairs, light, plugpoint, wastebin, and facia name	15		
4	Sound				
4.1	Sound	JBL/DAS/ Adamson/RCF 3-way sound system4 top 2 dual base and 2 monitor with required amps, and sound mixer	1		
4.2		Cordless mic-shure/Sennheiser	4		
4.3		Podium mic-shure/Sennheiser	1		
4.4		Lapel mic-shure/Sennheiser	1		
5	Miscellaneous				





S.No.	Elements	Sizes (not fixed, according to the venue)	Final Qty in Sqft/Rft/Nos	Unit Rate	Total Amount
5.1	Delegate Kits	Sustainable Material Laptop bag (See reference image attached in annexure - I) + (Notepad + Pen + lanyard all is of sustainable material)	200		
5.2	ID Cards	Speaker / Exhibitor / Delegate / Organiser	180		
5.3	Memento	Exhibitor	20		
5.4	Memento	Speakers	40		
5.5	Memento	VIP (with Shawl) + few more	20		
5.6	Participation Certificate		0		
5.7	Photographer		1		
5.8	Videographer With Mixer		1		
5.9	Manpower and Material Transportation	For general event management	5		
5.10	Printing of NATRAX Brochures	A4 Size (20 Pages) Cover pager 300 GSM, laminated cover inner 170 Gsm Pin Binding	300		
5.11	Printing of Delegate Brochures	A4 Size (2 single Pages) 200 GSM	250		
Total					
GST 18%					
Grand Total					

Note:

1. All the items mentioned below are required for **2 Days**
2. The event manager must include sustainability considerations across all categories: venue setup, logistics, branding, F&B, guest experience, and post-event clean-up.





3. For Delegate kit (BOQ point 5.1) & Mementos Gift (BOQ point 5.3 to 5.5) & Giveaway Suggestions:

Suggest sustainable gifting options such as:

- Seed paper notebooks, pencils or greeting cards.
- Bamboo or jute-based utility items.
- Reusable steel/copper bottles or cups.
- Locally made handicrafts or artisanal products.
- Eco-friendly kits (plant saplings, grow-your-own-herbs sets, etc.)

Gifts should be plastic-free, and Preference will be given to products and items proposed for delegate kits and mementos that are sustainably produced, eco-friendly, and/or handcrafted by **NGOs, self-help groups (SHGs), or social enterprises**. Vendors are encouraged to present innovative, low-carbon footprint alternatives that reflect environmental responsibility and social impact. Supporting documentation or certifications related to sustainability and source of production should be provided wherever applicable.

4. Designing of Flex, Brochures is event manager responsibility.

Annexure -I

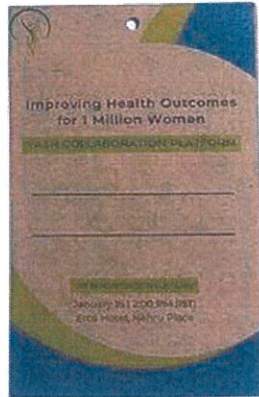
Delegate Kit Idea:



This Image is only for reference purpose, other designs are also acceptable.



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Reference for lanyard & ID card



