NATIONAL AUTOMOTIVE TEST TRACKS

(NATRAX)

Notice Inviting Quotation (NIQ)

Hiring an Agency for installation of stall for an Event APAC-Asia Pacific Automotive Conference at New Delhi.

TENDER NO. NATRAX/PROC/L&D/26/02

NATIONAL AUTOMOTIVE TEST TRACKS (NATRAX)
(A unit of National automotive board (NAB),
Agra-Mumbai Highway(NH-52),Adjacent to Small Industrial Park of MPIDC,Post-Khandwa (near Pithampur), Dist.-Dhar, Madhya Pradesh-454774,Phone:+919993542350(Reception Ext:111),
E-mail: a.prabhakar@natrax.in, natraxpithampur@gmail.com,

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 has intended to Hiring an Agency for installation of Stall for an Event APAC-Asia Pacific Automotive Conference at New Delhi.

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TECHNOCOMMERCIAL BID

1. TECHNICAL DETAILS

1.1. NATRAX has intended to Hiring an Agency for installation of Stall for an Event APAC-Asia Pacific Automotive Conference at New Delhi.

1.2. Accordingly, NATRAX hereby invites Quotations/Bids from reputed Agency for installation of stall for the event at New Delhi, **UNDER SINGLE PACKET SYSTEM THROUGH OPEN TENDERING PROCESS**. The summarized information about the NIQ is as under:

Description of work	Last date for submission of Tender	Date of bid opening	Estimate Cost (Including GST
Hiring an Agency for installation of Stall for an Event APAC-Asia Pacific Automotive Conference at New Delhi	* Date of issue of tender document from **30.10.2026 to 09.11.2026 upto 13:00 Hrs.** **Last date for submission of quotation **by 15:00 Hrs on 09.11.2026** at NATRAX HQ or Bidders may submit PDF password protected bid through online mode without sharing password	**At 15:30 Hrs on 09.11.2026** 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 09.11.2026	**Rs.3.16 lakh**

1.3. Methodology

NATRAX proposes to participate in APAC-Asia Pacific Automotive Conference, organized by SAEINDIA scheduled to be held at Yashobhoomi Convention Centre,New Delhi, **from 13th to 14th November 2026**.NATRAX proposes to engage event management agency who has capable of providing an end-to end solution and deploying the required resources at the venue within the stipulated time lines. This will ensure smooth execution of the planned activities and effective representation of NATRAX at the event.

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1.4. Schedule:

The said event shall be held on **13th &14th November 2026**. The Agency must ensure the best services as per the requirements & expectations of NATRAX.

1.5. BIDDERS ARE EXPECTED TO SUBMIT THE BELOW DOCUMENTS:

I. **Legal Entity**: 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 successfully executed **at least three(3) similar events/programmes during last three three years(03)** in any Government entity/ reputed Pvt. firm involving one or more of the following services in Exhibition/Stall setup, Event infrastructure, stage setup, designing, fabrication, installation, branding, electrical works, display systems, furniture, signage, logistics and other allied event management services. **(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**: a)The minimum Average Turnover of the bidder during the last three financial years, ending on 31st March of the previous financial year i.e. F/Y 2023-24, 2024-25, 2025-26 should be **Rs.20.00 Lakh**. b) However, for the FY 2023-24,2024-25 financial turnover certificate should be duly certified by C.A. with his UDIN. c) For FY2025-26 financial turnover (un-audited /provisional) should be certified by either by C.A with his UDIN or by the company Managing Director/Finance Head. d) 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.

IV. The firm should not have been blacklisted by any State Government or Central Government. A self-declaration of this effect shall be submitted by the bidder in letter head.

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 9th October 2026**, at

To,

The Head Procurement,
NATIONAL AUTOMOTIVE TEST TRACKS (NATRAX),
A Unit of National Automotive Board(NAB,)Agra-Mumbai Highway (NH-52),
Adjacent to Small Industries Park of MPIDC, Post-Khandwa (near Pithampur),
Dist.-Dhar, Madhya Pradesh- 454 774, Phone:+91 9993542350(Reception Ext:111)
OR on below emails **a.prabhakar@natrax.in**, **natraxpithampur@gmail.com** .

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 stands rejected.

2.4 **Bid submission**: Bidders submit the bid document in Hard copy in single envelop and submit the same on above address within the date and time mentioned (i.e latest by 15;00 hrs 09.11.2026). 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.

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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 bidders are expected to submit the document mentioned at **Sr. No. 1.5 above.**

2.16.3 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.

2.16.4 The bidder needs to fill the rates in words 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 all taxes and GST.

2.16.5 **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 **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 an shall not be open to arbitration.

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

	Payment, mode and Retention	i. **100% Payment shall be Released on submission of bills along with supporting documents and certified by EIC.** ii. Payment shall be made after statutory deduction as applicable. iii. The payment shall be released within 10 working days from the date of certification by EIC. iv. **The GST/Taxes & duties of Govt. will be reimbursed on an actual basis upon the submission of original receipt / documentary evidence.** **All the payments shall be made through RTGS only.**

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 installation of stall/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.

Terms and conditions

1. **Manpower and Technical Capability**
   The bidder should have adequate qualified and experienced manpower & other key personnel required for timely and professional execution of the event.

2. **Execution and Infrastructure Capability**
   The bidder should possess or have access to adequate resources, equipment, infrastructure, tools, manpower and vendor/sub-vendor arrangements necessary for:

   - Exhibition/stall fabrication and installation, branding and signage, electrical and lighting arrangements, furniture and display systems, audio-visual/display requirements, printing and promotional material, transportation, loading/unloading and logistics, dismantling and removal after the event and other allied requirements specified in the Scope of Work.

3. **Timely Execution Capability**
   The bidder shall be capable of completing all fabrication, installation, and other required arrangements before the scheduled commencement of the event, **i.e. 13th November 2026 at 06:00 AM, as specified in Event Schedule.**

4. **Venue and Organizer Compliance**
   The bidder shall comply with all applicable rules, regulations, technical specifications, safety standards and operational guidelines prescribed by the event organizer, exhibition venue and other competent authorities. The bidder shall also coordinate with the venue authorities for approvals, access, loading/unloading, installation, dismantling and related activities.

5. **Safety and Statutory Compliance**
   The bidder shall ensure compliance with all applicable labour, electrical, fire, structural, safety and other statutory requirements during fabrication, installation, operation and dismantling of the event infrastructure. All temporary electrical installations, structures, displays and equipment shall be suitably secured and safe for use.

6. **Blacklisting/Debarment**
   The bidder should not have been blacklisted, debarred suspended or declared ineligible by any Central/State Government Department, PSU, Government agency, autonomous body or other competent authority as on the date of submission of the bid.
   A self-declaration/undertaking to this effect shall be submitted by the bidder.

7. **Financial and Legal Standing**
   The bidder should not be under liquidation, insolvency, bankruptcy or similar legal proceedings that may adversely affect its ability to execute the assigned work.

8. **Insurance and Risk Responsibility**
   The successful bidder shall be responsible for obtaining/maintaining, wherever applicable, adequate insurance coverage, workmen compensation, third-party liability and other insurance/coverage required for safe execution of the work. Any loss, damage or accident arising due to the bidder's activities shall be dealt with as per the terms and conditions of the contract.

9. **Quality and Workmanship**
   The bidder shall ensure that all materials, structures, branding elements, furniture, electrical installations, displays and other items supplied/installed are of good quality, fit for purpose and conform to the approved design, specifications and applicable safety standards.

10. **Dedicated Project Coordinator**
    The successful bidder shall nominate a single point of contact/project coordinator who shall remain available throughout the planning, installation, event and dismantling phases for coordination with the NATRAX/event team and venue authorities.

11. **No Conflict of Interest**
    The bidder shall disclose any actual or potential conflict of interest that may affect the impartiality or satisfactory execution of the assignment.

12. **Acceptance of Terms and Conditions**
    Submission of the bid shall be deemed as acceptance of the Scope of Work, technical specifications, venue regulations, safety requirements, event schedule and other terms and conditions specified in the tender/NIQ document.

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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	

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(Sign & Seal of Bidder)

(BILL OF QUANTITY)/ FINANCIAL BID

Bidder to submit the quote Item wise in the below Bill of quantities.

S. No .(a)	Item Head (b)	Elements (c)	Description of Item (d)	Unit (e)	Quantity for 2 days (f)	Rate Inclusive of GST in INR (g)	Total Amount inclusive GST in INR (h) h=fxg
1	Stall & Fabrication	Stall -8 x 3 Sq. m (24 Sq. Mt.) 3 Sided Openings, 8mt. Frontal. Design and fabrication of the stall	Riser with new grey carpet & skirting channel	Nos	1		
2			Back Lit Boards- 4 * 6 feet	Nos	5		
3			Fascia with 3D logo	Nos	1		
4			Pillars for supporting Facia	Nos	2		
5		Reception Table with Glowing Logo	Corner rounded edge reception table with storage and locker facility	Nos	1		
6	Stall Arrangements	Bar Chair	Bar Stools / Chairs	Nos	2		
7		Metal Chairs	Cushioned + White covers	Nos	8		
8		Glass Round Tables	Glass Round Tables	Nos	2		
9		Brochure Stand	Brochure Stand	Nos	1		
10		TV/Display Screen	50" TV with a stand to display Presentation and videos	Nos	1		
11		Fish Glass Bowl	For Business Card drop	Nos	1		
12		Dustbin	Dustbins	Nos	2		
13		Chocolates	Candy's, Chocolates & Toffees (100 qty. Pack)	Packt	2		
14		Water Bottles	Water bottles 200ml capacity	Nos	400		
15	Electric & Lighting	Metal Lights	For Stall Lighting	Nos	6		

16		Charging Plug Point	2 nos. 16 amp 2 nos. 5 amp	Nos	4		
17	**House Keeping**	Housekeeper / Supervisor	Housekeeper/Supervisor for Event Groundwork & Cleaning	No of persons	2		
						TOTAL AMOUNT INCLUDING GST Rs.	

Note: any other item is required same may be executed with prior approval of NATRAX. The above rates should be inclusive of all costs, taxes, transportation, handling etc.
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**.
Bidders are requested to quote rates in Item wise. Evaluation shall be carried on on over all amount.

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SEAL & SIGN OF BIDDER