



**National Centre for Design and Product Development**

Rajiv Gandhi Handicrafts Bhawan (3<sup>rd</sup> Fl.),  
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**EXPRESSION OF INTEREST**

NCDPD invites EOI from the reputed agencies / firm for supply of Tool Kits for Applique Crafts as per the detailed specifications given in the scope of work.

Interested agencies may submit their EOI along-with their financial quotes on above address. The detailed TOR for the same can be downloaded from [www.ncdpd.in](http://www.ncdpd.in). Last date for submission of EOI shall be within 21 days from this publication.

## INTRODUCTION

National Centre for Design & Product Development (NCDPD) undertaking a project for Development & distribution of tool kits to the artisans of Jodhpur, Rajasthan.

Accordingly, NCDPD with the help of various technical agencies of Govt. of India developed the tool kits for distribution among the artisans of Handicraft Artisans of Jodhpur cluster.

The tool kits have been developed with an aim to provide improved tools to the artisans / craft persons and entrepreneurs so as to boost the segment with better Process Control leading to:

- i) Higher Productivity
- ii) Reduced Process Time
- iii) Better Product quality
- iv) Consistency in Product Quality
- v) Reduction of Wastages / Rejections
- vi) Saving in terms of Chemicals and Dyes
- vii) Protecting the Health and Safety of Operators

## INDICATIVE SCOPE OF WORK

Tool Kits of following categories shall be supplied along with the packing of the same as per following specifications:

SL. NO.	NAME OF CRAFTS	NO. OF TOOL KITS
1.	Applique Crafts	3200

## DETAILED SPECIFICATIONS OF EMBROIDERY CRAFT TOOLS

Sl. No.	Items	Quantity
1	Stitching Machine (ISI approved, Foot Operated machine)	1 pcs.
2	Embroidery rounds frame Small, medium & large (8", 10", 12")	2 pcs.
3	Tracing Paper Sheet	5 pcs.
4	Embroidery Needles 4,5,6,8,10 No.	1 pack each
5	Pencils HB & B	1 pack each
6	Powder for tracing	250 gm
7	Steel Scale (1 ft. & 2 ft.)	1 pc each
8	Measuring Tape (Tailor)	2 pcs.
9	Scissor	1 pc
10	Thread Trimmer	2 pcs.
11	Seam Ripper	4 pcs.
12	Finger Thimble	5 pcs.

- All the above Tool Kits to be delivered at Jodhpur, Rajasthan.
- Each tool Kits should be packed in a presentable box / bag with logo as approved & provided.
- Supplier have to provide consent letter from authorized dealer / supplier of branded items for the authenticity of the products along-with the warranty card.
- All the tool kits to be inspected by the officials in Jodhpur before distribution among the artisans. Supplier have to ensure that all the tool kits to be delivered in intact position.
- The supplier shall be responsible for any damage, replacement / repair, defective components of machine and there will be no extra cost to be paid.
- Suppliers have to submit a sample tool kit along-with the EOI. Sample shall be approved by the committee.

## A) ELIGIBILITY OF THE APPLICANT

- The applicant should be a registered company / entity of repute.
- The applicant must have minimum Cumulative Turnover of Rs.2.00 crores in last 3 Financial years.
- The applicant must comply with all government and regulatory norms viz. GST, PAN, ITR, etc. Please attach the copies with technical bid.
- The applicant should have experience in the supply of tool kits. Kindly attach the previous work orders and completion certificate from the client.

## B) EVALUATION / SELECTION PROCESS

- A nominated Committee will evaluate the documents received from the applicant as per the eligibility criteria.
- The profile of the applicant, turnover, credentials shall be used as a means of evaluating as per eligibility criteria of applicant so as to execute the job in a safe, successful and timely manner.
- Tool Kit submitted by the applicant shall also be evaluated by the Committee / Expert Institution.
- On the basis of above evaluation, the committee shall open the Financial Quotes received from the applicants.
- As per financial quotes the work shall be awarded to the lowest quote.

## C) FINANCIALS

Financial quote should be duly dated and clearly indicating the cost of tool kit alongwith the taxes, if any.

## D) VALIDITY

1. The rates shall be applicable for one calendar year i.e. from the date of registration / empanelment of firm to 12 months.
2. The quantities shall vary from 100- 400 per order.

## GUIDELINES FOR SUBMISSION OF EOI

1. **Cover A** : Sealed and super scribed envelop with “**EMD**” which should have detailed contact details of applicant viz. full name, postal address, fax, email, telephone.
  - i. Demand Draft / Pay Order in favour of **National Centre for Design & Product Development**, payable at Delhi for Rs.5,00,000/- (Rs. Five Lakhs only) as **EMD**. EMD of unsuccessful applicant shall be refunded after award of the contract. No interest will be paid on the EMD.

2. **Cover B:** Sealed and super scribed envelop with “**Technical Papers**” which includes all the documents mentioned in the “**Selection Criteria and Evaluation Process**” as follows:
  - i) Agency’s Profile in brief.
  - ii) Copies of the audited Balance Sheet for the last three years should be enclosed, duly signed by the Chartered Accountant along with attested copies of Income Tax returns filed in last three years.
  - iii) Copies of GST, PAN No., ITR etc.
3. **Cover C :** Sealed and super scribed envelop with “**Financial Quotes**” for supply of Tool Kits for Jodhpur Mega Cluster.
4. **Cover D :** Containing **Cover A, Cover B, Cover C** Mentioning "Technical & Financial Quotes for supply of Tool Kits for Jodhpur Mega Cluster which should have full name, postal address, fax, email, telephone number of the applicant.

## **PAYMENT TERMS**

- No advance payment shall be made to supplier.
- Payment shall be made only after successful delivery of Tool Kits at Jodhpur.

## **LAST DATE FOR SUBMISSION OF EOI**

The last date for the submission of EOI is 26<sup>th</sup> November. 2019 (upto 5 p.m. ). The EOI received after due date shall not be accepted. The EOI should be addressed to Executive Director, National Centre for Design & Product Development, Rajiv Gandhi Handicrafts Bhawan (3<sup>rd</sup> Fl.), Baba Kharag Singh Marg, Connaught Place, New Delhi-110001.

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