

**NATIONAL CENTRE FOR DESIGN & PRODUCT DEVELOPMENT**

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Baba Kharak Singh Marg, Connaught Place, New Delhi-110001  
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**EXPRESSION OF INTEREST**

NCDPD invites EOI from the reputed agencies for setting up of stalls for participation of artisans & weavers at exhibition to be set up at Handloom Haat, Janpath, New Delhi-110001 from 14<sup>th</sup> – 23<sup>rd</sup> April, 2017.

Interested agencies having experience for the similar job may submit their EOI. The detailed TOR for the same can be obtained from the website: [www.ncdpd.in](http://www.ncdpd.in). The last date for submission of EOI shall be within 5 days from this publication.

## **A: INTRODUCTION**

National Centre for Design & Product Development (NCDPD) is going to organize an exhibition at Handloom Haat, Janpath, New Delhi-110001 from 14<sup>th</sup> – 23<sup>rd</sup> April, 2017 to provide a comprehensive market linkage to the Indian Artisans & Weavers.

## **B: INDICATIVE SCOPE OF WORK**

- Designing and Fabrication of Exhibition.
- Total area is 150 X 6 mtrs.
- Creative designing for display of Indian Handicrafts & Handloom products
- Fabrication of display aids as per specifications
- Product spotlighting & Illumination as per specifications

### **Specifications and auxiliary requirement**

1. Designing and Fabrication of exhibition Stalls
2. Requirement of 40 stalls (3X3) mtrs.
3. All material to be used in application should be ISI Marked & ISO Standards. Material specifications should be of standard premium company make.

The scope of work will also include:

- Fabrication of Stalls at site
- Housekeeping & security of display area
- Fire extinguishers & fire men on duty
- Earthing & Cabling as per venue norms
- 3 Entry Gates at outside building
- Branding at outside building

All work to be completed and hand over by **13<sup>th</sup> April, 2017, 2.00 p.m.**

## C: ELIGIBILITY CRITERIA OF THE APPLICANT

- The applicant should be a registered company / entity of repute with sound experience in performing the above mentioned services.
- The applicant must have at least 5 years of experience of doing similar works of fabricating, erecting and dismantling of hanger structure as well as in house team of carpenters etc. Documentary proof must be enclosed with photographs and work orders.
- The applicant must have sound experience of setting up of Thematic exhibitions / displays. The applicant should furnish details of such theme displays in larger areas. List of reputed past clients should be enclosed.
- The applicant must have minimum Cumulative Turnover of Rs.10 crores in last 3 Financial years. Kindly enclose CA certificate / Balance sheet.
- Kindly note minimum turnover registered should be in relevant trade.
- Company must be registered in PF / ESI from last 3 years. Kindly enclose the proof with paid challan of PF & ESI for last 6 months.
- Details of infrastructure must be enclosed in the technical bid including details of manpower & key personnel.
- The applicant must comply with all other Government and regulatory norms viz. Pan no., service tax no., ITR, VAT (if applicable) copies shall be furnished with technical bid.

## D: SUBMISSION OF EOI

### 1) TECHNICAL

EOI should be submitted in Two sealed envelope, **TECHNICAL BID** (Envelope –I) shall contain following documents:

- i) Details of the EOI
  - a) Concept Design / Detailed Drawing with detailed specifications
  - b) Profile of the Agency / Company
  - c) Details of Technical Manpower and Staff available in – house
  - d) Track record – details of involvement in similar events (Provide list of works executed in last 3 years)
  - e) Specific experience relating to the event of such nature (Documentary evidence of all needs to be provided)
- ii) All applicants should submit a self-undertaking that they have never been blacklisted by any Government of India Ministry / Department / Authority / Organization / Agency.
- iii) Statement signed by a statutory auditor / Chartered Accountant, indicating turnover of the company.
- iv) EMD for Rs.1,00,000/- (Rupees One Lakh only), in the form of Demand Draft drawing in favor of **National Centre for Design & Product Development (NCDPD)**. EMD will be returned to the unsuccessful applicants at the earliest.

2) **FINANCIALS** (Envelope – II) shall contain the financial offer for the project and should include the cost of all following :

- a) Designing and conceptualization
- b) Cost of fabrication : Rs. -----
- c) Cost of installation at site (including transportation): Rs.-----
- d) Govt. Taxes as applicable: Rs.-----
- e) Total Cost: i),ii),iii): Rs.-----

- The applicants should quote in figures as well as in the words the rates and amount offered by them in the financials. The rates quoted in the financials shall be inclusive of all taxes, levies etc. Nothing extra shall be payable in addition to the accepted rate as per the Price Schedule.
- EOI placed in sealed covers (in two envelopes duly marked as TECHNICAL (Envelope-I) and Financials (Envelope-II) with the name of the project written on each envelope should be placed in the outer envelope and marked on top as “EOI for Setting up of Exhibition in Handloom Haat, New Delhi”.

### **E) EVALUATION / SELECTION PROCESS**

- The evaluation would be on both Technical and Financial Bids
- The technical bids shall be scrutinized by the committee constituted for the purpose. The Committee will assess the ability of the agencies to carry out the requisite work and quality of profile and experience of the agency in the field. The bid would be evaluated as per the Eligibility Criteria in Para-C & technically as specified in Para-D.
- The applicants who will be shortlisted as per above evaluation, if necessary shall be called for presentation.
- The Criteria for Technical Evaluation is as below:-

<b>SL. NO.</b>	<b>CRITERIA</b>	<b>SCORING</b>
1	Organizational strength of the company and its experience in executing such works nationally and internationally	<b>20 Marks</b>
2	Overall Concept and design of Thematic Exhibition	<b>70 Marks</b> A. Concept & Design- 50 Marks B. Effective Utilization of space – 10 Marks C. Innovative ideas in accord with Theme - 10 Marks
3	Experience and expertise of key personnel handling the project	<b>10 Marks</b>

- The Concept / Design of the 'Thematic Exhibition' with layout decoration plan, etc. as indicated above must be submitted in hard copy as well as in CD
- Minimum marks required to qualify technically is 70. Financial quotation of only those who qualified technically would be opened.
- **Financial Score would be as follows:**

Lowest financial quote will be given score of marks	:	100
2 <sup>nd</sup> Lowest financial quote will be given score of marks	:	80
3 <sup>rd</sup> Lowest financial quote will be given score of marks	:	60
4 <sup>th</sup> Lowest financial quote will be given score of marks	:	40
5 <sup>th</sup> Lowest & onwards financial quote will be given score of marks	:	20

The final evaluation would be done on the basis of Composite score. 70% weightage will be assigned to technical aspects and 30% to financial bid. The applicant who has secured the highest Composite Score shall be declared the preferred applicant.

**F: Payment Terms**

1. All payments to be made after completion of programme.

**G: RIGHTS**

NCDPD reserves the right to accept or reject any offer based on technical / financial evaluation without assigning any reason.

**H: LAST DATE FOR SUBMISSION OF EOI**

The last date for submission of EOI is 8<sup>th</sup> April, 2017 (upto 5.00 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, Hall No.1 (3<sup>rd</sup> Fl.), Rajiv Gandhi Handicrafts Bhawan, Baba Kharak Singh Marg, Connaught Place, New Delhi-110001, Email: [ncdpd@ncdpd.in](mailto:ncdpd@ncdpd.in) Website: [www.ncdpd.in](http://www.ncdpd.in)

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