

### **EXPRESSION OF INTEREST**

NCDPD invites EOI from the reputed agencies for setting up of Theme Pavilions for Mega Clusters to be set up at India Expo Centre & Mart, Greater Noida, U.P. during Home Expo India, 2015 to be held from 16 – 18 April, 2015.

Interested agencies having experience for the similar job may submit their EOI. The detailed TOR for the same can be obtained from [www.ncdpd.in](http://www.ncdpd.in) and the Centre on any working day on payment of Rs.5000/-. The last date for submission of EOI shall be within 5 days from this publication.

#### **NATIONAL CENTRE FOR DESIGN & PRODUCT DEVELOPMENT**

43, Okhla Industrial Estate, Phase-III, New Delhi-110020

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## **INTRODUCTION**

In order to give boost to the exports of Indian Handicraft Products from 3 Mega Clusters announced by Govt. of India i.e. Bareilly, Lucknow & Bhuj, NCDPD proposes to showcase their products in a thematic manner in Home Expo India, 2015 to be held from 16 – 18 April, 2016 at India Expo Centre & Mart, Greater Noida (NCR).

- The area shall be 356 sq. mtrh Theme Pavilion. Any clarifications / queries can be obtained from the office.

## **INDICATIVE SCOPE OF WORK**

- The scope of work is as per the detailed layouts / views from NCDPD.
- The wooden material used in fabrication should be in compliance with ISI specifications.
- All Paint work should be roller paint plastic emulsion (ISI specifications).
- Size/colour scheme should be strictly followed as per the plan / NCDPD's designer specifications.
- Thickness of glass / wooden shelves should be in alliance with the products to be displayed. Glass cases on risers as per specifications.
- Electricals (Focused / concealed) lights should be in accord to the type of focusing requirements. All wiring to be concealed with necessary mainline work.
- Entire Branding / Blow ups should be high resolution/neatly finished prints as per requirement.
- Any inferior / low quality workmanship is liable for rejection by NCDPD.
- Assist NCDPD designers in display of products / placement of Mannequins.
- Handover the complete finished structural work for display on 15<sup>th</sup> April,2015 by 12 noon
- Dismantling and complete vacation of site on 19<sup>th</sup> April,2015 by 10 a.m.

## **A: ELIGIBILITY OF THE APPLICANT**

- The applicant should be a registered company / entity of repute with sound experience in performing the above mentioned services.
- The applicant should have a local office in New Delhi/ NCR. No subletting of work is allowed. Agencies / Event Managers without their own fabrication unit will not be considered.
- The applicant should have demonstrable experience in setting up of specially erected theme pavilions in Indian Handicrafts and other synergy sectors.
- The team of personnel including the team leader should have sound and technical experience and expertise of handling and running such works related to handicrafts sector. (Kindly enclose the organization structure with key persons & departments.)

- The applicant should have minimum experience of 5 years for the said job and also sound track record with project value in INR.
  - The applicant must have minimum Cumulative Turnover of Rs.6 crores in last 3 Financial years with minimum turnover of Rs.3 crores in any of the year. Kindly enclose CA certificate / Balance sheet).
  - Kindly note minimum turnover registered should be in relevant trade
  - Company should be registered in PF/ESI. Kindly enclose the proof.
  - Details of infrastructure must be enclosed in the technical bid including details of manpower & key personnel.
  - The applicant must comply with all government and regulatory norms viz. Pan no., service tax no., ITR, EPF statements, ESI details, VAT (if applicable) copies shall be furnished with technical bid.
  - The applicant should have its own workshop operating in licensed area (Enclose relevant documents, Certifications regarding above). Event managers or one without workshops need not apply.

## B) EVALUATION / SELECTION PROCESS

- A nominated (in house) Committee will evaluate the technical papers received on the basis of the documents and details provided by the applicant.
- The profile & track record of the applicant, turnover, credentials including past similar assignments etc. shall be used as a means of evaluating the capability and capacity of each applicant to execute the job in a safe, successful and timely manner.
- The technical evaluation will carry a weight-age of 50 marks.
- The financial will carry a weightage of 50 marks.

The evaluation of Technical Papers will be done on the following parameters subject to minimum qualification:

SI. NO.	CRITERIA MARKING SYSTEM	MAXIMUM MARKS (50)
1.	Manpower & Technical expertise	20
2.	Turnover	10
3.	Experience of doing similar work especially thematic setting	20

**Only those agencies who will score 70 percent marks (35 marks) or more in Technical Evaluation will qualify for opening of Financial Quotes.**

The financial quotes of only (up to) top 3 bidders on the basis of technical evaluation to be open for financial evaluation. Financial evaluation will carry a weight age of **50% marks**. The agency which scores the highest aggregate marks on the basis of technical and financial bids (after adding the scores from the technical and financial evaluation) will be eligible and to be awarded the work.

## FINANCIALS

Kindly enclose the costing as per details below on rental basis:

- i) Cost of fabrication : Rs. -----
  - ii) Cost of installation at site (including transportation): Rs.-----
  - iii) Govt. Taxes as applicable: Rs.-----
- Total Cost: i),ii,iii): Rs.-----

## 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 1,00,000/- (Rs One Lakh only) as **EMD**. EMD of unsuccessful applicant shall be refunded after the 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 with details of staff / key personnel and 5 years experience in similar job with the documentary evidence.
- 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) PAN No., Service Tax No., ITR, EPF Statements, ESI Details, VAT (If applicable).

3. **Cover C** : Sealed and super scribed envelop with “**Financial Quotes**” for setting up of Theme Pavilion of Mega Clusters.

4. **Cover D** : Containing **Cover A, Cover B, Cover C** Mentioning "Technical & Financial Quotes for setting up of NCDPD Theme Pavilion for Mega Clusters which should have full name, postal address, fax, email, telephone number of the applicant.

## LAST DATE FOR SUBMISSION OF EOI

The last date for submission of EOI is 10<sup>th</sup> April, 2015 (upto 5.00 p.m). The EOI received after due date shall not be accepted. The EOI should be addressed to Executive Director, National Center For Design & Product Development, 43, Okhla Industrial Estate, Phase-III (Behind Modi Mill), New Delhi – 110020.

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