

### **EXPRESSION OF INTEREST**

NCDPD invites EOI from the reputed agencies for design conceptualization & fabrication of Thematic Exhibition of Handicraft Products developed by SC Category Artisans. Thematic Exhibition to be set up from 20 – 28 June, 2015 at Inside ISHANYA (India's First & Largest Home & Interior Destination), Yerawada, Pune, Maharashtra. .

Interested agencies having experience for the similar job may submit their EOI. The detailed TOR for the same can be downloaded from [www.ncdpd.in](http://www.ncdpd.in). The last date for submission of EOI shall be within 3 days from this publication.

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

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## A: INTRODUCTION

National Centre for Design & Product Development is going to organize a Thematic Exhibition of the Handicraft products developed by the SC Category Artisans of various Indian handicrafts product categories. The exhibition shall be organized from 20 – 28 June, 2015 at Inside ISHANYA (India's First & Largest Home & Interior Destination), Opp. Golf Course, Airport Road, Yerawada, Pune.

15 Artisans from various parts of the country shall display a wide range of their handicraft products. Beside participation of 15 artisans a Theme Pavilion measuring about 150 – 200 sq. mtrs. shall also be set up.

## B:INDICATIVE SCOPE OF WORK

- Conceptualization, designing and fabrication of Thematic Exhibition of handicraft products

### Specifications and auxiliary requirement

1. Creation of 15 stalls of 12 sq. mtrs. (3X4)
2. Theme Pavilion in an area measuring 150 – 200 sq. mtrs. where various handicrafts products to be displayed in a thematic manner.

The scope of work will also include fabrication of thematic exhibition at site, maintenance activities during the event and dismantling of the pavilion after the event.

- Structural work to be finished by 19<sup>th</sup> June, 2015 by 12 noon
- Dismantling and complete vacation of site on 29<sup>th</sup> June, 2015 by 10 a.m.

## C: ELIGIBILITY CRITERIA OF THE APPLICANT

- The applicant must have at least 5 years of experience of doing similar works of fabricating, erecting as well as in house team of carpenters, POP and fibre glass modelers 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.12 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 with last paid challans of PF,ESI.
- 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.

## 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
  - 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) Latest Income Tax Clearance Certificate / Copy of Returns submitted and PAN
- v) **EMD for Rs 50,000/-** (Rupees Five thousand only), in the form of Demand Draft drawn 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.-----

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 Thematic Exhibition of Indian Handicraft Products Developed by SC Artisans**”. The EOI will be received till 12<sup>th</sup> June 2015 up to 5 P.M., NCDPD, 43, Okhla Industrial Estate, Phase-III, New Delhi-110043.

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

- The evaluation would be on both Technical and Financial Bids
- The technical papers shall be scrutinized by the in-house 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 applicants who will be shortlisted as per the Eligibility Criteria are expected to give presentation on 13<sup>th</sup> June 2015 of their concept for Thematic Exhibition of Handicraft Products developed by SC Category Artisans. Financial bid of only those technically qualified would be opened. The decision of National Centre for Design & Product Development in this regard shall be final and binding. The Financial bids will be opened on the same day
- The Criteria for Technical Evaluation is as below:-

S. No	Criteria	Scoring
1	Organizational strength of the company and its experience in executing such works nationally and internationally	<b>30 Marks</b>
2	Overall Concept and design of Thematic Exhibition	<b>50 Marks</b> A. Concept & Design- 30 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>20 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 60. 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. The final selection will be on aggregate if the technical and financial assessments. 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 Bidder.

**The Composite score would be worked out as below:**

<b>Applicants Score (A)</b>	<b>Weight (B)</b>	<b>Weighted Score (C)=(A)X(B)</b>
Technical Score	70%	X
Financial Score for those found eligible in Technical Papers	30%	Y
Composite Score of the Applicant		(X+Y)

**F: RIGHTS**

NCDPD reserves the right to accept or reject any offer based on technical / financial evaluation.

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

The last date for submission of EOI is 12<sup>th</sup> June, 2015 (upto 3.00 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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