



**National Centre for Design and Product Development**

Rajiv Gandhi Handicrafts Bhawan (3<sup>rd</sup> Fl.),

Baba Kharag Singh Marg

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### **EXPRESSION OF INTEREST**

NCDPD invites EOI from the reputed agencies / firm for supply of Tools for Cane & Bamboo 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 7 days from this publication.

## INTRODUCTION

National Centre for Design & Product Development (NCDPD) with the support of Development Commissioner (Handicrafts), Ministry of Textiles, Govt. of India undertaking a project for Development & Distribution improved Tool Kits to the handicraft artisans on various product categories.

Accordingly, NCDPD with the Technical Support of Bamboo & Cane Development Institute (BCDI), Agartala developed the Cane & Bamboo Crafts tool kits for distribution among the artisans.

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

NCDPD intends to distribute the Improved Tool Kits to the artisans of Agartala, Tripura as per following details:

SL.NO.	NAME OF CRAFTS	NO. OF TOOL KITS
1.	Cane & Bamboo Crafts	150

- Details of Tools along-with their specifications which shall be supplied is as under:

SL. NO.	TOOLS	QTY	FUNCTION
1	Gauging Chisel (big + small)	02	Bamboo turning
2	Skew Chisel (big + small)	02	Bamboo turning
3	Parting chisel	01	Bamboo turning
4	Square chisel (big + small)	02	Bamboo turning and carpentry
5	Hacksaw for woodwork	01	Cutting and sizing
6	Hammer	01	Impelling
7	Measuring tape	01	Measuring
8	Metal scale	02	Measuring
9	Small File for sharpening Hacksaw blade	01	Abrading
10	Tri square	01	Measuring
11	Measuring Gauge plate	01	Measuring
12	Bamboo splitting Knife	01	splitting
13	Combination stone	01	grinding

14	Power operated hand drill small	01	Boring
15	Power operated Angel Grinder small	01	Grinding

- All the above Tool Kits to be delivered at Agartala, Tripura.
- Each tool Kits should be packed in a presentable box / bag.
- 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 Agartala, Tripura 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.

### 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. Pan no., service tax no., ITR, VAT (if applicable) copies shall be furnished 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, and 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.
- 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.

### FINANCIALS

Financial quote, duly dated and clearly indicating the item-wise cost for each tool kit along-with the taxes, if any.

### 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. 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) 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 supply of Tool Kits for Agartala, Tripura Cluster.
4. **Cover D** : Containing **Cover A, Cover B, Cover C** Mentioning "Technical & Financial Quotes for supply of Tool Kits for Agartala, Tripura 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.
- Payments shall be made after successful delivery of Tools at Tripura, Agartala.

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

The last date for the submission of EOI is 6<sup>th</sup> January, 2016. 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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