

NATIONAL CENTRE FOR DESIGN & PRODUCT DEVELOPMENT

Hall No.1 (3rd Fl.), Rajiv Gandhi Handicrafts Bhawan,
Baba Kharak Singh Marg, Connaught Place, New Delhi-110001
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EXPRESSION OF INTEREST

NCDPD, on behalf of Association of Corporation & Apex Societies of Handlooms (ACASH) invites EOI from the reputed agencies for design conceptualization & fabrication of Thematic Exhibition of Handloom Products at Handloom Haat, Janpath, New Delhi-110001 to be set up from 23rd December, 2015 to 5th January, 2016.

Interested agencies having experience for the similar job may submit their EOI. The detailed TOR for the same can be downloaded from www.ncdspd.in The last date for submission of EOI shall be within 7 days from this publication.

A: INDICATIVE SCOPE OF WORK

National Centre for Design & Product Development (NCDPD) in association with Association of Corporation & Apex Societies of Handlooms (ACASH) shall organize an Exhibition of Handloom Products at Handloom Haat, Janpath, New Delhi-110001 from 23rd December, 2015 to 5th January, 2016.

4 Such type of exhibitions shall be organize within a year time on different dates (Dates shall be intimated subsequently). Interested applicants can quote the best price for all the 4 exhibitions.

B: INDICATIVE SCOPE OF WORK

- Creative designing for display of Products of Indian Handloom.
- Fabrication of display aids as per specifications
- Product spotlighting & Illumination as per specifications
- Thematic Settings
- Branding of Handloom Work.

Specifications and auxiliary requirement

1. 45 stands of 3X3 sq. mtr. to be set up in an Open area.
2. All the stands should be covered from the top so as to protect the products from rain, weather turbulence etc.
3. All material to be used in application should be Standards.
4. Adequate space for branding/creative elements.

All work to be completed and hand over by 21st December, 2015 at 12 noon.

If applicant desires to visit the site, he may do so between 11 am –5 pm except on Sunday.
Contact person at site available is Mr. S. G. Ranjan Mobile: 09311533228.

B: 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 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 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.15 crores in last 3 Financial years with minimum turnover of Rs.5 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.

C: 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) 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 drawing 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 “Setting up of Stalls for Handloom Exhibition”**. The EOI will be accepted till 7th December, 2015 up to 3 P.M., NCDPD, Hall No.1 (3rd Fl.), Rajiv Gandhi Handicrafts Bhawan, Baba Kharak Singh Marg, Connaught Place, New Delhi-110001.

D)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 first evaluated as per the Eligibility Criteria & Technically specified as Para – ‘B’ & ‘C’.
- The applicants who will be shortlisted as per the Eligibility Criteria in Para-B are expected to give presentation, if necessary on 8th December, 2015. 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	30 Marks
2	Overall Concept and design of Thematic Exhibition	50 Marks 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	20 Marks

- The Concept / Design of the '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 nd Lowest financial quote will be given score of marks	:	80
3 rd Lowest financial quote will be given score of marks	:	60
4 th Lowest financial quote will be given score of marks	:	40
5 th 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:

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

E:Payment Terms

Payment shall be made on following basis:

1. 25% on completion of 50% work.
2. 50% on completion of entire work on the start date of exhibition.
3. Balance 25% on completion certificate.

F:RIGHTS

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

G: LAST DATE FOR SUBMISSION OF EOI

The last date for submission of EOI is 7th December, 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 Centre for Design & Product Development and to be submitted its office at Hall No.1 (3rd Fl.), Rajiv Gandhi Handicrafts Bhawan, Baba Kharak Singh Marg, Connaught Place, New Delhi-110001
