

**NATIONAL CENTRE FOR DESIGN & PRODUCT DEVELOPMENT**

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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 fabrication of Show Windows, Graphics on permanent basis for display & publicity of Indian Handloom products at Handloom Haat, Janpath, New Delhi-110001.

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 7 days from this publication.

**A: INTRODUCTION**

National Centre for Design & Product Development (NCDPD) in association with Association of Corporation & Apex Societies of Handlooms (ACASH) is going to undertake the job of fabrication of Show Windows, Graphics on permanent basis for display & publicity of Indian Handloom products at Handloom Haat, Janpath, New Delhi-110001.

**B: INDICATIVE SCOPE OF WORK**

S.N.	SCOPE OF WORK	DESCRIPTIONS
1	Construction of Show Windows on Ground floor	<ul style="list-style-type: none"><li>• Construction of outer structure with 6/8 inch platform height and 3 side toughened glass fencing with top &amp; bottom support framing in wood (there should be no vertical supporting frames on the corners) with melamine polish finish.</li><li>• Construction of back wall with wallpapers and raw silk fabric hanging support.</li><li>• Installation of good flooring (either high quality western carpet or western wooden floor fittings).</li><li>• Construction of sufficient podiums and display aids for merchandise display.</li><li>• Should provide standard western mannequin inside the window.</li><li>• Fitting of internal lights with proper illuminance which should not be visible from the outside of the window.</li></ul>
2	Construction of Frame Windows	<ul style="list-style-type: none"><li>• Construction of outer frame with toughened glass.</li><li>• Provision of soft board on the back for fabric mounting/cladding.</li><li>• Fitting of internal lights from all four sides with proper illuminance which should not be visible from the outside of the frame.</li><li>• Opening mechanism of the frame window should be proper</li></ul>

		for easy accessible in changing the back wall fabric mounting/cladding.
3	Fencing of nearby toilet open areas and depression areas around the gates & lifts on ground , first & second floor.	<ul style="list-style-type: none"> <li>• Fencing all around the wall with MDF cut-out boards. (cut-out patterns/motifs will be approved by the NCDPD)</li> <li>• Fitting of cut-out board should be proper (inter linkage joints should not be visible)</li> <li>• After installation, fencing should be painted with distemper. (color will be approved by NCDPD)</li> </ul>
4	Installation of Standard Shop Name Fascia on all Shop Doors.	<ul style="list-style-type: none"> <li>• Name Fascia should be fixed inside the existing alluminium frame above the doors.</li> <li>• Fixtures and fitting will be approved by NCDPD.</li> </ul>
5	Installation of Graphic Wall on Ground Floor	<ul style="list-style-type: none"> <li>• Graphics (front lit graphics) of proper dimensions will be placed on the blank walls in front of doors.</li> <li>• Installation of enough spot lights above the panel for proper illumination of graphics.</li> </ul>
6	Construction of Display Gallery on the 1 <sup>st</sup> and 2 <sup>nd</sup> floor	<ul style="list-style-type: none"> <li>• Construction of outer structure with 12/16 inch platform height and 3 side toughened glass fencing with top &amp; bottom support with wood framing (there should be no vertical supporting frames on the corners) in melamine polish finish.</li> <li>• Construction of back wall with wallpapers and raw silk fabric hanging support.</li> <li>• Installation of good flooring (western wooden floor fittings).</li> <li>• Fitting of internal lights from all four sides with proper illuminance which should not be visible from the outside of the frame.</li> <li>• Opening of glass frame should provide easy accessibility in changing the merchandise display inside the frame.</li> </ul>
7	Fencing of nearby toilet open areas and depression areas around the gates & lifts on 1 <sup>st</sup> & 2 <sup>nd</sup> floor	<ul style="list-style-type: none"> <li>• Fencing all around the wall with MDF cut-out boards. (cut-out patterns/motifs will be approved by the NCDPD)</li> <li>• Fitting of cut-out board should be proper (inter linkage joints should not be visible)</li> <li>• After installation, fencing should be painted with distemper. (color will be approved by NCDPD)</li> </ul>
8	Installation on 1mx1m Circular Display Window in the Lobby area on the 1 <sup>st</sup> & 2 <sup>nd</sup> Floor	<ul style="list-style-type: none"> <li>• Construction of outer structure with 16 inch platform height and 3all around toughened glass fencing with top &amp; bottom support framing (there should be no vertical supporting frames).</li> <li>• Installation of good flooring (either high quality western carpet or western wooden floor fittings).</li> <li>• Construction of sufficient podiums and display aids for merchandise display.</li> <li>• Should provide standard western mannequin inside the window.</li> <li>• Fitting of internal lights with proper illuminance.</li> <li>• Fitting of 4 / 5 upward halogen spot light.</li> </ul>

## 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 as well as in house team of carpenters, POP and fiber 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. 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) Copy of Creative Designs
  - 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 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) Cost of fabrication: Rs. -----
- b) Cost of installation at site (including transportation): Rs.-----
- c) 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 Show Windows at Handloom Haat”**. The EOI will be accepted till 14<sup>th</sup> March, 2016 up to 3 P.M., NCDPD, Hall No.1 (3<sup>rd</sup> Fl.), Rajiv Gandhi Handicrafts Bhawan, Baba Kharak Singh Marg, Connaught Place, New Delhi-110001.

#### 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 first evaluated as per the Eligibility Criteria & Technically specified as Para – ‘C’ & ‘D’.
- The applicants who will be shortlisted as per the Eligibility Criteria in Para-C are expected to give presentation, if necessary on 15<sup>th</sup> March, 2016. The Financial bids will be opened on the same day.
- The Criteria for Technical Evaluation is as below:-

SL. No.	Criteria	Scoring
1.	Creative Design	50 marks
2.	Organizational strength of the company and its experience in executing such works nationally and internationally	20 Marks
3	Financials	30 Marks
	Total	<b>100 Marks</b>

The applicant who has secured the highest Composite Score shall be declared the preferred Applicant.

## **F: 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.

## **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 14<sup>th</sup> March,2016 (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 (3<sup>rd</sup> Fl.), Rajiv Gandhi Handicrafts Bhawan, Baba Kharak Singh Marg, Connaught Place, New Delhi -110001. For further any query and visit to Handloom Haat can contact to Mr. Santosh Shah, Designer, NCDPD on contact No.9990412349.

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