

EXPRESSION OF INTEREST

NCDPD invites EOI from the reputed agencies for setting up of Theme Pavilion of Indian Handicrafts to be set up at Crafts Museum, New Delhi from 18th – 22nd May, 2016.

Interested agencies having experience for the similar job may submit their EOI. The detailed TOR for the same can be obtained from the website: www.ncdpd.in. The last date for submission of EOI is 16.5.2016 at 5.00 p.m.

NATIONAL CENTRE FOR DESIGN & PRODUCT DEVELOPMENT

Hall No.1 (3rd Fl.), Rajiv Gandhi Handicrafts Bhawan,
Baba Kharak Singh Marg, Connaught Place, New Delhi-110001
Email: ncdpd@ncdpd.in Website: www.ncdpd.in

A: INTRODUCTION

National Centre for Design & Product Development (NCDPD) is going to set up specially erected Theme Pavilion outside Crafts Museum, Pragati Maidan, New Delhi from 18th – 22nd May, 2016 to provide a comprehensive International market enabled platform to the SC/ ST Category artisans / craft persons / producers of Indian Handmade crafts.

B: INDICATIVE SCOPE OF WORK

- Overhead waterproof structure to be set up in an open area of 325 sq. mtrs.
- Fabrication of Theme Pavilion and display aids as per the attached design and specifications.

Specifications and auxiliary requirement

1. Fabrication of Theme Pavilion
2. 15 Stalls / wooden platform to be prepared for sitting of 15 national artisans
3. All material to be used in application should be ISI Marked & ISO Standards. Material specifications should be of standard premium company make and clearly specified keeping in view permanent nature of work.

The scope of work will also include:

- Fabrication of thematic display at site
- Housekeeping & security of display area
- Fire extinguishers & fire men on duty
- Earthing & Cabling as per venue norms

All work to be completed and hand over by 17.5.2016 by 6. P.M.

BILL OF MATERIALS

Total Area of Installation		100 m² + 5 m² + 200 m² = 325m²
CONSTRUCTION WORK		
NO.	PARTICULARS	QTY.

1	3.00m x 3.00m Octanorm Stand (Standard*) <ul style="list-style-type: none"> - 3 row x 3 column 5mm glass selves - 3 row x 3 column rods (¾" silver finish with edge cap) - 1 table +2 chairs - 1 power plug (16A -18A) - Small Dustbin - 3 row x 3 column 100W Yellow Spot Light - Standard Name Fascia 	5
2	3.00m x 2.50m Octanorm Stand (Standard*) <ul style="list-style-type: none"> - 3 row x 3 column 5mm glass selves - 3 row x 3 column rods (¾" silver finish with edge cap) - 1 table +2 chairs - 1 power plug (16A -18A) - Small Dustbin - 3 row x 3 column 100W Yellow Spot Light - Standard Name Fascia 	13
3	Saffron Carpet in Stands (3.00m x 3.00m)	5
4	Saffron Carpet in Stands (3.00m x 2.50m)	13
5	Blue Carpet in open theme (7.00m x 1.00m)	1
6	Blue Carpet in open theme (5.00m x 1.00m)	1
7	Green Carpet (all over the pathway)	
8	Jute carpet outside the hanger area	
9	Displayer 1 (2.50m x 1.20m x 0.30m) with 3 rows of rods on both side See detail drawing	3
10	Displayer 2	
	<ul style="list-style-type: none"> • Small - 0.30mx0.30mx0.60m 	14
	<ul style="list-style-type: none"> • Medium – 0.30mx0.30mx0.90m 	14
	<ul style="list-style-type: none"> • Large – 0.30mx0.30mx1.20m 	14
11	Front lighted Graphic (5.00m x 2.50m)	1
12	Full Dummy in Natural Tone (Western Style) - Female	4
13	Entry/Exit Gate (Full Length Glass Gate)	2
14	Water Dispenser with Dustbin	1
15	Canopy on the area of 325.00 sqm <ul style="list-style-type: none"> • Both side Installation – in full length-fabric strips of 4 different colors as per the design 	
16	Glass Structure in the Visibility Area of the hanger as shown in the design	
17	Front Fasade Structure as per the Design <ul style="list-style-type: none"> - 3.50m x 1.00 m Bottam Graphic on both side of the gate - Glass Installation up to the door height on both side 	

	<ul style="list-style-type: none"> - 9.50m x 1.50m front Graphic with 3D letter cut-out of the word “INDIAN HANDICRAFTS” - 10 ceiling light installation in the elevated mazzeline - 5 Life size (up to 1.70m height) dummy Products of different craft as shown in the design - 5 different pattern graphic sticker in the triangular part as shown in the design
18	Planter Decoration outside the Hanger as shown in the Design

*** TOLERANCE $\pm 5\%$

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 and dismantling of hanger structure 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.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 challan 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) Profile of the Agency / Company
 - b) Details of Technical Manpower and Staff available in – house
 - c) Track record – details of involvement in similar events (Provide list of works executed in last 3 years)
 - d) 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.1,00,000/- (Rupees One Lakh only), in the form of Demand Draft / Cheque 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) Designing and conceptualization
 - b) Cost of fabrication : Rs. -----
 - c) Cost of installation at site (including transportation): Rs.-----
 - d) Govt. Taxes as applicable: Rs.-----
 - e) 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 Theme Pavilion at Crafts Museum, Pragati Maidan, New Delhi”**.

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 evaluated as per the Eligibility Criteria in Para-C & technically as specified in Para-D.
- The Financial bids will be opened on the same day at 5 p.m..
- The Criteria for Evaluation is as below:-

Sl. No.	Criteria	Scoring
1	Organizational strength of the company and its experience in executing such works nationally and internationally	40 Marks
2	Financials	60 Marks

- 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. No advance payment to be made.
2. All payments shall be made after completion work and end of exhibition.

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 16.5.2016 (upto 5 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, Hall No.1 (3rd Fl.), Rajiv Gandhi Handicrafts Bhawan, Baba Kharak Singh Marg, Connaught Place, New Delhi-110001, Email: ncdpd@ncdpd.in Website: www.ncdpd.in
