



## NATIONAL CENTRE FOR DESIGN & PRODUCT DEVELOPMENT

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### EXPRESSION OF INTEREST

NCDPD invites EOI from the reputed agencies for setting up of Theme Pavilion of Indian Handloom Products to be set up at Varanasi, Uttar Pradesh from 6th - 8th August, 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](http://www.ncdpd.in)**. The last date for submission of EOI is **29th July, 2016 at 3.00 p.m.**

### A: INTRODUCTION

National Centre for Design & Product Development (NCDPD) is going to set up especially erected Theme Pavilion for display of Indian Handloom Products from 6<sup>th</sup> – 8<sup>th</sup> August, 2016 in Varanasi, Uttar Pradesh.

### B: INDICATIVE SCOPE OF WORK

- Fabrication of Theme Pavilion and display aids as per the attached design and specifications.

#### Specifications and auxiliary requirement

- Fabrication of Theme Pavilion
- All material to be used in application should be ISI Marked & ISO Standards. Material specifications should be of standard premium company make.

The scope of work will also include:

- Fabrication of thematic display at site
- Housekeeping & security of display area
- Earthing & Cabling as per venue norms

All work to be completed and hand over by 5<sup>th</sup> August, 2016 (3 p.m.)

### BILL OF MATERIALS

Total Area of Installation		= 280m <sup>2</sup>
<b>CONSTRUCTION WORK</b>		
NO.	PARTICULARS	QTY.
1	AWARDEES SECTION $(11.6 \times 1.2) + (12.6 \times 1.2) + (6.2 \times 1.2) = \sim 37\text{m}^2$	

	<ul style="list-style-type: none"> <li>- Raised platform of height 4" (11.6x1.2m)+(12.6x1.2m)+(6.2x1.2m)</li> <li>- Back wooden wall of height 3.0x1.1m with arm (see design for detail)</li> <li>- Hanging rod on the back wall (1,25m length)</li> <li>- A3 Profile Stand (1.24x0.3x0.3m)</li> <li>- Spot Light</li> <li>- Orange Carpet (1.2mx0.9m)(whole area)</li> <li>- Handloom Day Graphic (2..5x2m)</li> </ul>	37m <sup>2</sup> 23 23 23 23 1
2	<b>DESIGN CONTEST SECTION (9.0x1.2)+( 6.2x1.2)</b> <ul style="list-style-type: none"> <li>- Raised platform of height 4"</li> <li>- Back wooden wall of height 2.5m</li> <li>- Printed Name Fascia on the wooden base (see design for detail)</li> <li>- Wooden raised hanger 1.5x0.3x0.3m)</li> <li>- Full length mannequin (Female)</li> <li>- Full length mannequin (Male)</li> <li>- Spot Light</li> <li>- 9 Orange + 9 Yellow Carpet (1.20x0.75m)+(1.20x1.00m)</li> <li>- Handloom Day Graphic (2..5x2m)</li> </ul>	2 2 12 3 3 18 12+6 1
3	<b>DESIGN SUTRA (NIFT) (15.2x1.2)</b> <ul style="list-style-type: none"> <li>- Raised platform of height 4"</li> <li>- Back wooden wall of height 2.5m</li> <li>- Printed Name Fascia on the wooden base (see design for detail)</li> <li>- Hanging Rod</li> <li>- Set of Podium (2setx3)</li> <li>- Wooden raised hanger 1.5x0.3x0.3m)</li> <li>- Full length mannequin (Female)</li> <li>- Full length mannequin (Male)</li> <li>- Half Dummy (Bust)</li> <li>- Spot Light</li> <li>- Yellow Carpet (whole area)</li> </ul>	3 2 6 2 2 2 2 12
4	<b>INDIA HANDLOOM BRAND THEME SECTION (6.5x6.2)= ~40.5m<sup>2</sup></b> <ul style="list-style-type: none"> <li>- Raised platform of height 4"</li> <li>- Wooden Back Wall (2.45x6.2m)</li> <li>- Wooden Front Wall (2.45x6.2m)</li> <li>- Ceiling Area on 4 pillars (1.00x2.40x2.7m) with ceiling light &amp; printed fascia</li> <li>- Wooden Selves with ceiling light fitted inside</li> <li>- Hanging Rod</li> <li>- Fabric Hanger Metallic Fitting</li> <li>- Back Graphic (2.40x2.25m) (Handloom Day Graphic)</li> <li>- Front Graphic (2.45x2.0m)</li> <li>- Full length mannequin (Female)</li> <li>- Full length mannequin (Male)</li> <li>- Display Aid 1 (3.00x1.00x0.3m) with ceiling light fitted inside having 3 rows of 0.5mm clear glass selves/rods (see design for detail)</li> <li>- 2 Set of Podiums (0.3x0.3x0.6m)+ (0.3x0.3x0.9m)+ (0.3x0.3x1.2m)</li> <li>- Spot Light</li> <li>- Orange Carpet (7.8x1.86m)</li> <li>- Yellow Carpet (2.4x2.7m)</li> <li>- Wooden raised hanger 1.5x0.3x0.3m)</li> </ul>	48.5m 2 1 2 2 10 4 1 2 2 2 2 2 2 2 20 2

	<ul style="list-style-type: none"> <li>- 3D Handloom Map of India each state masked with actual handloom fabrics (2m height)</li> <li>- TV Screen (55")</li> </ul>	1 10 1 2
4	Pathway Blue Carpet (All Around the remaining area)	138m 2
5	Front lighted Welcome Graphic at the front of the Entry Gate on metallic Stand (2.3x2.5m)	2
6	Heavy Duty LED focus light	6-8

### 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 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.8 crores in last 3 Financial years with minimum turnover of Rs.3 crores in any of the year. Kindly enclose 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) Balance Sheet of the company.
  - iv) Latest Income Tax Clearance Certificate / Copy of Returns submitted and PAN
  - v) EMD for Rs.50,000/- (Rupees Fifty Thousands), 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) Cost of fabrication : Rs. -----
  - b) Cost of installation at site (including transportation): Rs.-----
  - c) Govt. Taxes as applicable: Rs.-----
  - d) 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 Varanasi, U.P.**

#### **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 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	<b>40 Marks</b>
2	Financials	<b>60 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. 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 29.07.2016 (upto 3 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 (3<sup>rd</sup> Fl.), Rajiv Gandhi Handicrafts Bhawan, Baba Kharak Singh Marg, Connaught Place, New Delhi-110001, Email: [ncdpd@ncdpd.in](mailto:ncdpd@ncdpd.in) Website: [www.ncdpd.in](http://www.ncdpd.in)

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