



**National Centre for Design and Product Development**  
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### **EXPRESSION OF INTEREST**

NCDPD invites EOI from the reputed agencies / firm for supply of Tool Kits for Zari & Zardozi 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 & Promotion of Handicrafts of Varanasi, Uttar Pradesh. One of the components of the project is identification, development & distribution of improved tool kits to the various handicraft artisans of Varanasi.

Accordingly, NCDPD with the Technical Support of North India Textile Research Association (NITRA) developed the tool kits for distribution among the Zari & Zardozi Handicraft artisans of Varanasi, Uttar Pradesh.

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 Varanasi as per following details:

SL.NO.	NAME OF CRAFTS	NO. OF TOOL KITS
1.	Zari & Zardozi Crafts	300

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

SL. NO.	ITEMS	QTY.
1	Stitching Machine (ISI approved, Foot / Power Operated machine)	1 pc
2	Embroidery frames Adda 30" or 36"	1 pc
3	Embroidery rounds frame Small, medium & large (8", 10", 12")	2 pcs
4	Tracing paper Sheet	5 pcs.
5	Zari needles for Kasab, 1 taar, 2 taar, 3 taar, 8 taar	2 pcs each
6	Pencils HB & B	10 pcs.
7	Powder for Tracing	250 gm
8	Steel Scale (1 ft. & 2 ft.)	1 pc each
9	Measuring Tape (Tailor)	2 pcs.
10	Carpet Scissor	1 pc
11	Thread Trimmer	2 pcs.
12	Seam Ripper	4 pcs.
13	Zardozi Needles 9 upto 12 No.	1 pack each
14	Small Scissor	1 pc
15	Hand Chimti Small	1 pc
16	Fatila 7" or 10"	1 pc
17	Pattern Cloth	2 pc
18	Adda needle	5 pcs.
19	Finger Thimble	5 pcs.

- All the above Tool Kits to be delivered at Varanasi, U.P.
- 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 Varanasi 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.

#### **SPECIFICATIONS FOR STITCHING MACHINE:**

- Machine should be ISI approved
- Smoothly operated
- Machine should have lever type stitch regulator for forward & reverse Stitch control.
- Max. Stitch length 5mm.
- There should be uniform winding of bobbin
- Pig Iron bobbin winder
- Open Type side plate for better durability and easy handling of bobbin case.
- Capacity up to 700 Stitch per minutes or above with applicable motors
- Weight of Stand Min10Kg and above.
- Parts used in the machines should be tempered.
- Special heavy duty tailor model.
- Warranty for 12 months

## ELIGIBILITY OF THE APPLICANT

- The applicant should be a registered company / entity of repute.
- The applicant must have minimum cumulative Turnover of Rs.2crores 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 Varanasi Cluster.
4. **Cover D** : Containing **Cover A, Cover B, Cover C** Mentioning "Technical & Financial Quotes for supply of Tool Kits for Varanasi 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 Varanasi, U.P.

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

The last date for the submission of EOI is 5<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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