

NATIONAL CENTRE FOR DESIGN & PRODUCT DEVELOPMENT
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EXPRESSION OF INTEREST

NCDPD invites EOI from reputed agencies for setting up of Theme Pavilion of Indian Handicraft & Handloom Products to be set up at Trade Facilitation Centre at Varanasi, Uttar Pradesh from 22nd to 24th December 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.ncdspd.in. The last date for submission of EOI is within 3 days from the date of this publication.

A: INTRODUCTION

National Centre for Design & Product Development (NCDPD) is going to set up especially erected Theme Pavilion for display of Indian Handicraft and Handloom Products from 22nd to 24th December 2016 at Trade Facilitation Centre (TFC), Varanasi, Uttar Pradesh. Total area for thematic exhibition is 750 sq. mtrs.

B: INDICATIVE SCOPE OF WORK

- Creative designing for display of Indian Handicraft & Handloom products.
- Fabrication of display aids as per specifications
- Product spotlighting & Illumination as per specifications
- Thematic display of products

Specifications and auxiliary requirement

1. Designing and Fabrication of Theme Pavilion
2. 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
- Licenses / NOC from relevant authorities, if any.

The scope of work will also include fabrication of thematic display at site. All work to be completed and hand over by 21st December, 2016 by 12 noon .

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. 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 (2013-14,2014-15 & 2015-16). 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) 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.1,00,000/- (Rupees One Lakh 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.-----

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 Pragati Maidan.

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 technically as specified in the evaluation in Para-D.
- The applicants who will be shortlisted as per the Eligibility Criteria in Para-C can be call for presentation.
- The Criteria for Technical Evaluation is as below:-

Sl. 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 'Thematic 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	:	70
3 rd Lowest financial quote will be given score of marks	:	50
4 th Lowest financial quote will be given score of marks	:	30
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 of 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)

F: Payment Terms

1. No advance payment to be made.
2. All the payments to be made after completion of work.

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 18th December, 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, 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
