

## NATIONAL DESIGN CENTRE

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### EXPRESSION OF INTEREST

NDC invites EOI from the reputed & experienced agencies / firms / companies to execute the work of setting up of Pavilion at Jaipur.

Interested agencies having experience for the similar job may submit their EOI. The detailed TOR for the same can be obtained from this office or download from [www.nationaldesigncentre.org](http://www.nationaldesigncentre.org). The last date for submission of EOI shall be within 3 days from this publication.

### **A: INTRODUCTION**

National Design Centre is going to execute the work APEDA pavilion in the experience zone of APEDA, Coffee Board, Tea Board & Spices Board of India during G20 meeting at Jaipur, Rajasthan to be held from 23<sup>rd</sup> to 25<sup>th</sup> August, 2023.

### **B: INDICATIVE SCOPE OF WORK**

#### **1. SCOPE OF WORK –**

VENUE ; Experience Zone Area inside enclosed German Hangar with complete Air Conditioner fully arranged back-up on Genset at Rambagh Palace, Jaipur.

- Customized drape ceiling with Rajasthan culture look & feel fabric
- Customized Rajasthani ethnic seating area outside
- Premium customized individual experience zone fabrication
- LIVE DEMO by Renowned Specialized Five Star Millet Chef for complete three days show
- Live Streaming of Cooking on LED Screen

ELEMENT LIST				
SL. NO.	DISCRIPTION	SIZE	QUANTITY/ SQFT	NO. OF DAYS
	Complete Experience Zone set-up in German Hanger	35'x35'ft		
	Fully Air-Conditioning			
	Genset 60KWS	2		

<b>A</b>	<b>APEDA, Coffee Board, Spices Board &amp; Tea Board</b>			
<b>Outer Area</b>				
1	Seating Chairs (customized)		12	
2	Tables (Customized)		6	
3	Cushions (to be procured)		20	
4	Pagoda with fabric		2	
5	Wooden Table for display		2	
6	Chairs behind display counter (coffee board)		4	
7	Dustbin		4	
8	Plug point		4	
9	Water waste outlet		2	
10	Millet Rangoli		2	
11	Puppet Show		1	
12	Branding on Hanger and walls		as per design	
13	Wooden railing		as per design	
14	Welcome box gate		as per design	
15	Glass Pannel Brandings		as per design	
<b>Inside Area</b>				
1	Branding on inside of the hanger		as per the design	
2	Printed Carpet on passage		as per the design	
3	Double ply wooden platform with white flooring at stall area		yes	
4	Edge Lit of Platform		yes	
5	Wooden backwall / partition walls		yes	
6	APEDA Store room		yes	
7	Plug points in Store room		4	
8	Display Rack outer and in store room		15	
9	Lockable Display Table		1	
10	Small Lockable Table		2	
11	Box Backlit Branding Panel		2	
12	Backwall Vinyl Branding		yes	
13	Barstools		6	
14	VIP chairs / Sofa Seating		6	3
15	Round Carpet below Centre Table		1	3
16	Wooden Center Table		1	
17	Plants As per requirements		yes	
18	LED Screen		yes	
19	Box Frame For LED Screen		yes	
20	Plug points		16	
21	GI Logo Display		1	
22	LED TV		42 inches	
23	Water Dispenser		2	
24	Fridge		1	

25	Wooden hexagen millet gallery display area		2	
26	Dustbin		15	
27	Water Can 20l		20	
28	Ice Box		6	
29	Microwave		1	
30	Induction		2	
31	Juice		yes	
32	Cookies		yes	
33	Dryfruits		yes	
34	Namkeen		yes	
35	Inauguration Set up		Elaborate	
36	Flower Bouquets		6	1
37	Disposable Glasses for Water and Tea		yes	
38	Chef - Live Cooking demo		yes	
39	Live Streaming for cooking with AV			3
40	Photographer		1	3
41	Videographer		1	3
42	Hostess		1	3
43	Serving Boys		2	3
44	Hanger Draping Fabric as per requirement			

### C: ELIGIBILITY CRITERIA FOR THE APPLICANT

- The applicant should have a registered Company / Entity. Consortium is not allowed. Attach the required documents (incorporation certificate etc.).
- The applicant must have minimum 5 year experience (as on 31/3/2022) in doing such type of events Setting up of Pavilions at National & International Shows, Buyer Seller Meets, exhibitions & conferences for agricultural products, fresh fruits, vegetables etc. Attach the required documents. List of events and clients etc.
- The applicant must have satisfactorily completed at-least 10 such work related to these products in last 5 years.
- Consistency of applicant in the relevant trade is required. Minimum average turnover of the applicant in last 3 years should be Rs.5,00,00,000/- (FY 2018-19, 2019-20 & 2020-21). Certified copies of balance sheets of these 3 years duly attested by a Chartered Accountant / & Income Tax Returns for these years, PAN / GST no. in the name of the company / proprietor to be furnished.

### 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 5 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) EMD for Rs.2,00,000/-(Rupees Two Lakhs only), in the form of Demand Draft / Cheque drawing in favor of National Design Centre. EMD will be returned to the unsuccessful applicants at the earliest.
- 2) **FINANCIALS** (Envelope – II) shall contain the financial offer. The offer should include the cost of fabrication, installation at site (including transportation) and Govt. taxes as applicable.
- 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. Separate rates to be submitted for each design.
  - 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 Pavilion during G20 meeting at Jaipur”.

### **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 applicants who will be shortlisted as per above evaluation, if necessary shall be called for presentation.
- The Criteria for Technical Evaluation is as below:-

<b>SL. NO.</b>	<b>CRITERIA</b>	<b>SCORING</b>
1.	Organizational strength of the company	<b>30 Marks</b>
2.	Experience of executing such works nationally and internationally (Setting up of Pavilions, BSM, Exhibitions, Conferences etc.)	<b>50 Marks</b>
3.	Experience and expertise of key personnel handling the project	<b>20 Marks</b>

- Previous Works done by the applicant 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.

Evaluation of Financials

- The Financial Bids of the technically qualified bidders will be opened by the committee.
- The bidder with the lowest financial bid (L1) will be awarded 100 score.
- Financial Scores for other than L1 bidders will be evaluated using the following formula:  
Financial Score of a Bidder = [(Financial Bid of L1/Financial Bid of the Bidder) X 100]  
(Adjusted to two decimal places)
- Only fixed price financial bids indicating total price for all the work / services specified in this bid document will be considered. Attach separate financial quotes for individual locations.
- Details of the taxes and duties on the basic cost of the work to be indicated clearly in the financial bid.
- Errors & Rectification: Arithmetical errors will be rectified on the following basis: “If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail”.

The final evaluation would be done on the basis of Composite score. 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 applicant.

**F: Payment Terms**

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

**G: RIGHTS**

NDC 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 19<sup>th</sup> August, 2023 (3 p.m.). The EOI received after due date shall not be accepted. The EOI should be addressed to Secretary, National Design Centre, Hall No.1 (3<sup>rd</sup> Fl.), Rajiv Gandhi Handicrafts Bhawan, Baba Kharak Singh Marg, Connaught Place, New Delhi-110001  
[www.nationaldesigncentre.org](http://www.nationaldesigncentre.org)

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