

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 BSMs and Conferences of Agricultural & Processed Food Products of NER to be organized at different cities of NER states.

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 . The last date for submission of EOI shall be within 7 days from this publication.

A: INTRODUCTION

National Design Centre is going to execute the project for Buyer Seller Meets and Conferences for the Agricultural & Processed Food Products of North Eastern Region (NER) to be organized at different cities of North Eastern States.

B: INDICATIVE SCOPE OF WORK

PROPOSED CITIES /STATE:

1. Guwahati, Assam
2. Shillong, Meghalaya
3. Gangtok, Sikkim
4. Agartala, Tripura
5. Itanagar, Arunachal Pradesh

I. BSM Conference & Exhibition

1. Booking of venue for 1 day conference, Exhibition and B2B meeting area.
2. Stay arrangements for delegate / buyers including International & National Buyers – 30 nos. rooms (single occupancy room) in nearby good reputed five / four star hotel for 2 days
3. Stay arrangement for senior officials – 04 nos. (single room) in nearby good reputed five /four star hotel
4. Designing & Fabrication of conference and theme area.
5. Rental and Construction of 20 stalls (exhibitor stall), B2B area, Buyers' Lounge, conference Area, VIP Lounge (with high tea)
6. Wet sampling of fresh fruits, Vegetables, Organic products etc
7. Audio Visual arrangements

8. Inviting 30 nos. buyers International & National /NER based local exporters, prospective exporter, and representative of FPOs, FPCs / NE states official / Officials from Central Govt.& autonomous bodies / Media.
9. Required coordination and facilitation and Laisoning with the participants
10. Hiring of Photographer for the duration of the event and videography etc,
11. 100 print photos and film in CD/pen drive (edited and unedited)
12. BSM Conference Lunch and dinner for Approx. 100 Pax per day
13. Buyer-Seller Networking Dinner meet
14. Arranging Mementos and give away.
15. Printing 125 organic/jute bags with official logo
16. Welcome bouquets for guest
17. Inauguration set-up/stage with floral arrangements
18. The complete exhibition /B2B area should be brightly lit with white lights.
19. Inviting Media /press for event coverage
20. Media Kit as per requirement
21. Site visit of buyers

II. Designing and Printing

1. Designing and printing of brochure as per requirement
2. Designing and printing of exhibitor Directory
3. Designing and Printing of Back Drop, Banners, Signage, Standees, invitation Cards, Table Tops, Folders.
4. Designing and printing of stalls Fascia name, back drops, podium cover

III. Logistic Arrangements for Buyers

1. Booking of To and Fro Economy Air Ticket (For Foreign delegates) for confirmed international & domestic buyers
2. Airport/Land custom transfer and local transport for the delegates (cabs)

IV. Other Arrangements

1. Receiving the VIP's, distinguished guests at the Airport, taking them to the designated hotel and ensuring their arrival at venue as per their schedule, taking back to hotel and helping them in their departure.
2. Provision of Team Leader with a team who will be controlling the flow of events including backstage arrangements during the entire course of event
3. Developing ambience and theme activity wise
4. Fabrication of a VIP Lounge
5. Four hostesses for the registration area and BSM area
6. Decor & table arrangements for Lunch & Dinner including escorting arrangements for VIPs.
7. Make available Printer, laptop etc. at venue & Stationery, IT Room, Fire extinguisher, General security, Power backup, Floral, Tea, coffee, water, refreshments etc

C: ELIGIBILITY CRITERIA FOR THE APPLICANT

- The applicant should have a minimum of 5 year experience (as on 31/3/2021) in doing Buyer Seller Meets / exhibitions / conferences etc. Kindly attach the required documents (incorporation certificate etc.).
- The applicant should have well experienced of BSMs / exhibition / conferences services etc.
- Applicant must have done some such work (Organizing Buyer Seller Meets / conferences / exhibition).
- The applicant should have satisfactory completion of at-least 10 such works 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.7,50,00,000/- (FY 2017-18, FY 18-19, FY 19-20). 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 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 execution of BSM and Conference at NER”

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:-

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

- 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. Running payment to be made as per work progress as assessed. Maximum 60% of running payment (in phases) will be made till completion
3. Balance 40% payment to be made after completion of project.

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 2nd December, 2021. The EOI received after due date shall not be accepted. The EOI should be addressed to Secretary, National Design Centre, Hall No.1 (3rd Fl.), Rajiv Gandhi Handicrafts Bhawan, Baba Kharak Singh Marg, Connaught Place, New Delhi-110001, Email: ndc@nationaldesigncentre.org Website: www.nationaldesigncentre.org
