

NATIONAL DESIGN CENTRE

Hall No.1, Rajiv Gandhi Handicrafts Bhawan
Baba Kharak Singh Marg, Connaught Place, New Delhi-1
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EXPRESSION OF INTEREST

NDC invites EOI from reputed & experienced agencies for preparation of craft directory for promotion of Indian Crafts.

Interested agencies having experience in similar job may submit their EOI. The detailed TOR for the same can be downloaded from www.nationaldesigncentre.org or can collect from the above address. The last date for submission of EOI shall be within 5 days from this publication.

INTRODUCTION

National Design Centre with the support of Development Commissioner (Handicrafts), Ministry of Textiles, Govt. of India undertaking a project for preparation and printing of Craft Directories for publicity of Indian Handicrafts. The basic objective for preparation of these Craft Directories is to make massive publicity of the craft practicing in the different craft clusters among the National & International buyers.

INDICATIVE SCOPE OF WORK

Printing of Craft Directories as per following details:

Size of Catalogue	-	9.50 X 9.50 inch
Number of pages	-	90 -100 (inside pages)
Cover page	-	4 pages (250 GSM)
Binding	-	Hard Binding with Jacket
Paper	-	Imported Paper (170 gsm inside)
Number of copies	-	1000
Finish	-	Varnishing on all the pages
Soft Copy	-	CD (1000)

- Total following 6 catalogue / craft directories shall be prepared. 6000 catalogue and 6000 CD to be prepared.
 - Craft Catalogue for Central Region
 - Craft Catalogue for Northern Region
 - Craft Catalogue for Eastern Region
 - Craft Catalogue for Western Region
 - Craft Catalogue for Southern Region
 - Craft Catalogue for North Eastern Region

- All the catalogues to be printed within 15 days after award of work.

ELIGIBILITY OF THE APPLICANT

- The applicant must be a registered company / entity of repute.
- The applicant must have minimum cumulative Turnover of Rs.3 crores in last 5 Financial years.

- The applicant must comply with all government and regulatory norms viz. Pan no., GST, ITR, (if applicable) copies shall be furnished with technical bid.
- The applicant should have experience in the similar job. Kindly attach the previous work orders & catalogues.
- The applicant must have working experience with Govt. / semi Govt. organizations.

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.
- Catalogue & work orders 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 cost for printing and 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 Design Centre**, payable at Delhi for Rs.1,00,000/- (Rs. One lakh 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., GST, etc.
3. **Cover C:** Sealed and super scribed envelop with “**Financial Quotes**” for printing of Craft Directories / Catalogue.
4. **Cover D :** Containing **Cover A, Cover B, Cover C** Mentioning "Technical & Financial Quotes for printing of Craft Directories / Catalogue which should have full name, postal address, fax, email, telephone number of the applicant.

PAYMENT TERMS

- No advance payment shall be made.
- Only running payment to be made.

LAST DATE FOR SUBMISSION OF EOI

The last date for the submission of EOI is 13th March, 2023 (Upto 12 Noon.). The EOI received after due date shall not be accepted. The EOI should be addressed to Executive Director, National Design Centre, Rajiv Gandhi Handicrafts Bhawan (3rd Fl.), Baba Kharag Singh Marg, Connaught Place, New Delhi – 110001.
