

NATIONAL DESIGN CENTRE

Hall No.1 (3rd Fl.), Rajiv Gandhi Handicrafts Bhawan,
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EXPRESSION OF INTEREST

NDC invites EOI from the reputed agencies / firms to undertake work for setting up of craft gallery at Rajiv Gandhi Handicrafts Bhawan, New Delhi.

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 10 days from this publication.

A: INTRODUCTION

National Centre for Design & Product Development (NCDPD) is going to execute the project for National Institute of Fashion Technology (NIFT) regarding the setting up of Crafts Gallery at Rajiv Gandhi Handicrafts Bhawan, Connaught Place, New Delhi.

B: INDICATIVE SCOPE OF WORK

- Fabrication of all the works to be done as per the design.
- All material to be used in display aides and others should be upto the mark & ISO Standards. Material specifications should be of standard premium company make. Applicant has to provide minimum 6 months warranty / guarantee of work. from date of handover.
- Painting work at the walls of Gallery. Colour schemes shall be strictly kept as per design.
- All electrification work to be done.
- Provisioning of Air Condition to be done.
- The agency will be responsible for fabrication, Installation and other related works as per design.
- The works must be completed by the agency as per the qualitative, quantitative and time schedule requirements.

Note: Concept Design / Detailed Drawing with detailed specifications to be collected from NDC office Between 10 am to 5:00 pm during working days on receipt of Rs.5,000/- (Rupees Five thousands only). NDC will provide official receipt for the same.

C: ELIGIBILITY CRITERIA FOR THE APPLICANT

- The applicant should have a minimum of 5 year experience (as on 31/3/2020) in doing display of crafts in permanent marts / showrooms / exhibition / bare space interiors etc. Kindly attach the required documents (incorporation certificate etc.).
- The applicant should have well experience of exhibition services / display of crafts in permanent marts / showrooms / Haat / State pavilion etc.
- Applicant must have done some such work (Setting up of Craft Gallery / display of product on permanent / semi-permanent basis).
- The applicant should have satisfactory completion of at-least 40 exhibitions in last 5 years. A list of these satisfactory exhibitions / events with bills / orders and completion certificates as duly attested by Chartered Accountant should be submitted.
- 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.
- The applicant must be registered with Employees Provident Fund (EPF) & ESI since last 3 years. Kindly enclose the copies of challans

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.5,00,000/-(Rupees Five 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 Setting up of Craft Gallery at New Delhi”.

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 and its experience in executing such works nationally and internationally	25 Marks
2.	Specific Experience of Applicant in Handicrafts / Textile Exhibitions. Applicants experience in Handling Government Projects	30 Marks 10 Marks
3.	Experience of such work (display of products on permanent / semi-permanent basis)	20 Marks
4.	Experience and expertise of key personnel handling the project	15 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.

- Details of the taxes and duties on the basic cost of the development of the Craft Gallery 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 22nd July, 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 Khark Singh Marg, Connaught Place, New Delhi-110001, Email: ndc@nationaldesigncentre.org Website: www.nationaldesigncentre.org
