

NATIONAL DESIGN CENTRE

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EXPRESSION OF INTEREST

NDC invites EOI from reputed & experienced agencies / firms / companies to execute the work of Exhibition at 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 3 days from this publication.

A: INTRODUCTION

National Design Centre is going to execute the project for exhibition for Handicrafts & Handlooms of Ladakh at Dilli Haat from 16 -31 January, 2024. Other than exhibition at Dilli Haat stay and transportation of participants shall also be done.

B: INDICATIVE SCOPE OF WORK

A. SIGNAGE / BRANDING

SL. NO.	PARTICULARS	QTY
1	<u>ENTRANCE ARCH GATE</u> Arch gate on Entrance and Exit of Dilli Haat of size 18ftx4ft fascia and 10ftx4ft pillars with creative printed on star flex	2 nos.
2	<u>ADVERTISEMENT HOARDINGS</u> Hoarding around the neighbourhood of Dilli Haat of size 10'x10' installed on approved location and should remain intact for complete duration of the event.	10 pcs
3	<u>POLE BUNTINGS</u> Pole buntings of size 3'x6' with double sided print and installed on poles in Dilli Haat.	60 pcs

4	<u>STAGE BACK DROP:</u> Digital Flex print on a frame mounted panel fixed on self supporting stands (Size 30 x11 feet including printing).	1 nos.
5	<u>DEMO AREA</u> Live Demo area for artisans performing their art in handicrafts with proper display window/area displaying the different art forms of Ladakh and platforms for artists to work. The whole area is to be decorated and lit up along with a 55" TV screen running the approved media.	1 nos.
6	<u>STALL DECORATION AND FASCIA</u> Each stall is to be given a 6ftx12ft fascia and a backwall 8ftx8ft with a printed creative mounted on frame and proper lighting in each stall.	100 nos.
7	<u>FOOD STALL DECORATION</u> Decoration of Food Stall (Ladakh's Kitchen) with proper fascia, branding in side wall, outdoor lighting and Ladakhi props	02 No.
8	<u>CANOPY TENT</u> Canopy Tent with branding printed on its backwall, top sleeves and bottom sleeves of size 10'x10' with arrangement of Table and Chair for each canopy.	10 Nos.
9	<u>CLOTH BANNER ON ENTRANCE</u> Cloth Banner on Entrance printed with creative supplied, size=10'x4'	6 pcs
10	<u>DESIGN CONCEPTUALIZATION</u> Creative services from conceptualization to the designing of theme, brandings, collaterals, stage management and every creative aspect of event. The Design team should be highly creative and must understand the aesthetics of Ladakh's culture and tradition and be able to carve out the creative in similar consistent lines across.	1 job
11	<u>PHOTOGRAPHY / VIDEO GRAPHY</u> 1 Photographer and videographer to cover the whole event and provide a video presentation / documentary of 15 minutes and album of 1000 high resolution photographs.	1 job

B. AUDIO VISUAL & LIGHTING

SI. NO.	PARTICULARS	QTY Pcs.
1	LED wall (outdoor) of size=10'x8' with sound and tech support during the event.	2
2	PA system and lighting for stage area, demonstration area with capacity for addressing audience of 500 people.	6
3	55" LED TV for Demonstration Area	1
4	4 Top and base sound system for stage area during cultural program	1 job
5	Led lights for lighting on Stage, Sitting Area, Kitchen Area, Demo Area, Gate with proper concealed wiring	400

C.STAGE

SL. NO	PARTICULARS	QTY
1	Podium with mic.	2
2	FLOWER DECORATION with seasonal and Imported cut flowers on I- Stage II- Podium III- Gates IV- Demonstration Area V- Tables of Kitchen area VI- Glass tables in sitting section	As req.
3	Carpeting by non-woven red carpet throughout the stage	01
4	Flower Bouquet	15 Pcs
5	Glass tumblers & Mineral Water Bottles (500ML.) on the stage	15 Nos
6	Stationeries and other items:- I. Candies, staplers, double sided tape, A4 sheets, ribbons, trays, scissors, cello tape, safety pins, pins. II. Chhukep for decoration works	As required 1000 feet roll

D. SITTING ARRANGEMENT

SI. NO.	PARTICULARS	QTY
1	White Sofa on first two rows with glass table on front	40 persons
2	Banquets chairs with cover and ribbons	200 person
3	Carpeting on whole sitting area	01 No as per required size

E. FOOD / HIGH TEA FOR INAUGURAL FUNCTION

SL. NO	PARTICULARS	QTY.
1	High Tea for VIP and Dignitaries (Hot & Fresh): Premium catering with following items Paneer Pakoda Veg. Sandwich Cutlet Assorted Cookies	100 persons

	Tea & Coffee Tomato Sauce & Tissue Paper	
2	Refreshment (Buffet / Packed boxes) for audience (Hot & Fresh): Paneer Pakoda Veg. Sandwich Assorted Cookies Tea and Coffee Tomato Sauce & Tissue Paper	500 persons
3	Packaged Mineral Water 500 ml	1500 pcs

F. ACCOMODATION & TRANSPORTATION AT DELHI

SI. No.	PARTICULARS	QTY
1	Pickup and Drop of Participants/Artisans from Airport at the beginning and conclusion of event as well as daily commute from and to the hotel of stay.	120 pax
2	Arrangement of stay and catering In Deluxe quality room in near proximity with twin sharing capacity for 120 participants/artisans and staff. Agency must ensure that all artisans are provided food and water timely for breakfast and dinner in hotels of stay.	60 rooms For 16 nights
3	Kitchen setup with cooking utensils, 8 commercial gas cylinders and 2 sets of stoves. (On rental basis)	01
	TOTAL	

G. ACCOMODATION & TRANSPORTATION AT LEH

SI. No.	PARTICULARS	QTY
1	To & Fro, Pick & Drop from Zanskar to Kargil to Leh	10 Innova per trip Total =20 Innova
2	30 rooms for stay at Leh during departure and arrival of artisans (30X2)	60 Rooms
	TOTAL	

H. PRINTABLES / COLLATERALS

SI. No.	PARTICULARS	QTY
1	Pamphlets in A4 size 4/4 printing	500 No's
2	Trifold Brochures on 300gsm laminated paper	5000 pcs
3	Pvc card with Lanyards	250 pcs
4	5"x5"Vinyl Stickers	5000 pcs
5	2"x4" thread Tags	5000 pcs
6	A3 size Certificates on 300gsm paper	200 pcs

7	10"x5" Mementos with custom printing	200 pcs
8	Goodies, keychains, badges and branded paper bag	5000
9	3'x6' Rollup Standees for Artisans and Direction signages	150
10	A4 size Coffee table book	1000
11	7x2 pages Calendar	1000
12	Satin Table cloth	250m

C: ELIGIBILITY CRITERIA OF THE APPLICANT

- The applicant must be a registered company / entity of repute with sound experience in performing the above mentioned services.
- Joint Venture / Consortiums are not allowed.
- The applicant must have proven track record of similar work for which apply against this. Documentary proof must be enclosed with work orders & others.
- Financial turnover of applicant must be Rs.25 lakhs or above during last 3 financial years.
- The applicant must comply with all government and regulatory norms viz. Pan No., GST etc. Copies to be furnished with technical bid.
- The applicant should not have been blacklisted / banned / debarred / under investigation by any State Government or Central Government entity / PSU.

D: SUBMISSION OF EOI

Note: The applicant can apply for all the components mentioned in EOI on turn key basis or can apply for some of the components.

1) TECHNICAL

EOI should be submitted in two sealed envelope, **TECHNICAL BID** (Envelope –I) to contain following documents:

- i) **Details of the EOI**
 - a) Profile of the Agency / Company
 - b) Track record – details of involvement in similar events (Provide list of works executed in last 5 years)
 - c) 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.25,000/- (Rupees Twenty Five Thousands only), in the form of Demand Draft / Cheque drawn in favour of **National Design Centre** to be submitted. EMD will be returned to the unsuccessful applicants at the earliest.

2) **FINANCIALS** (Envelope – II) should contain the financial offer for the project and should be inclusive of all 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.

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 undertaken the work for Exhibition of Ladakh Handicrafts and handlooms at Dilli Haat, 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 Financial Quote shall be open only those applicants who will be technically qualified.
- The applicant with the lowest financial Quote will be awarded work.
- Details of the taxes and duties levied on the basic cost to be indicated clearly in the financial quote.

F: Payment Terms

1. No advance payment to made for the work.
2. Payment shall be made only after 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 12.1.2024 (upto 3.00 p.m). The EOI received after due date shall not be accepted. The EOI should be addressed to Executive Director, National Design Centre, Hall No.1 (3rd Fl.), Rajiv Gandhi Handicrafts Bhawan, Baba Kharak Singh Marg, Connaught Place, New Delhi-110001.
