

NATIONAL DESIGN CENTRE

Hall No.1, Rajiv Gandhi Handicrafts Bhawan
Baba Kharak Singh Marg, Connaught Place, New Delhi-1
Tel: 011-23341273, 23341262.

EXPRESSION OF INTEREST

NDC invites EOI from reputed & experienced agencies for organizing show for promotion of Indian Textiles.

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 2 days from this publication.

A: INTRODUCTION

National Design Centre with the support of Development Commissioner (Handlooms) & National Institute of Fashion Technology is going to organize Fashion Show on 27th & 28th February, 2024 during Bharat Tex,2024 at Yashbhoomi, Dwarka for publicity and promotion of Indian Textiles among the national & international buyers.

B: INDICATIVE SCOPE OF WORK

Sl. No	ELEMENT	SPECIFICATIONS	QTY.
1	TALENT		
	SHOW CURATOR		
	CHOREOGRAPHER	CHOREOGRAPHER- FOR 2 DAYS	2
	BACKSTAGE MANAGERS	BACKSTAGE MANAGERS- FOR 2 DAYS	2
		BACKSTAGE ASSISTANT	2
	HAIR & MAKE-UP	HAIR & MAKE-UP FOR MODELS FEMALE	27
		HAIR & MAKE-UP FOR MODELS MALE	7
		HAIR & MAKE-UP FOR ARTIST- NIFT STUDENTS	LS
	MODELS	MODELS- FEMALE	27
		MODELS- MALE	7
	STYLIST	FOR 2 DAYS	
	IRONING	FLAT IRON & STEAM IRON	
	MUSIC	MUSIC COMPILATION FOR 2 SHOWS- MARTIN	2

	SOUND ENGINEER		2
	LIGHT DESIGNER		2
	VJ		2
	PHOTOGRAPHER		2

- All the arrangements shall be completed on 26th February, 2022.

C: ELIGIBILITY CRITERIA OF THE APPLICANT

- The applicant should be a registered company / entity of repute with sound experience in performing the above mentioned services.
- The applicant must have at least 5 years of experience of doing similar works of fashion show / exhibitions. Documentary proof must be enclosed with photographs and work orders.
- The applicant must have well experience in organizing these shows.
- The applicant must have satisfactory completion of atleast 5 fashion shows / exhibitions in last 3 years. A list of these satisfactory events must be enclosed.
- The applicant must have minimum Cumulative Turnover of Rs.10 crores in last 5 Financial years (2018-19, 2019-20, 2020-21, 2021-22 & 2022-23). Kindly enclose CA certificate / Balance sheet).
- Details of infrastructure must be enclosed in the technical bid including details of manpower & key personnel.
- The applicant must comply with all government and regulatory norms viz. Pan,GST etc. Copies shall be furnished with technical bid.

D:SUBMISSION OF EOI

1) TECHNICAL

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

- Details of the EOI
 - Profile of the Agency / Company
 - Details of Technical Manpower and Staff available in – house
 - Track record – details of involvement in similar events (Provide list of works executed in last 5 years)
 - Specific experience relating to the event of such nature (Documentary evidence of all needs to be provided)
- All applicants should submit a self-undertaking that they have never been blacklisted by any Government of India Ministry / Department / Authority / Organization / Agency.
- Statement signed by a statutory auditor / Chartered Accountant, indicating turnover of the company.
- EMD for Rs.50,000/- (Rupees Fifty Thousands 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 for the project.

- Financial quote, duly dated and clearly indicating the cost and taxes, if any. 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 Show for promotion of Indian Textiles”.

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	30 Marks
2	Overall Concept for organizing the show	50 Marks
3	Experience and expertise of key personnel handling the project	20 Marks

- Minimum marks required to qualify technically is 70. Financial quotation of only those who qualified technically would be opened.

Financial Evaluation

- The Financial Quote of the technically qualified bidders only shall be opened.
- The applicant with the lowest financial Quote (L1) will be awarded 100 score.
- Financial Scores for other than L1 Quote will be evaluated using the following formula:
Financial Score of an Applicant = $\{(Financial\ Quote\ of\ L1 / Financial\ Quote\ of\ the\ Bidder) \times 100\}$ (Adjusted to two decimal places)
- Only fixed price financial bids indicating total price for all the work/services specified in this document will be considered.
- Details of the taxes and duties levied on the basic cost to be indicated clearly in the financial quote.

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. All payments to be made after completion of programme.

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 24th February, 2024 (upto 3 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.
