

NATIONAL DESIGN CENTRE

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EXPRESSION OF INTEREST

NDC invites EOI from reputed / experienced agencies for execution of international export promotion programme.

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 collect from the above address. 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 International Export Promotion Programme and BSM for promotion of Indian Agricultural & Processed Food Products at Jakarta & Medan, Indonesia from 12th – 16th December, 2022.

B: INDICATIVE SCOPE OF WORK

1. BSM Arrangements at Jakarta and Medan, Indonesia:-
 - a. Booking of Venue for BSM and Display stand for Millets and Value added products of Millets (same hotel for BSM and stay of officials) at Jakarta for 80 persons approx. Hi-Tea and followed by Lunch.
 - b. Booking of Venue for BSM and Display stand for Millets and Value added products of Millets (same hotel for BSM and stay of officials) at Medan for 80 persons approx. Hi-tea and followed by Lunch.
 - c. BSM Arrangements required at Jakarta and Medan, Indonesia :-
2. Setting up of Dais, Backdrop and Sitting arrangement for delegates on the Dias with allied arrangements like flower decoration etc.
3. Sitting arrangements for participants in BSM pattern for approx. 80 participants with the provision for plus minus 10 persons.
4. Display standees, Directions and Millet display stand/counter etc.

5. Product Picture gallery for Millet and Value added products of Millet inside the BSM hall for presentation and to show the range and variety of Indian Millet products.
6. Hi-Tea and Lunch arrangements.
7. A.V.S. Station for playing films and videos of APEDA on buffalo meat and Millet products.
8. Arrangements for Social Media live message, picture and videos posting.
9. Printing of Publicity Materials and Exporters Directory of Participants of buffalo meat both exporters and Importers. Printing of Brochures etc., if needed.
10. Printing of Publicity Materials and of Participants of Millet and Millet's Value added products. Use of Millet Logo.
11. Professional high quality Video shoot of event and Digital photography.
12. Media Publicity at Indonesia.
13. Gift Hampers for all the delegates with customized printing.
14. All Manpower at the event.
15. Any other relevant and allied arrangements required from time to time at Jakarta and Medan respectively.

All work to be completed and hand over before 6 hrs. from start of event at both the places. It is mandatory to submit the confirmation from the hotel for booking of venue along with EOI.

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 at least 5 years of experience of doing similar works of execution of such international events. Documentary proof must be enclosed with photographs and work orders.
- The applicant must have executed more than 5 such International events.
- The applicant must have sound experience of similar work and worked for Corporate Companies or Govt. Agencies. Enclose the list of clients as documentary proof.
- Average Financial turnover of applicant must be Rs. 1.5 Cr. or above during last 5 financial years i.e. 2017-18, 2018-19, 2019-20, 2020-21,2021-22.
- The applicant must comply with all government and regulatory norms viz. Pan No., GST , ISO Certification . 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

1) TECHNICAL

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

- i) **Details of the EOI**
 - a) Concept Design / Execution Plan for event and confirmation from hotel for booking of venue for event.
 - b) Profile of the Agency / Company
 - 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.50,000/- (Rupees Fifty Thousands only), in the form of Demand Draft 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 cost of all following :

- a) Designing and conceptualization for execution of entire project
- b) Cost of all the arrangements viz. venue, stay arrangement, printing, food, etc.
- c) Cost of installation at site (including transportation)
- d) 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. The applicant must quote separately for both places.
- 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 Export Promotion Programme & BSM at Indonesia”.

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	20 Marks
2	Overall experience for organizing such international events and coordination for the same and proposed execution plan for this event.	70 Marks
3	Experience and expertise of key personnel involved in the project	10 Marks

- The Concept / execution plan 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.

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. No advance payment to be made for the work.
2. Only running payment to be made on the progress of the 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 7th November, 2022 (upto 2.00 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 Khark Singh Marg, Connaught Place, New Delhi-110001.
