

NATIONAL DESIGN CENTRE

Hall No.1, Rajiv Gandhi Handicrafts Bhawan
Baba Kharak Singh Marg, Connaught Place, New Delhi-110001
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EXPRESSION OF INTEREST

NDC invites EOI from reputed / experienced agencies for designing and fabrication of pavilion during London Wine Fair in June,2022.

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 setting up of Pavilion for Agricultural and Processed Food Products Export Development Authority (APEDA) for display of Indian Wine by 10 Indian Wine exporters during the London Wine Fair to be held from 7th – 9th June, 2022 at London.

B: INDICATIVE SCOPE OF WORK

- Setting up of a pavilion at an area of 70 Sq. Mtrs space at the fair (as per the design)
- Designing & Fabrication of 10 Cubicles for Wine exporters
- Arrangement of one table and two chairs per cubicle
- Set up one panel at each cubicle
- Provisions for product display at each cubicle
- Setting up of Common display area for wine
- Wine sampling area
- Services of 3 professional Bar tender and staff to manage all days
- Reception area
- 2 Storage Area
- Sitting Lounge with furniture and provision of LED

Designing and Printing of following:

- Preparation of brochure on Indian Wine
- Preparation of exhibitor Directory
- Preparation of name Fascia for each cubicle

All work to be completed and hand over before 24 hrs. from start of exhibition.

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.
- Joint Venture / Consortiums are not allowed.
- The applicant must have at least 5 years of experience of doing similar works of designing & fabrication of pavilions. Documentary proof must be enclosed with photographs and work orders.
- The applicant must have experience of executing 5 International Events (Minimum Work Order value – 15 Lakhs)
- The applicant must have sound experience of similar work and worked for atleast 5 Corporate Companies or Govt. Agencies. List of reputed past clients should be enclosed.
- Average Financial turnover of applicant should be Rs. 2.00 Cr. or above during last 5 financial years 2016-17, 2017-18, 2018-19, 2019-20, 2020-21.
- 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

1) TECHNICAL

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

- Details of the EOI**
 - Concept Design / Detailed Drawing with detailed specifications
 - 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.1,00,000/- (Rupees One Lakh 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
 - b) Cost of fabrication
 - 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 Setting up of Indian Wine Pavilion at London.

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 Concept and design of Thematic Exhibition	70 Marks A. Concept & Design- 50 Marks B. Effective Utilization of space – 10 Marks C. Innovative ideas in accord with Theme - 10 Marks
3	Experience and expertise of key personnel handling the project	10 Marks

- The Concept / Design of the Display Area with layout decoration plan, etc. 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 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 19th May, 2022 (upto 5.00 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.
