

## **NATIONAL DESIGN CENTRE**

Hall No.1 (3<sup>rd</sup> Fl.), Rajiv Gandhi Handicrafts Bhawan,  
Baba Kharak Singh Marg, Connaught Place,  
New Delhi-110001

Email: [info@nationaldesigncentre.org](mailto:info@nationaldesigncentre.org)

Website: [www.nationaldesigncentre.org](http://www.nationaldesigncentre.org)

### **EXPRESSION OF INTEREST**

NDC invites EOI from the reputed agencies / firms for selection of agency to undertake the work for setting up of DRC & others on Rate Contract basis for a period of one year extendable by six months

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 website: [www.nationaldesigncentre.org](http://www.nationaldesigncentre.org). The last date for submission of EOI shall be within 10 days from this publication.

## **A. INTRODUCTION**

National Design Centre (NDC) is going to execute the project for National Institute of Fashion Technology (NIFT) regarding the setting up of Design Resource Centres and for other organisations at various locations on PAN INDIA basis.

## **B. PURPOSE**

In view of above, NDC invites EOI from well established, experienced, reputed and professional agencies specializing in Conceptualization, Designing, Fabrication, installation and other related Services on Rate Contract basis for a period of one year extendable by six months to select the agency to undertake the above works. A copy of sample concept design / detailed drawing can be collected from this office between 10 am to 5 pm during working days on payment of Rs.5000/-. A copy of BOQ shall also be provided to the firm. NDC shall provide official receipt for the same.

The agency selected as per the process will be responsible for the Conceptualization, Designing, Fabrication, Installation and other related Services etc. for setting up of DRCs & other works at various locations as per the qualitative, quantitative and time schedule requirements. The details / description of goods/services required are listed in this document.

### **C: INDICATIVE SCOPE OF WORK**

National Design Centre shall provide the services to National Institute of Fashion Technology (NIFT) for setting up of Design Resource Centre and various other organizations for other works across the country. Through this EOI, NDC is in the process to select a professional agency having its own infrastructure for providing turnkey solutions for Conceptualization, Designing, Fabrication, Installation and other related Services etc. for these works.

### **D: ELIGIBILITY CRITERIA FOR THE APPLICANT**

- The applicant must have a minimum of 5 year experience (as on 31/3/2021) in doing display of crafts in permanent marts / showrooms / exhibition / bare space interiors etc. Kindly attach the required documents (incorporation certificate etc.).
- Applicant should have its own workshop in authorized area across the country. Kindly enclose relevant documents like electricity bill / relevant trade license copy / DPCC category certificate copy as applicable.
- The applicant should have will experience of exhibition services / display of craft in permanent marts / showrooms / Haat / State pavilion. Applicant must have experience of handicraft / textiles and other exhibitions.
- The applicant should have satisfactory completion of at-least 60 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.10 Crore (during F.Y.2017-18, 2018-19 & 2019-20). The turnover should be in the relevant field of Events (Conference & Events, Museums, Gallery Display).

Certified copies of balance sheets of these 3 years duly attested by a Chartered Accountant / & Income Tax Returns for these years, PAN No./GST no. in the name of the company / proprietor for the last 3 years to verify the turnover to be furnished.

- The applicant must be registered with Employees Provident Fund (EPF) & ESI since last 3 years. Kindly enclose the copies of challans.

## **E: 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. 7,50,000/- (Rupees Seven Lakhs Fifty thousand only) in the form of Demand Draft / pay order 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 on BOQ basis as per the attached BOQ and should include all the charges.

- 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 Rate Contract”.

## 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-D & technically as specified in Para-E.
- 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 / display of crafts in permanent showrooms, malls, Haat, Museums etc. Applicants experience in Handling Government Projects.	40 Marks 20 Marks
3.	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 as per the schedule.
- 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)
- Details of the taxes and duties on the basic cost must 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. Payment terms to be decided during the work order to be issued. It will be decided on project to project basis.

#### **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 September 3, 2021 (upto 5 p.m.) The EOI received after due date shall not be accepted. The EOI should be addressed to The Secretary, National Design Centre, Hall No.1 (3<sup>rd</sup> Fl.), Rajiv Gandhi Handicrafts Bhawan, Baba Kharak Singh Marg, Connaught Place, New Delhi-110001, Email: [info@nationaldesigncentre.org](mailto:info@nationaldesigncentre.org) Website: [www.nationaldesigncentre.org](http://www.nationaldesigncentre.org)

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