

## 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: [ndc@nationaldesigncentre.org](mailto:ndc@nationaldesigncentre.org) Website: [www.nationaldesigncentre.org](http://www.nationaldesigncentre.org)  
Phone Nos: 23341273, 23341262 Fax: 23341265

### EXPRESSION OF INTEREST

NDC invites EOI from the reputed & experienced agencies / firms / companies to execute the work for booking of tickets for international & national buyers for BSM on 30<sup>th</sup> June,2022.

Interested agencies having experience for the similar work may submit their EOI. The detailed TOR for the same can be obtained from this office or download from [www.nationaldesigncentre.org](http://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 work of Exporters Conclave, BSM and Award Ceremony for spices from NER States in the month of June,2022.

### **B: INDICATIVE SCOPE OF WORK**

- Booking of Tickets for National & International Buyers as per following details in the economy class.
- Coordination with Embassies for issuance of Visa
- Preparation of itinerary of each buyer after consultation with him
- Coordination with buyers for their travel plan

### **List of International Buyers:**

SL.NO.	Name of Buyer	Country of origin
1	PIRADEEPAN RAMACHANDRAN	Malaysia
2	LOHIT SHARMA	Nepal
3	Sha Hidul Islam	Myanmar
4	Yakubu Najimu	Ghana
5	ATIKUR RAHMAN	Bangladesh
6	Dimitri Charitos	Greece
7	T.K.S. KALAISELVAN	Singapore
8	Abdullah Al Mahmud	Bangladesh
9	VIKAS MATTOO	Myanmar
10	Tan Eng Leep	Malaysia
11	Thousif Abdul Vaheed	Oman

12	Evan Firmansyah Laksmono	Indonesia
13	RAHUL MARWADI	Nepal
14	Yusuf Atterwala	Kuwait
16	Regi Moozhimalayil Mathai	UAE
17	Canan Turkoglu	Turkey
18	Sally Katherine Brumley	Australia
19	Joby Mathew Muricken	Dubai
20	Jannifer Kumar	Moscow
21	Abdul rehman	Dubai

**List of National / Domestic Buyers:**

SL. NO.	NAME	CITY
1	Seeralan S N	Chennai,India
2	Prakash Namboodiri	Cochin , India
3	PCK MAHESW ARAN	Indore & Tamil nadu
4	Mr. Ganapathy KD	Kerala,India
5	Sandeep Bandela	Gurugram
6	Rahul Sarkar	India
7	Rajiv Chhibar	Pune
8	Sheetal yogesh agarwal	India
9	Jintu Joseph	India
10	Ramkumar Warivar	Kerala,India

**Note: All the ticket must be booked in advance so that fare will not be increased.**

**C: ELIGIBILITY CRITERIA FOR THE APPLICANT**

- The applicant should have a registered Company / Entity. Consortium is not allowed. Attach the required documents (incorporation certificate etc.).
- The applicant must have minimum 5 year experience (as on 31/3/2022) in doing similar work viz. booking national & international tickets and coordination for issuance of visa. Attach the list of clients.
- Consistency of applicant in the relevant trade is required. Minimum cumulative turnover of the applicant in last 5 years should be Rs.7,50,00,000/- (FY 2016-17, 2017-18, 2018-19, 2019-20 & 2020-21). Certified copies of balance sheets of these 3 years duly attested by a Chartered Accountant / & Income Tax Returns for these years, PAN / GST no. in the name of the company / proprietor to be furnished.

## **D: 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 works (Provide the list of list of clients)
- 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.2,00,000/-(Rupees Two Lakhs 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. The offer should include the cost of tickets and other coordination charges + 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. Separate rates to be submitted for each design.
- 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 Ticket Booking”.

## **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	<b>30 Marks</b>
2.	Experience of such works nationally and internationally	<b>50 Marks</b>
3.	Experience and expertise of key personnel handling the project	<b>20 Marks</b>

- 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 by the committee.
- 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 =  $[(\text{Financial Bid of L1} / \text{Financial Bid of the Bidder}) \times 100]$  (Adjusted to two decimal places)
- Only fixed price financial bids indicating total price for all the work / services specified in this bid document will be considered. Attach separate financial quotes for individual locations.
- Details of the taxes and duties on the basic cost of the work to 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. No advance payment to be made.
2. Running payment to be made as per work progress as assessed.

## **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 22<sup>nd</sup> June, 2022 (3 p.m.). The EOI received after due date shall not be accepted. The EOI should be addressed to 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  
[www.nationaldesigncentre.org](http://www.nationaldesigncentre.org)

\*\*\*\*\*