

NATIONAL DESIGN CENTRE

Hall No.1, Rajiv Gandhi Handicrafts Bhawan
Baba Kharak Singh Marg, Connaught Place, New Delhi-110001
Tel: 011-23341273, 23341262.

EXPRESSION OF INTEREST

NDC invites EOI from reputed & experienced agencies for preparation of catalogue on 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.

INTRODUCTION

National Design Centre with the support of Development Commissioner (Handlooms) & National Institute of Fashion Technology, Ministry of Textiles, Govt. of India undertaking work for preparation and printing of Coffee Table Book for publicity of Indian Handlooms. The basic objective for preparation of this catalogue is to make massive publicity of handlooms products practicing in the various clusters among the National & International buyers.

INDICATIVE SCOPE OF WORK

Printing of catalogue as per following specifications:

- Size of Catalogue: 10 inches X 10 inches
- Pages: 140 pages + cover +
- Paper: 120 gsm Classic Ivory paper
Fabric lined hard cover with dust jacket
- Printing: Text – 4 + 4 colour
- Cover – 4 + 4 colour plus foiling
- Binding: Section sewing with perfect binding with cover creased at 4 places

Qty. – 250

- All the 250 catalogues shall be printed and delivered on or before 25th February, 2024 at our office.

ELIGIBILITY OF THE APPLICANT

- The applicant must be a registered company / entity of repute.
- The applicant must have minimum cumulative Turnover of Rs.3 crores in last 3 Financial years.
- The applicant must comply with all government and regulatory norms viz. Pan no., GST, ITR, (if applicable) copies shall be furnished with technical bid.
- The applicant should have experience in the similar job. Kindly attach the supporting documents.
- The applicant must have working experience with Govt. / semi Govt. organizations.

EVALUATION / SELECTION PROCESS

- A nominated Committee will evaluate the documents received from the applicant as per the eligibility criteria.
- The profile of the applicant, turnover, and credentials shall be used as a means of evaluating as per eligibility criteria of applicant so as to execute the job in a safe, successful and timely manner.
- Catalogue & work orders submitted by the applicant shall also be evaluated by the committee.
- On the basis of above evaluation, the committee shall open the Financial Quotes received from the applicants.
- As per financial quotes the work shall be awarded to the lowest quote.

FINANCIALS

Financial quote, duly dated and clearly indicating the cost for printing and taxes, if any.

GUIDELINES FOR SUBMISSION OF EOI

1. **Cover A** : Sealed and super scribed envelop with “**EMD**” which should have detailed contact details of applicant viz. full name, postal address, fax, email, telephone.
 - i. Demand Draft / Pay Order in favour of **National Design Centre**, payable at Delhi for Rs.25,000/- (Rs. Twenty Five Thousands) as **EMD**. EMD of unsuccessful applicant shall be refunded after award of the contract. No interest will be paid on the EMD.

2. **Cover B:** Sealed and super scribed envelop with “**Technical Papers**” which includes all the documents mentioned in the “**Selection Criteria and Evaluation Process**” as follows:
 - i) Agency’s Profile in brief.
 - ii) Copies of the audited Balance Sheet for the last three years should be enclosed, duly signed by the Chartered Accountant along with attested copies of Income Tax returns filed in last three years.
 - iii) PAN No., GST, etc.
3. **Cover C:** Sealed and super scribed envelop with “**Financial Quotes**” for printing of Craft Directories / Catalogue.
4. **Cover D :** Containing **Cover A, Cover B, Cover C** Mentioning "Technical & Financial Quotes for printing of Craft Directories / Catalogue which should have full name, postal address, fax, email, telephone number of the applicant.

PAYMENT TERMS

- No advance payment shall be made.
- Only running payment to be made.

LAST DATE FOR SUBMISSION OF EOI

The last date for the submission of EOI is February 22, 2024 (Upto 3 PM). The EOI received after due date shall not be accepted. The EOI should be addressed to Executive Director, National Design Centre, Rajiv Gandhi Handicrafts Bhawan (3rd Fl.), Baba Kharag Singh Marg, Connaught Place, New Delhi – 110001.
