

## **NATIONAL DESIGN CENTRE**

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### **EXPRESSION OF INTEREST**

NDC invites EOI from the reputed & experienced agencies / firms / companies to execute the work of BSM & Conference at Sikkim.

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 [www.nationaldesigncentre.org](http://www.nationaldesigncentre.org). The last date for submission of EOI shall be within 7 days from this publication.

## **A: INTRODUCTION**

National Design Centre is going to organize BSM and Conference for promotion of Agricultural and Processed Food Products from Sikkim on 17<sup>th</sup> & 18<sup>th</sup> October,2022.

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

### **1. BSM Conference & Exhibition**

- 1.1. Booking of venue for 1 day conference, Exhibition and B2B meeting area in good hotel.
- 1.2. Stay arrangements for delegates / buyers including International & National Buyers - 25 – 30 Nos. rooms in nearby good reputed five / four star hotel.
- 1.3. Stay arrangement for senior officials - 04 nos. (single room) in nearby good reputed five / four star hotel.
- 1.4. Designing & Fabrication of conference and theme area.
- 1.5. Rental and Construction of 15 – 20 stalls (exhibitor stall for Agricultural Products), B2B area, Buyers, Lounge, conference Area.
- 1.6. VIP Lounge (with high tea)
- 1.7. Wet sampling of Agricultural Products, fresh fruits, Vegetables, Organic products etc.
- 1.8. Audio Visual arrangements
- 1.9. Inviting 25 – 30 International & National buyers / local exporters, prospective exporter, and representative of FPOS, FPCs/state official/ Officials from Central Govt. & autonomous bodies / Media.
- 1.10. Required coordination and facilitation and liasioning with the participants
- 1.11. Hiring of photographer for the duration of the event and videography etc.
- 1.12. 100 print photos and film in CD/pen drive (edited and unedited)
- 1.13. BSM Conference lunch and dinner for Two days for Approx.100 Pax per day
- 1.14. Buyer-Seller Networking Dinner meet
- 1.16. Arranging Mementos and honoring guests.
- 1.17. Arrangement of Conference Bags for delegates
- 1.18. Welcome bouquets for guest

- 1.19. Inauguration set-up / stage with floral arrangements
- 1.20. The complete exhibition / B2B area should be brightly lit up with bright lightings.
- 1.21. Inviting Media / press for event coverage for one day Media Kit as per requirement
- 1.22. Industry visit of buyers on 2nd day
- 1.23. Cultural event during networking dinner

## **2. Designing and Printing**

- 2.1. Designing and printing of brochure as per requirement
- 2.2. Designing and printing of exhibitor Directory
- 2.3. Designing and Printing of Back Drop, Banners Signage, Standees, invitation Cards, Table Tops, Folders
- 2.4. Designing and printing of stalls Fascia name, back drops, podium cover

## **3. Logistic Arrangements for Buyers**

- 3.1. Booking of To and Fro Economy Air Ticket (For delegates) for confirmed international & domestic buyers
- 3.2. Airport / Land custom transfer and local transport for delegates (cabs)

## **4. Other Arrangements**

- 4.1. Receiving the VIPs, distinguished guests at the Airport, taking them to the designated hotel and ensuring their arrival at venue as per their schedule, taking back to hotel and helping them in their departure.
- 4.2. Provision of Team Leader with a team who will be controlling the flow of events including Backstage arrangements during the entire course of event.
- 4.3. Developing ambience and theme activity wise
- 4.5. Hostesses for the registration area and BSM area
- 4.6. Decor & table arrangements for Lunch & Dinner including escorting arrangements for VIPS
- 4.7. Make available Printer, laptop etc. at venue & Stationery, IT Room, Fire extinguisher, General security, Power backup, Floral, Tea, Coffee, Water, Refreshments etc.

**Note: All the above works must be completed on 17<sup>th</sup> October,2022 by 2 p.m. so that exhibitor shall get time to display the exhibits.**

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

- The applicant must have a registered entity / Company. 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 Exhibitions / Conferences / BSMs, etc. Attach the required documents. List of events and clients etc.
- Applicant must have done similar work for these products viz. agricultural products, fresh fruits, vegetables etc. Attach the details of similar events organized in past.
- Applicant must attach the list of the relevant buyers willing to attend the above said event. Attach the list of buyers with some email conversation.

- The applicant must have satisfactorily completed at-least one such work related to these products in last 5 years. At least one work should be of Rs.75 lakhs.
- The applicant must have its office (Registered or Branch) in any of the NER state.
- Consistency of applicant in the relevant trade is required. Minimum cumulative turnover of the applicant in last 5 years should be Rs.6,00,00,000/- (FY 2017-18, 2018-19, 2019-20, 2020-21 & 2021-22). Furnish the Certified copies of balance sheets & Income Tax Returns for these 5 years duly attested by a Chartered Accountant.
- The applicant must comply with all government and regulatory norms viz. Pan No., GST etc. Furnished the copies with technical bid.

## **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 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.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 fabrication, installation at site (including transportation) and 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 execution of BSM and Conference at Sikkim”

## 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 executing such works nationally and internationally (BSM / Exhibitions / Conferences etc.).	<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 3<sup>rd</sup> October,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)

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