

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 seminar on Agri products of NER and videos.

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. The last date for submission of EOI shall be within 5 days from this publication.

A: INTRODUCTION

National Design Centre is going to execute the work of Seminar / Conference promotion of Export of Natural, Organic and GI Agro Products from North Eastern States on 24th June, 2022 at Guwahati, Assam.

B: INDICATIVE SCOPE OF WORK

A. Conference and Exhibition:

- Booking of venue for conference and stay arrangements for speakers and exhibitors.
- Designing & Fabrication of conference and theme area.
- Construction of 20 stalls (approx 9 sqm)
- Wet sampling of NER GI agri-horti products, etc.
- Audio Visual arrangements
- Coordination with speakers, Govt. invitees, exporters, representative of FPOs, FPCs and Media.
- Inviting Exporters, representative of FPOs, FPCs /NE states official/ DOA/DOC/MOA/MoFPI/MSME/DoNER/SkillDevelopment/NHB/SFAC/ NABARD/AICLASS/DGFT/NPPO/MIDH/NCDC/Media etc
- Inviting 20 exhibitors for display of posters, catalogue, samples of natural, GI products and natural packaging material.
- Required facilitation and liasoning
- Hiring of Photographer and videography
- Conference cum exhibition with lunch for 300 Pax
- Arranging Mementos for speakers, exhibitors and VIP delegates (Chief Minister is main invitee along with state and central dignatories - 50 nos.
- Printing 500 organic/jute bags with conference and APEDA logo
- Welcome bouquets for guest

Items required in each stall*

SL. NO.	ITEM	NO.
1.	Table	1
2.	Chairs	2
3.	Spot Lights	4
4.	Lockable counter	1
5.	Rack	2
6.	Carpet and fascia	1
7.	Waste paper basket	1

* Octanorm structure

B. Designing and Printing

- Designing and Printing of Technical Booklet for conference - 500
- Flyer on Potential of North Eastern Region 500.
- Designing and Printing of Back Drop, Banners, Signage, Standees, Invitation Cards, Table Tops, Folders etc.
- Identity Cards for Govt. officials/Speakers/Exporters/FPO/FPC

C. Hotel stay/accommodation/Logistic arrangements for participants

- Booking of To and Fro Economy Air Tickets/Railway tickets OR Taxi - 30
- For speakers & exhibitors, 40 nos (Hotel Stay for 02 nights)
- Accommodation in 3/4 Star Hotel for 02 nights for speakers
- Airport/Land custom transfer and local transport for the delegates (cabs)

D. Other arrangements:

- Receiving the VIP's, 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.
- One RSVP unit which will be responsible for distribution of invitations to invitees to seek the convenience of VIP invitees and making seating arrangements in consultation with APEDA.
- Provision of Team Leader with a team who will be controlling the flow of events including backstage arrangements during the entire course of event.
- Developing ambience and theme activity wise
- Fabrication of a VIP Lounge
- Décor & table arrangements for Lunch & Dinner including escorting arrangements for VIPs.
- Make available Printer, laptop etc at venue & Stationery, IT Room, Fire extinguisher, General security, Power backup, Floral, Tea, coffee, water, refreshments etc.
- It is desirable that the event may be done in the same venue for effective coordination.
- Adequate /Sufficient manpower in all activities.

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 Seminar / Conference / Buyer Seller Meets, Exhibitions etc. Attach the required documents. List of events and clients etc.
- Applicant must have done some such works (seminar / conference). Attach the details of buyers who have participated in the earlier events for such products.
- The applicant must have satisfactorily completed at-least 10 such work in last 5 years.
- Consistency of applicant in the relevant trade is required. Minimum cumulative turnover of the applicant in last 3 years should be Rs.3,00,00,000/- (FY 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 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 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 Seminar / Conference at Guwahati”.

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	30 Marks
2.	Experience of executing such works nationally and internationally (Conferences, Exhibition etc.)	50 Marks
3.	Experience and expertise of key personnel handling the project	20 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 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 = [(Financial Bid of L1/Financial Bid of the Bidder) X 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 13th 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 (3rd Fl.), Rajiv Gandhi Handicrafts Bhawan, Baba Khark Singh Marg, Connaught Place, New Delhi-110001 www.nationaldesigncentre.org
