

NATIONAL DESIGN CENTRE

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

Email: ndc@nationaldesigncentre.org

Web: www.nationaldesigncentre.org

EXPRESSION OF INTEREST

NDC invites EOI from the reputed & experienced agencies / firms / companies to execute the work of preparation of promotional film.

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. The last date for submission of EOI shall be within 3 days from this publication.

A: INTRODUCTION

National Design Centre entrusted with the preparation of promotional film by the Development Commissioner (Handlooms) Ministry of Textiles, Govt. of India. The basic objective for development of this film is to make massive publicity of handlooms products practicing in the various clusters among the National & International buyers.

B: INDICATIVE SCOPE OF WORK

- Preparation of Promotional Film
- Photography & Videography at various Handloom clusters

C: ELIGIBILITY CRITERIA FOR THE APPLICANT

- The applicant must be a registered company / entity of repute.
- The applicant must have minimum cumulative Turnover of Rs.35 lakhs 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.

D: 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 or Account Payee Cheque 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 “**Preparation of Promotional Film on Indian Handloom**”.
4. **Cover D** : Containing **Cover A, Cover B, Cover C** Mentioning "Technical & Financial Quotes for Preparation of Promotional Film on Indian Handloom" which should have full name, postal address, fax, email, telephone number of the applicant.

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 Financial Bids of the technically qualified bidders will be opened.
 - The bidder with the lowest financial bid (L1) will be awarded the work.

F: PAYMENT TERMS

1. No advance payment to be made.
2. The running payments shall be made as per progress of work.

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 15th July, 2024. The EOI received after due date shall not be accepted. The EOI should be addressed to Executive Director, National Design Centre, Hall No.1 (3rd Fl.), Rajiv Gandhi Handicrafts Bhawan, Baba Kharak Singh Marg, Connaught Place, New Delhi-110001, Website: www.nationaldesigncentre.org.
