

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 pre launched international year of millet, 2023.

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 4 days from this publication.

A: INTRODUCTION

National Design Centre is going to execute the work of event on pre launched international year of millet,2023 at New Delhi at Hotel Ashok on 5th December,2022.

B: INDICATIVE SCOPE OF WORK

BSM Conference & Exhibition

1. Mobilization of International buyers of Millets and value added products from 20 identified countries.
2. Inviting VIP dignitaries, Ambassadors, representative of FPOs, FPCs / states officials / Officials from Central Govt.& Autonomous bodies / Media.
3. Designing, Fabrication and entire set-up for the event including:
 - a. Stage set-up for 10 dignitaries
 - b. One Large LED screen and multiple LEDs of size as per requirements
 - c. Branding
 - d. Special lighting arrangement
4. Designing & fabrication of APEDA theme area for display of Millets branding and products.
5. Fabrication of wooden display showcases at various locations inside and outside the hall
6. Construction of approx. 50 nos. Octonorm stands of 6 sqmtrs. Each inside the hall with branding, display area, furniture and light
7. Construction of B2B area, Buyers' Lounge, VIP Lounge
8. Audio Visual arrangements
9. Coordination, facilitation and Liasoning with the participants
10. Hiring of Photographer for the entire duration of the event and videography etc.
11. Buyer-Seller Networking Dinner meet arrangements at venue
12. Arranging Mementos, gifts and give away hampers for VIPs and dignitaries
13. Printing 200 organic/jute bags with APEDA logo
14. Welcome 15 nos. flower bouquets for guests

15. Inauguration set-up/stage with floral arrangements
16. The complete exhibition /B2B area should be brightly lit up with white lights.
17. Inviting Media /press for event coverage for one day
18. Media Kit as per requirement
19. 100 print photos and film in CD/pen drive (edited and unedited)
20. Large branding at venue inside and outside including hoardings, backdrops, welcome gate, standees
21. Registration set-up with manpower and equipment
22. Arrangement and hiring of Comparer for event handling at stage

II. Designing and Printing

1. Designing and printing of brochure as per requirement
2. Designing and printing of exhibitor Directory
3. Designing and Printing of Back Drop, Banners, Signage, Standees, invitation Cards, Table Tops, Folders.
4. Designing and printing of stalls name Fascia, back drops, podium cover
5. Designing and printing of badges as per the required categories
6. Printing of lanyards with APEDA logo as per the requirement

III. Logistic Arrangements for Buyers

1. Booking of To and Fro Economy Air Ticket for confirmed international & domestic buyers
2. Airport/Land custom transfer and local transport for the delegates (cabs)

IV. Other Arrangements

1. 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.
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
3. Developing ambience and theme activity wise
4. Hostesses and other temporary manpower for the registration area and BSM area
5. Decor & table arrangements for Lunch & Dinner including escorting arrangements for VIPs.
6. Make available Printer, laptop etc. at venue & Stationery, IT Room, Fire extinguisher, General security, Power backup, Floral, Tea, coffee, water, refreshments etc.

Note: The venue shall be handed over by Hotel at 4 a.m. (early morning) on 5th December,2022 and All the above works must be completed on same day (5th December,2022 by 1 p.m. so that exhibitor shall get time to display the exhibit for event.

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 such type of events Buyer Seller Meets, exhibitions & conferences etc. Attach the required documents. List of events and clients etc.
- Applicant must have done some such work (Organizing Buyer Seller Meets, conferences, exhibition) for these products viz. agricultural products, fresh fruits, vegetables etc. Attach the details of buyers who have participated in the earlier events for such products.

- 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 10 such work related to these products in last 5 years.
- Consistency of applicant in the relevant trade is required. Minimum average turnover of the applicant in last 3 years should be Rs.7,50,00,000/- (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 / 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 NER”

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 (BSM, Exhibitions, Conferences 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 = $\left[\frac{\text{Financial Bid of L1}}{\text{Financial Bid of the Bidder}} \times 100 \right]$
(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 28th November,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 Kharak Singh Marg, Connaught Place, New Delhi-110001 www.nationaldesigncentre.org
