

NATIONAL DESIGN CENTRE

Hall No.1, Rajiv Gandhi Handicrafts Bhawan
Baba Kharak Singh Marg, Connaught Place, New Delhi-1
Tel: 011-23341273, 23341262. Fax: 23341265

EXPRESSION OF INTEREST

NDC invites EOI from reputed / experienced agencies preparation of award book as per the proposed specifications.

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 3 days from this publication.

INTRODUCTION

National Centre for Design & Product Development (NCDPD) with the support of Development Commissioner (Handicrafts), Ministry of Textiles, Govt. of India preparation and printing of National Award book for publicity of these crafts.

INDICATIVE SCOPE OF WORK

Printing of National Awards book for the year 2018 & 2019 as per following details:

Size of Book	-	8.5" X 8.5"
Number of pages	-	100-120 including cover page
Cover page	-	250 GSM with imported paper with Lamination
Inside Pages	-	150 GSM on matt / gloss paper
Binding	-	Perfect Binding
Printing	-	4+4 Colour offset printing
Number of copies	-	500 of each book
Language	-	Hindi & English

ELIGIBILITY OF THE APPLICANT

- The applicant should be a registered company / entity of repute.
- The applicant must have minimum cumulative Turnover of Rs.30 lakhs in last 5 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 previous work orders & catalogues.
- The applicant must have working experience with Govt. / semi Govt. organizations.

B) 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 / A/C 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 Five 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 Award Book for the year 2018 & 2019.
4. **Cover D** : Containing **Cover A, Cover B, Cover C** Mentioning "Technical & Financial Quotes for printing of G. I. Catalogue which should have full name, postal address, fax, email, telephone number of the applicant.

PAYMENT TERMS

- No advance payment shall be made to supplier.
- Payments shall be made after successful completion of work.

LAST DATE FOR SUBMISSION OF EOI

The last date for the submission of EOI is 21st November,2022. The EOI received after due date shall not be accepted. The EOI should be addressed to Executive Director, National Centre for Design &Product Development, Rajiv Gandhi Handicrafts Bhawan (3rd Fl.), Baba Kharag Singh Marg, Connaught Place, New Delhi-110001.
