

## **NATIONAL DESIGN CENTRE**

Hall No.1 (3<sup>rd</sup> Fl.), Rajiv Gandhi Handicrafts Bhawan,  
Baba Kharak Singh Marg, Connaught Place, New Delhi-110001  
Email: [ndc@nationaldesigncentre.org](mailto:ndc@nationaldesigncentre.org) Web: [www.nationaldesigncentre.org](http://www.nationaldesigncentre.org)

### **EXPRESSION OF INTEREST**

NDC invites EOI from the reputed agencies / firms to undertake work for setting up of Book Promotion Centre at Bhopal, M.P.

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 website: [www.nationaldesigncentre.org](http://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 project for National Book Trust India for setting up of Book Shop at Bhopal, Madhya Pradesh.

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

- Fabrication of all the works of Book Shop shall be done as per attached design.
- Detailed BOQ is also attached as per the need and requirement of Design.
- All material to be used as per the attached material specifications

**Note:** The work must be completed within 30 days from the award of work.

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

- The applicant must be a register entity. Attach the required documents (incorporation certificate etc.)
- The applicant must have minimum 5 years experience (as on 31/3/2024) in doing work of interior renovation of shops / offices / showrooms / Museum / Book Shops. Attach the documentary proof viz. work order, completion certificate, photographs of work etc.
- The applicant must have well experienced in doing similar work.
- The applicant must have satisfactory completion of at-least 3 such works in last 5 years. A list of these works must be attach.
- Consistency of applicant in the relevant trade is required. Minimum average turnover of the applicant in last 3 years must be Rs.1 crore (F.Y. 2021-22, 2022-23 & 2023-24). Certified copies of balance sheets of these 5 years and positive net worth certificate duly attested by a Chartered Accountant / & Income Tax Returns for these years, PAN / GST no. in the name of the company / proprietor and Service Tax returns / for the last 3 years to verify the turnover 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 of Rs.1,00,000/- (Rupees One Lakh only), in the form of Demand Draft drawing in favor of National Design Centre to be submitted by the applicant. EMD will be returned to the unsuccessful applicants at the earliest.
- 2) **FINANCIALS** (Envelope – II) shall contain the financial offer for the project and should include the cost of following:
- a) Cost of fabrication
  - b) Cost of installation at site (including transportation)
  - c) Govt. Taxes as applicable
  - d) Total Cost: a),b),c)

- 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 Setting up of Book Shop at Bhoapl, M.P.”.

## **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.	Specific Experience of Applicant in doing such works of interior renovation and setting up of shops, showrooms, marts 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 on the mentioned date as per the schedule.
- 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.
- Details of the taxes and duties on the basic cost of the development of the BPC 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 shall be made as per the 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 25<sup>th</sup> November, 2024 (Upto 5 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, Email: [ndc@nationaldesigncentre.org](mailto:ndc@nationaldesigncentre.org) Web: [www.nationaldesigncentre.org](http://www.nationaldesigncentre.org)

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