

## **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 international event at Srinagar.

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](http://www.nationaldesigncentre.org). The last date for submission of EOI shall be within 7 days from this publication.

### **A: INTRODUCTION**

National Design Centre is going to execute the work of Buyer Seller Meet and Conference on 9<sup>th</sup> June, 2023 for promotion of Agri & Processed Food Products from the Srinagar, J&K.

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

The International Buyer Seller Meet will be organized with an aim to create a proper platform for the stakeholders involved with quality agricultural and horticultural produce to associate and network with each other, to create long term linkages and to showcase quality products to different stakeholders involved in processing and export. The said programme will include Buyer Seller Meet (BSM) and Exhibition on Agriculture /Horticulture /processed food products from Jammu & Kashmir and Ladakh. The event will provide opportunity for interaction between importers-exporters and FPOs-farmers/farmer organization to tap the potential for export from Jammu & Kashmir and Ladakh Region.

The Agency will be required to make the following arrangements for organizing the program at Srinagar:-

#### **I) Conference and Exhibition:**

- Booking of venue for Conclave, Exhibition and B2B Meeting Area
- Stay arrangements for delegates/ buyers including importers and exporters. 40 Nos. (Single Occupancy)
- Designing & Fabrication of conference and theme area
- Construction of 15 stalls (approx. 9 sqr mt)\*, for display of posters, catalogue, samples, B2B Area, VIP Lounge (with High Tea), Conference area
- Audio Visual arrangements
- Coordination with speakers, Govt. invitees, importers, exporters, representative of FPOs, FPCs and Media.
- Inviting 40 numbers of Importers and Exporters, representative of FPOs, FPCs / J&K states official/ Skill Development / NHB / SFAC / NABARD / AICLASS / DGFT / NPPO / Agriculture University / NCDC /Media etc.
- Required facilitation and liasioning

- Hiring of Photographer and videography
- BSM Conference Lunch and dinner for approx 100 per day
- Arranging Mementos for importers, speakers and VIP delegates with state and central signatories - 50 nos.
- Printing 200 jute bags with conference and office logo
- Welcome bouquets for guest
- Inauguration Set up /stage with floral arrangements
- The complete exhibition / B2B area should be well lit with white lights
- Invitation to Media for event coverage
- Media Kit as per the requirement

## II) Items required in each stall\*

SL. NO.	Item	Number
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

## III) Designing and Printing

- Designing and Printing of Brochure on Potential of Jammu & Kashmir
- Designing and printing of Exhibitor Directory
- Designing and Printing of Stall Fascia, podium cover, Back Drop, Banners, Signage, Standees, Invitation Cards, Table Tops, Folders etc
- Identity Cards for Govt. officials/Speakers/importers/Exporters/FPO/FPC

## IV) Hotel stay/accommodation/Logistic arrangements for participants

- Booking of To and Fro Economy Air Tickets for confirmed international & domestic buyers – 40 numbers.
- Arrangement of travel of FPOs, 40 nos in coordination with KVKs
- Accommodation in 3/4 Star Hotel for 02 nights for delegates, importers and exporters
- Airport transfer and local transport for the delegates (cabs) / importers and exporters.

## V) 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 officials.
- 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 stay and event may be done in the same venue for effective coordination.
- Adequate / Sufficient manpower in all activities.

**Note: All the above works must be completed on 8<sup>th</sup> June, 2023 by 2 p.m. so that exhibitor shall get time to display the exhibit for IBSM on 9<sup>th</sup> June, 2022.**

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

- Must be a registered business entity/service provider. Registration no. of TAN/Direct tax/Income tax/Trade Tax/VAT/GST, etc. as applicable may be quoted in the technical bids format and copy of the certificate/proof must be attached. These documents should be in the name of applicant organisation only and not that of group/sister organisations. In other words, name of applicant organisation should be same in all the documents submitted.
- A minimum of 5 years experience in conceptualizing, designing and executing the projects on turnkey basis for Buyer Seller Meets, exhibitions, conferences, setting up of pavilion/s in National & International events organized in India & abroad. 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.
- Consistency of applicant in the relevant trade is required. Average turnover of Rs. 7,50,00,000/- (Rupees Seven Crores Fifty Lakhs only) for any of the three years during the last 5 years (Audited/Unaudited) duly certified by practicing CA. Certified copies of balance sheets 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.
- A self certified undertaking has to be submitted mentioning that they have never been blacklisted by any Government of India Ministry / Department / Authority / Organization / Agency.
- EMD in the form of DD / Pay Order / Cheque for the amount of Rs. 2,00,000/- (Rupees Two Lakhs only) in favour of "National Design Centre" payable at New Delhi is essential for the EOI without which the offer will be rejected.

## 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.
  - iii) Statement signed by a statutory auditor / Chartered Accountant, indicating turnover of the company.
- 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 International Event at Srinagar”

## 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.)	<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 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 15<sup>th</sup> May, 2023 (12 noon). 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 [www.nationaldesigncentre.org](http://www.nationaldesigncentre.org)

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