

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

Email: ndc@nationaldesigncentre.org

EXPRESSION OF INTEREST

NDC invites EOI from the reputed agencies / firms for selection of agency to undertake the work for fabrication / setting up of Tableaux during 26th January 2022.

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. The last date for submission of EOI shall be within 4 days from this publication.

A: INTRODUCTION

National Design Centre (NDC) is going to execute the project for National Institute of Fashion Technology (NIFT) regarding the fabrication of Tableaux for Ministry of Textiles, Govt. of India on the occasion of Republic Day parade at Rajpath, New Delhi on 26th January 2022.

B. PURPOSE

In view of above, NDC invites EOI from well established, experienced, reputed and professional agencies specializing in having their own infrastructure in Delhi-NCR for Fabrication, installation and other related Services for 'Ministry of Textiles' Tableaux on turn-key basis to select the agency to undertake the above work.

The agency selected as per the process will be responsible for the Fabrication, Installation and other related Services etc. for setting up of Republic Day Tableaux as per the qualitative, quantitative and time schedule requirements. The details / description of goods/services required are listed in this document.

C: INDICATIVE SCOPE OF WORK

National Design Centre shall provide the services to National Institute of Fashion Technology (NIFT) for setting up of Design Resource Centre (DRC) for fabrication of Ministry of Textiles Tableaux during Republic Day Parade on 26 January 2022 at Rajpath. Through this EOI, NDC is in the process to select a professional agency having its own infrastructure for providing turnkey solutions for Fabrication, Installation and other related Services etc. for setting / fabrication of Tableaux.

- Fabrication of Tabluex as per the approved design
 - Mixed material to be used for fabrication of Tabluex
 - Preference of the material to be used should be environment friendly / recyclable.
 - Colour schemes and quality of material shall be strictly kept as per design.
- A copy of scaled design / detailed drawing can be collected from this office between 10 am to 5 pm during working days on payment of Rs.5000/-. A copy of particulars to be observed shall also be provided to the firm. NDC shall provide official receipt for the same.

Note: - Any change which shall be suggested by the Inspection Committee of Ministry of Defence during the fabrication of Tabluex to be taken care by the agency / company and no separate amount to be paid for the same.

- All protocol to be imposed by the Govt. time to time to be taken care by the fabricator.
- Dedicated coordination team of the fabricator must be there all the time to coordinate and receive the officials who will visit the fabrication site.

D: ELIGIBILITY CRITERIA FOR THE APPLICANT

- The applicant must have well experience of providing the desired services towards fabrication of Tableaux / Exhibition of Handicrafts & Handloom in mixed media / display of crafts in permanent marts /showrooms/ Haat / in Museum. Applicant must have experience of handicraft / textiles and other exhibitions.
- The applicant must have a minimum of 5 year experience (as on 31/3/2021) in doing display of crafts in permanent marts / showrooms / exhibition / bare space interiors etc. Kindly attach the required documents (incorporation certificate etc.).
- Applicant should have its own workshop in authorized area of Delhi / NCR. Kindly enclose relevant documents like electricity bill / relevant trade license copy / DPCC category certificate copy as applicable.
- The applicant should have satisfactory completion of at least 50 exhibitions in last 5 years. A list of these satisfactory exhibitions / events with bills / orders and completion certificates as duly attested by Chartered Accountant should be submitted.
- Consistency of applicant in the relevant trade is required. Minimum average turnover of the applicant in last 3 years should be Rs.7 Crore (during F.Y.2017-18, 2018-19 & 2019-20). The turnover should be in the relevant field of Events (Conference & Events, Museums, Gallery Thematic Display).
Certified copies of balance sheets of these 3 years duly attested by a Chartered Accountant / & Income Tax Returns for these years, PAN No./ GST no. in the name of the company / proprietor for the last 3 years to verify the turnover to be furnished.
- The applicant must be registered with Employees Provident Fund (EPF) & ESI since last 3 years. Kindly enclose the copies of challans.

E: 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.5,00,000/- (Rupees Five Lakhs only) in the form of Demand Draft / pay order 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 for the project as per the list of particulars to be observed and should include the cost of all following :
- a) Cost of fabrication
 - b) Cost of installation at site (including transportation)
 - c) Govt. Taxes as applicable
 - d) Total Cost: a),b),c).
- Nothing extra shall be payable in addition to the accepted rate as per the above total cost.
 - 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 fabrication of Tablucx on Turn Key basis**”.

F) 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 EOI would be evaluated as per the Eligibility Criteria in Para-D & technically as specified in Para-E.
- 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 and its experience in executing such works	25 Marks

2	Specific Experience of Applicant in Handicrafts / Textile Exhibitions / display of crafts in permanent showrooms, malls, Haat, Museums / Tableaux works etc.	40 Marks
	Applicants experience in Handling Government Projects	20 Marks
3	Experience and expertise of key personnel handling the project	15 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 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 DRC 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.

G: Payment Terms

1. No Advance payment with work order to be given
2. Payment to be released as per the progress of the fabrication work
3. Only 50% payment to be released till the hand over on or before 21st January 2021
4. Balance 50% to be released after completion of work and satisfactory report

H: RIGHTS

NDC reserves the right to accept or reject any offer based on technical / financial evaluation without assigning any reason.

I: LAST DATE FOR SUBMISSION OF EOI

The last date for submission of EOI is 27th December,2021 (upto 5 p.m.) The EOI received after due date shall not be accepted. The EOI should be addressed to The Secretary, National Design Centre, Hall No.1 (3rd Fl.), Rajiv Gandhi Handicrafts Bhawan, Baba Kharak Singh Marg, Connaught Place, New Delhi-110001, Email: info@nationaldesigncentre.org Website: www.nationaldesigncentre.org

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List of Particulars to be observed

Sl. No	Particular
1	Wooden cladding / paneling with MS framework / Mix Media
2	Engineering motorized movement of Charkha, spinning Mill, transparent box rotating fabric & others
3	Provision of Yarn oscillation
4	Provision of blower with Yarn
5	Provision of working hand loom
6	Split level podium both side of Tableaux front faced
7	Convergence of pencil shape in modeling in mix material
8	Arrangement of Yarn, fabric
9	Arrangement of 13 Model, Weavers loom worker with costume including technical textiles.
10	Fabrication of products / tool components in mixed media
11	Text / cutout name of Ministry on Tableaux Fascia
12	Any other Related works