

NATIONAL DESIGN CENTRE

Hall No.1 (3rd Fl.), Rajiv Gandhi Handicrafts Bhawan,
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EXPRESSION OF INTEREST

NDC invites EOI from reputed & experienced agencies / firms / companies to execute the work of curation and publicity of master creation.

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 5 days from this publication.

A: INTRODUCTION

National Design Centre on behalf of Development Commissioner Handicraft is going to execute the work of curation and publicity of Master Creation , 2024 at Dilli Haat from 1st – 15th December, 2024

B: INDICATIVE SCOPE OF WORK

- Creation of infra & branding at Dilli Haat for 15 days event which includes:
 - Front Big Entry Gate

 - Small entry gate at the Security Check

 - Stage Backdrop Flex
(with board support + Installation + Transportation)
 - Cut Out hangings around the Stage on a Mesh of Strings + Installation
 - Stall Signage + Installation

- Decoration / Installation of Pillars of the Workshop Pagoda Area

- Cut Out hangings around the Central Area on a Mesh of Strings + Installation

- Entry Walk Way :
Hanging from the Palm Trees with Craft based Quotes and Facts + Installation
- Standee for multiple Locations
(Strong Structure + Installation)
- Fixing Flyers Above the Delhi Haat Signage + Side Trees with visually appealing branding & motifs for Increased Visibility & Festive Look
- Workshop Stage base in MDF
(Manufacturing + Installation)
- Terracotta Pots Installation with lights (Manufacturing + Installation)
- At Entry:
Waste fabric Handola Installation
(Manufacturing + Installation)
- Carpet for Entrance Area – Pink.
- Graphic Design / Concept Building & Curation

C: ELIGIBILITY CRITERIA OF THE APPLICANT

- The applicant must be a registered company / entity of repute with sound experience in performing the above mentioned services.
- Joint Venture / Consortiums are not allowed.
- The applicant must have proven track record of similar work. Documentary proof must be enclosed with work orders & others.
- Financial Average turnover of applicant must be Rs.1 crore or above during last 1 financial years.
- The applicant must comply with all government and regulatory norms viz. Pan No., GST etc. Copies to be furnished with technical bid.
- The applicant should not have been blacklisted / banned / debarred / under investigation by any State Government or Central Government entity / PSU.

D: SUBMISSION OF EOI

1) TECHNICAL

EOI should be submitted in two sealed envelope, **TECHNICAL BID** (Envelope –I) to contain following documents:

i) Details of the EOI

- a) Profile of the Agency / Company
- b) Track record – details of involvement in similar events (Provide list of works executed)
- c) 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.50,000/- (Rupees Twenty Five Thousands only), in the form of Demand Draft / Cheque drawn in favour of **National Design Centre** to be submitted. EMD will be returned to the unsuccessful applicants at the earliest.

2) FINANCIALS (Envelope – II) should contain the financial offer for the project and should be inclusive of all 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.

- 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 undertaken the work for Master Creation-2024 at Dilli Haat, New Delhi .”

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 Financial Quote shall be open only those applicants who will be technically qualified.
- The applicant with the lowest financial Quote will be awarded work.
- Details of the taxes and duties levied on the basic cost to be indicated clearly in the financial quote.

F: Payment Terms

1. No advance payment to made for the work.
2. Running Payment shall be made.

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 26.11.2024 (upto 3.00 p.m). The EOI received after due date shall not be accepted. The EOI should be addressed to Executive Director, National Design Centre, Hall No.1 (3rd Fl.), Rajiv Gandhi Handicrafts Bhawan, Baba Kharak Singh Marg, Connaught Place, New Delhi-110001.
