

**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)  
Website: [www.nationaldesigncentre.org](http://www.nationaldesigncentre.org)

**EXPRESSION OF INTEREST**

NDC invites EOI from reputed & experienced agencies / firms / companies to Carpet Conservation and repair of Hand-Knotted Carpets.

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 (NDC) is in process to provide the professional services for carpet conservation and report of Hand-Knotted carpets (600 sq. mtrs.) located at Indore.

**B: INDICATIVE SCOPE OF WORK**

The indicative scope of work shall be as follows:

1. Conservation and restoration of 600 sq. mtrs. Hand-Knotted historic Carpets at Lal Bagh Palace, Indore, ensuring preservation of their original form and aesthetic integrity.
2. Use of scientifically approved conservation techniques and materials to prevent further deterioration.
3. Documentation (pre-conservation, in process nad post-conservation) with detailed reports and photographic records.
4. On-site conservation and necessary preventive conservation measures.

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

- The applicant must have a minimum of 5 years of experience (as on 31.03.2025) of doing similar works of Museums, Conference & event, pavilions, exhibition etc. Documentary proof must be enclosed work orders.
- Applicant should have completed 2-3 such works for Museums/ Govt. Agencies/ PSU/ Companies etc. Please attach the work order to support the same.
- Consistency of applicant in the relevant trade is required. Minimum Cumulative turnover of the applicant in last 3 years should be Rs.3 Crore. (during F.Y.2021-22, 2022-23 & 2023-24). The turnover should be in the relevant field. Pls. attach the copy of turnover certificate / copy of balance sheet to verify the turnover.
- The applicant must comply with all government and regulatory norms viz. Pan no., GST no., ITR etc. Copies shall be furnished with technical bid.

## **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 works (Provide list of works executed earlier)
  - d) Specific experience relating to such nature (Documentary evidence of all needs to be provided)
- ii) All applicants must have to 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 Fifty Thousands in the form of A/C Payee Cheque /

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. The financial offer must be inclusive of all taxes.

- Nothing extra shall be payable in addition to the quoted amount.
- 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 Carpet Work".

## **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 bid would be evaluated as per the Eligibility Criteria in Para-D & technically as specified in Para-E.
- 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 the work.
- Only fixed price financial bids indicating total price for all the work/services specified in this bid document will be considered.
- 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".

### **G: Payment Terms**

1. No advance payment shall be given at the time of the award of work.
2. Only running payment shall be given on time to time basis.

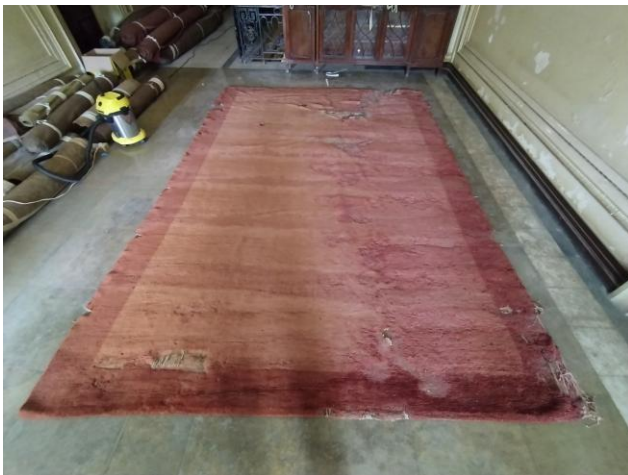
### **H: RIGHTS**

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 8<sup>th</sup> April, 2025 (upto 3 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 (3<sup>rd</sup> Fl.), Rajiv Gandhi Handicrafts Bhawan, Baba Khark Singh Marg, Connaught Place, New Delhi-110001, Email: [ndc@nationaldesigncentre.org](mailto:ndc@nationaldesigncentre.org) Website: [www.nationaldesigncentre.org](http://www.nationaldesigncentre.org)

### **Some photographs of rare carpets**







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