

NATIONAL DESIGN CENTRE

Hall No.1 (3rd Fl.), Rajiv Gandhi Handicrafts Bhawan,
Baba Khark Singh Marg, Connaught Place, New Delhi-110001
Email: ndc@nationaldesigncentre.org
Website: www.nationaldesigncentre.org

EXPRESSION OF INTEREST

NDC invites EOI from the reputed agencies / firms for selection of agency to undertake the work for day to day exhibitions / events and other related works on Rate Contract basis.

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 7 days from this publication.

A. INTRODUCTION

National Design Centre (NDC) implements various events / exhibitions and other related works for various Ministries and Departments on Pan India basis. The events and exhibitions organized on very short notice.

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 Conceptualization, Designing, Fabrication, installation and other related Services on Rate Contract basis for a period of Two years which will be extendable to One more year on mutual consent to select the agency to undertake the above work. A copy of sample concept design / detailed drawing can be collected from this office between 10 am to 5 pm during working days.

The agency shall be selected as per the process and will be responsible for the Conceptualization, Designing, Fabrication, Installation and other related Services for organizing of the events / exhibitions 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

The scope of work for Events / Exhibitions and other related services shall be decided as per the requirement of the event and site. Quantities of the items shall vary at different locations as per the requirement of location, design and client.

D: ELIGIBILITY CRITERIA FOR THE APPLICANT

- The applicant must have a minimum of 5 year experience (as on 31/3/2025) in doing exhibition / Events, Display of Crafts, Theme Pavilions, Interior works 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 must have well experience of providing the desired services towards exhibitions / display of crafts, Events, Theme Pavilions etc. Applicant must have experience of handicraft / textiles and others.
- The applicant should have satisfactory completion of atleast 25 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.5 Crore. (during F.Y.2021-22, 2022-23 & 2023-24). The turnover should be in the relevant field of Events (Conference & Events, Exhibitions, Theme Pavilions etc.). 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 Three years. Kindly enclose the copies of challans of last Six months.

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 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.5,00,000/- (Rupees Five Lakhs in the form of Demand Draft / pay order / A/C Payee Cheque 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 on BOQ basis as per the attached BOQ and should include all the charges.
- 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 Rate Contract”.

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-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 nationally and internationally	25 Marks
2	Specific Experience of Applicant in Handicrafts / Textile Exhibitions / display of crafts in permanent showrooms, malls, Haat, Museums etc. Applicants experience in Handling Government Projects.	40 Marks 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.
- 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. Payment terms to be decided during the work order to be issued. It will be decided on project to project basis.

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 10th 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 (3rd Fl.), Rajiv Gandhi Handicrafts Bhawan, Baba Kharak Singh Marg, Connaught Place, New Delhi-110001, Email: ndc@nationaldesigncentre.org Website: www.nationaldesigncentre.org

BOQ : Temporary works in Delhi / NCR/outside (within India)

S.No.	Description	Unit	Qty (each)	Rate (without taxes)
A	BACKDROP / HOARDINGS/ PANELS designing, fabrication, installation dismantling. Various sizes as per venue. Mounted on MS framework (section 25mm x 25mm : 18 CRC pipe) on self supporting stand / structure			
	A) Eco -friendly PVC free fabric media (190 GSM) black base (polyester-recyclable with chemical/crack free six colour digital			
	i) For area more than 72 sqft	per sqft	1	
	ii) For area less than 72 sqft	per sqft	1	
	B) High quality solvent printing (720dpi) on opaque flex (300 gsm)			
	i) For area more than 72 sqft	per sqft	1	
	ii) For area less than 72 sqft	per sqft	1	
	C) High quality Ecosolvent printing (720 dpi) on star flex (300 gsm)			
	i) For area more than 72 sqft	per sqft	1	
	ii) For area less than 72 sqft	per sqft	1	
	D) Eco -friendly PVC free Canvas media (300 GSM) (water proof, with no curled up edges) with chemical/crack free six colour digital printing (1200 dpi)			
	i) For area more than 72 sqft	per sqft	1	
	ii) For area less than 72 sqft	per sqft	1	
	E) Eco -friendly Backlit PVC free polyester fabric (130 GSM) fire retardant with chemical/crack free six colour printing (1200 dpi)	per sqft		
	i) For area more than 72 sqft	per sqft	1	
	ii) For area less than 72 sqft	per sqft	1	
	F) Roll up stands (Nomadic) with digital printed banner: wt app 2.5kg with chrome plated legs (high resolution digital printing 1200 dpi)			
	i. 30"x72"	each	1	
	ii. 36"x78"	each	1	
	iii. 36"x72"	each	1	
	G) a) Digital print (1200 dpi) on forex sheet 3mm	per sqft	1	
	b) Digital print (1200 dpi) on forex sheet 5mm	per sqft	1	
	c) Digital print (1200 dpi) on HDMR sheet 5mm	per sqft	1	
B	Rental charges per day basis			
1	Baggage scanning Machines (as per requirements of security agencies)	per day	1	
2	Handheld metal detector (HHMD)	per day	1	
3	Door Frame Metal Detector (DFMD)	per day	1	
4	i) Air Conditional portable toilets with dedicated staff deployment with toiletries, amenities & adequate water supply at all time of event (for 3-4 persons)	per day	1	
	ii) Air Conditional portable toilets with dedicated staff deployment with toiletries, amenities & adequate water supply at all time of event (for single user only)	per day	1	
	iii) Non - Air condition portable toilet (Bio degradable)	per day	1	
5	Soundproof Diesel Generator 250 KVA with operator running hours : 8	per day	1	
6	Soundproof Diesel Generator 125 KVA with operator running hours : 8	per day	1	
7	Soundproof Diesel Generator 62 KVA with operator running hours : 8	per day	1	

S.No.	Description	Unit	Qty (each)	Rate (without taxes)
8	i) Revolving / Rotating CCTV cameras with wiring - (in entire event area including periphery, surrounding areas & parking) Installation and operation during entire event with Night vision capacity, monitoring & recording & including deployment of technically trained manpower to monitor CCTV operation.	per day	1	
	ii) Hard disk with recording	per day	1	
9	i) 32" LED TV	per day	1	
	ii) 42" LED TV	per day	1	
	iii) 50" LED TV	per day	1	
	iv) 55" LED TV	per day	1	
	v) 65" LED TV	per day	1	
	vi) 75" LED TV	per day	1	
	vii) 86" LED TV	per day	1	
	viii) 98" LED TV	per day	1	
	ix) 2 x 2 seamless video wall	per day	1	
	x) P 3.9mm LED wall	sqft per day	1	
	xi) P 2.5mm LED wall	sqft per day	1	
	xii) Sound system for 50 pax	per day	1	
	xiii) Sound system for 100 pax	per day	1	
	xiv) Sound system for 150-200 pax	per day	1	
10	i) Providing pedestal fan	per day	1	
	ii) Providing mist fan	per day	1	
	iii) Providing desert cooler	per day	1	
11	Ushers (female / male)	per day	1	
12	Volunteers (male)	per day	1	
13	i) Fire Men on duty (12 hrs slot)	per day	1	
	ii) Fire set (ABC)	per day	1	
	iii) Supervisor (12hrs slot)	per day	1	
	iv) Fire tender	per day	1	
C	Rental charges valid from 1 to 7 days (Additional day charges shall be on pro-rata basis)			
1	Construction / installation / dismantling / clearing of Aluminim Hanger structure pillar -less, water proof, fire retardant, duty covered with the white and opaque water proof fire retardant covered from top and sides, non air -conditioned, should be strong enough to sustain high - speed wind/ rain pressure, well lit and ventilated, using fitting cables, etc of ISI / safety standards	sqmtrs	1	
2	Construction / installation / dismantling / clearing of Aluminim Hanger structure pillar -less, water proof, fire retardant, duty covered with the white and opaque SRF covered from top and sides, air -conditioned with proper air-conditioning ducting should be strong enough to sustain high - speed wind/ rain pressure well lit using fitting cables etc of ISI / safety standards	sqmtrs	1	
3	Wooden platform 4 inch height on Wooden Batons with single ply	sqmtrs	1	
4	Wooden platform 4 inch height on wooden batons with double ply	sqmtrs	1	
5	See- through Aluminium Glass Door / frameless glass door for Entry & Exit	sqmtrs	1	
8	Vinyl flooring 1.5mm thick on wooden platform of 4inch height	sqmtrs	1	
9	Loop pile designer carpet in tiles designer	sqmtrs	1	

S.No.	Description	Unit	Qty (each)	Rate (without taxes)
10	Waterproof Pagodas Aluminium structure with waterproof & fire retardant sheet, Covered from all sides and top			
	size 3m x 3m	nos	1	
	size 5m x 5m	nos	1	
	size 6m x 6m	nos	1	
	size 10m x 10m	nos	1	
11	EXHIBITION STALLS			
	A) System brand name: Octonorm, finish white powder coated.			
	i) Stall Size (3m x 3m)	each	1	
	ii) Stall Size (3m x 2.5m)	each	1	
	iii) Stall Size (3m x 2m)	each	1	
	iv) Stall Size (2.5m x 2.5m)	each	1	
	v) Stall Size (2m x 2m)	each	1	
	vi) Maxima façade (section 100 mm x 100 mm: finish white powder coated) ht 3 m , width 3m with hanging fascia.	each	1	
	B) Octonorm Modular System with fire retardant Polychem Panel upto (3mm thickness)			
	i. Size 2.5m x 1m	each	1	
	ii Size 2.5m x 0.50m	each	1	
	C) Lights			
	i Spot Lights (100 watt each)	each	1	
	ii LED spot light (14 w each) : Colour : Warm white	each	1	
	iii LED flat light (upto 5w)	per running mtrs	1	
	iv Plug Point 5/15 A	each	1	
	v Power Strip (minimum 3 sockets) 5 Amp / 15 Amp	each	1	
	v. Metal Lights			
	a) 50 w	each	1	
	b) 100 w	each	1	
	c) 200 w	each	1	
	vi. Providing mainline with MCB switch & control panel	per kw	1	
	D) Furniture items			
	i. Chairs Folding (Directors chair)	each	1	
	ii. Tables non lockable : size 1mt(l) x0.5mt (w) x 0.75 mt (ht)	each	1	
	iii. Tables non lockable : size 1mt(l) x0.5mt (w) x 1mt (ht)	each	1	
	iv. Tables : lockable : size 1mt (l) x0.5mt (w) x 0.75 mt (ht)	each	1	
	v. Tables : lockable : size 1mt (l) x0.5mt (w) x 1 mt (ht)	each	1	
	vi. Providing (non woven) New Carpet (psqm) with polythene (more than 50 microns (including wastage) Carpet thickness 2.5mm, density (900 gsm per sqmts): regular colours (red /blue/green/brown/beige)	per sqmtrs	1	
	vii. Providing (non woven) New Carpet (psqm) with polythene (more than 50 microns (including wastage) Carpet thickness 2.5mm, density (900 gsm per sqmts): non regular colour / special colours	per sqmtrs	1	
	viii Providing coir matt brandnew (psqm), matt thickness 10mm, density (2500 gsm per sqmts)	per sqmtrs	1	
	ix Providing stable wooden platform (100mm high)	per sqmts	1	
	x Electrical Earthing at site pit 20ft deep with Tor steel & copper wire	each	1	
	xi. Round Table diameter 30"			
	a) glass top	each	1	
	b) Laminated top	each	1	

S.No.	Description	Unit	Qty (each)	Rate (without taxes)
	xii. Visitor chair (each) (leatherlite finish without handle) :			
	colour : White	each	1	
	colour : Black	each	1	
	Visitor chair : White with handle	each	1	
	Visitor chair : black with handle	each	1	
	xiii. a) Centre table with glass top size (3' x 1.5') : ss finish	each	1	
	b) Side table with glass top size (2'x 2') : SS finish	each	1	
	xiv. Sofa seat per seat (leatherlite finish):			
	a) colour : white	each	1	
	b) colour: black	each	1	
	xv. Queue Manager (each) (s.s. finish) : ht 0.75m each	each	1	
	xvi. Elevated chair (each)			
	a) Colour: white	each	1	
	b) Colour: black	each	1	
	xvii. Providing float glass 5mm thick glass shelf with fixtures (size 1m x 0.3m)	each	1	
	xviii. Providing & fixing toughened glass 10mm thick	per sqft	1	
	xix. Providing & fixing toughened glass 12 mm thick	per sqft	1	
	xx. Providing & Fixing toughened glass door 12mm thick with all fixture	per sqft	1	

S.No.	Description	Unit	Qty (each)	Rate (without taxes)
	xxi. Providing drapery rod 1000 mm long with fixtures	each	1	
	E) Wooden Wall Panelling			
	i) Construction of wooden wall panels using 12mm thick plyboard (ISI approved) on 2" x 1.5" wooden frames with roller paint (acrylic emulsion ISI marked) finish to avoid any joint to be	per sqft	1	
	ii) Construction of wooden wall panels using 6mm thick plyboard (ISI approved) on 2" x 1.5" wooden frames with roller paint (acrylic emulsion ISI marked) finish to avoid any joint to be	per sqft	1	
	iii) Construction of wooden wall panels using 18mm thick plyboard (ISI approved) with roller paint (acrylic emulsion ISI marked) finish to avoid any joint to be visible including installation.	per sqft	1	
	F) Application of Roller Paint (acrylic emulsion ISI marked : First quality) on raw surface with application of sand paper	per sqft	1	
	G) Covering of stalls with waterproof tarpaulin stretched on MS	per sqmtrs	1	
	H) Fabrication of MS truss structure with water proof covering	per sqmtrs	1	
	I) Laying of multicoloured false ceiling (brand new cloth) stretched	per sqft	1	
D	ONE TIME CHARGES (FOR ENTIRE EVENT)			
	J) i) Transportation charges (with Delhi/ NCR)	per km	1	
	ii) Transportation charges (outside Delhi /NCR with in India)	per km	1	
	K) Installation of material with skilled/semi skilled manpower			
	i) within Delhi /NCR	per sqmtrs	1	
	ii) outside Delhi/NCR (within India)	per sqmtrs	1	

Note : i) The material is on hire basis
ii) GST is 18% of total billing as per Govt norms