

NATIONAL DESIGN CENTRE

Hall No.1, Rajiv Gandhi Handicrafts Bhawan
Baba Kharak Singh Marg, Connaught Place, New Delhi-1
Email: ndc@nationaldesigncentre.org Web: www.nationaldesigncentre.org

EXPRESSION OF INTEREST

NDC invites EOI from reputed / experienced agencies for doing the work of designing & development of products.

Interested experts having experience in similar job may submit their EOI. The detailed TOR for the same can be downloaded from www.nationaldesigncentre.org or can collect from the above address. The last date of submission of EOI shall be within 5 days from the date of this publication.

A: INTRODUCTION

National Design Centre with the support of Ministry of Tribal Affairs, Govt. of India is going to execute the designing & development of Yoga T-Shirts and Yoga Mats incorporating Tribal Motifs for International Day of Yoga.

B: INDICATIVE SCOPE OF WORK

Design and Product Development

- a. Identification and adaptation of suitable tribal motifs and visual elements
- b. Coordination with designers and tribal master artists for artwork development
- c. Preparation of design concepts, prototypes and printable formats
- d. Product standardization and technical specifications
- e. Identification and coordination of suitable artisan groups, SHGs, producer clusters and production partners, wherever feasible in consultation with TRIFED
- f. Production planning and workflow management
- g. Packaging and branding integration
- h. Development of quality parameters and inspection protocols
- i. Monitoring of production and adherence to approved standards
- j. Coordination of logistics and delivery schedules

C: ELIGIBILITY CRITERIA OF THE APPLICANT

- Registered Company/Entity: The applicant must be a registered company / agency / firm or entity with a good reputation and experience in performing the required services. Attach the registration certificate as a proof of registration.
- Experience: The applicant must have at least **3 years (as on 31/03/2026)** in doing work of designing & development of products, Textile products, fabrication, Yoga & Sports Cloths, Yoga Mats etc. Attach the documentary proof viz. work order, completion certificate, photographs of work, list of clients etc.
- Completion of Work: The applicant must have satisfactory completion of at-least 1 single order of Rs. 3 Crore or more in last 3 years. Applicant must have done work for President House/ PMO/ Parliament/ ISRO's Space Mission/ National Games etc. A list of works must be attached.
- International Work: The applicant must have work experience of minimum 1 work on International Level during the last 3 years.
- Financial Turnover: The applicant must have a minimum average turnover of Rs.4 crores over the last three financial years (FY23-24, FY24-25 and FY25-26). A CA certificate or balance sheet must be enclosed as proof.
- Compliance: The applicant must comply with all government and regulatory norms, such as PAN and GST. Copies of relevant documents must be furnished with the technical bid.

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.5,00,000/- (Rupees Five Lakhs 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. The Applicant having MSME certificate shall be exempted from submission of EMD

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 doing the work of Designing & Development of Products”

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 will be shortlisted as per the technical evaluation and recommended by the committee for opening of financial offer.

Financial Evaluation

- The Financial Quote of the technically qualified bidders only shall be opened.
- The applicant with the lowest financial Quote / offer shall be declared as preferred applicant.

F: Payment Terms

1. No advance payment to made for the work.
2. Running payment shall be made as per the progress of work

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 3rd June, 2026 (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.
