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| **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](http://www.nationaldesigncentre.org)  Phone Nos: 23341273, 23341262 Fax:23341265  **EXPRESSION OF INTEREST**  NDC invites EOI from the reputed & experienced agencies / firms / companies to execute the work of international pavilion at Delhi.    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 2 days from this publication. |

**A: INTRODUCTION**

National Design Centre is going to execute the work of Designing and construction of pavilion at Delhi from 7th to 9th December 2023.

**B: INDICATIVE SCOPE OF WORK**

* One theme area having office/store/pantry/VIP lounge and Buyer-seller lounge
* Theme area will be made in wood and/or environment friendly material
* The theme area for brand publicity with raised wooden floor for Branding and visibility of pavilion from the maximum height as per the guidelines of the organizers.
* The theme area will showcase the organization’s activities in all scheduled products.
* The theme area will have space for product display along with brochure display stand.
* The theme area shall have backlit fascia and backlit posters.
* The pavilion shall be brightly lit up with sufficient white lights and not to allow dark pockets in the complete pavilion.
* Proper and regular cleaning of the entire pavilion every day
* The pavilion will be set up with maximum feasible openness all around
* The VIP lounge with sofa sets, centre table, store, pantry and open meeting areas with a seating capacity of at least 10 persons
* A pantry shall be provided with 20 breakfasts for each day along with tea/coffee, Juice, drinking water, snacks and refrigerator during the event.
* Arrangement of good quality vegetarian/non-vegetarian packed breakfast and lunch for approximately 25 people each day for three days.
* Two hostesses shall be provided in the day shift.
* Arrangement of at least 5 bouquets per day for VIP visits or as directed.
* Souvenir for VIP Guests (approximate 20 pcs at a range of approx. Rs. 5000/- each) to be approved by NDC.
* The graphics will be designed in consultation with NDC
* The generic branding will be on stretchable ecofriendly material with no wrinkles in the final get up. The common branding banners prepared with ecofriendly material which will have concealed bright white lightings.
* Dark coloured carpet will be provided.
* Video wall of 3 x 2.5m for branding in common area
* Will arrange at least three minutes video to be upload in YouTube after completion of the event and provide the link on website.
* The posters/panel for the common area of pavilion will be developed and placed as per design approved.
* Preparation of 3 panel posters in size 3” x 6” sq. ft. for each 9 sq. mtrs. stall and in multiple thereof as per the TPs/design to be arranged from the concerned exhibitors. The panels and the posters prepared & printed by the agency shall be identical in dimension and printing quality will be of international level.
* The material such as wall panels, furniture. display aids etc. will be of very high quality. Chairs/Tables, counters, display aids etc. in the stand area will be of same type and colour.
* Partition walls in double side timber cladded with MDF (minimum size 50mm) in paint finish
* The fascia and the branding which runs through the entire India pavilion will be above the basic structure.
* The overall look of pavilion will be contemporary and reflect the colour and vibrancy of modern India. A suitable branding will be done and shall be followed in all over with optimal utilization of all dimensions (specifically top section) as per the guidelines of the organizers.

**EXHIBITOR STALL:**

* All the Individual Booths (excluding theme pavilion area) will be in octanorm model with common branding above the booths which will clearly visible from distance
* Construction of stalls of 9 sqr mtr or multiple of 9 sqr mtr as per size mentioned in the drawing for exhibitors to display their products for interaction with the buyers/visitors including requirement of furniture.
* Will set up approx..20 exhibitors stall each of 9 sq mtr. The number of stall may increase or decrease as per the requirement
* The exhibitor area will have built-up booths of 9 Sq. mtrs.
* Will set up bigger booths in multiple of 9 sq. mtrs,, if needed, depending upon the requirement of the Exhibitors, as per the directions.
* Will set up maximum corner stands as far as possible.

**EACH BUILT UP BOOTH OF 9 SQR MTR WILL HAVE THE FOLLOWING STANDARD FURNITURE:**

* One round table
* 4 Chairs
* 6 Spot lights
* 6 Shelves
* One Power Point
* Carpet & backlit Fascia
* One Waste Paper Basket
* One Lockable Counter
* Proportional electricity load
* Front name panel with name of displaying agency
* Electricity load to the exhibitors with more than the prescribed load shall be on payment basis.
* Will provide additional furniture items as required by the exhibitors at reasonable extra cost, which will be charged directly by the concerned exhibitor to NDC. The cost of extra furniture will be intimated to NDC in advance.

**SPECIFIC FEATURES**

* The Business office in theme arca will be equipped with computer/ laptop with printer, Internet and photocopier.
* The pantry will have coffee, tea, soup, juice vending machine, microwave oven. chiller and water dispenser supported with attendants.
* Will provide proper landscaping along with maintenance, cleaning and fire protection of the pavilion for the entire duration of the exhibition.
* Agency will undertake the assignment of designing & fabrication, maintaining & managing the pavilion up to dismantling. Agency will coordinate with us with regard to setting up of individual stall and their additional requirements if needed.
* All structures will be prefabricated and assembled at the venue. The structures will be dismantled and removed within one day after the event
* High resolution still and video photography for the entire event with photo albums containing at least 150 photographs in size 5x7 will be submitted
* The concept will include the layout plan and 3D view of the same.
* The overall look of the pavilion will be contemporary.
* The pavilion will be brightly lit up with sufficient white lights and does not allow dark pockets in the complete pavilion.
* To create ambience through standees and display panels of ecofriendly material at multiple locations including conferences, seminars and workshops for visibility.
* Electricity bill shall be submitted separately in actual.

**PUBLICITY & PRESS CONFERENCE**

* Agency will coordinate and identify reputed media agencies for providing publicity to the activities in the form of press release, newspaper coverage, electronic media coverage, advertisement in social media in advance etc.
* A 3-5 minute video capsule to be prepared every day and uploaded on You tube.
* Promotion of the event in twitter and facebook everyday with brief of daily events.
* Complete and continuous video coverage of the entire pavilion activities/ B2B and B2S meets and conference proceedings
* Designing and printing of:

(a) Exhibitor Directory- 8-10 printing leaflets, 100 copies

(b) Corporate brochure (8-10 printing leaflets: 1000 copies.

**EACH BROCHURE IN A4 SIZE BOTH SIDE PRINTING IN FOLLOWING DIMENSIONS:**

* Size of brochure: 8.5 x 11.5
* Quality of paper: Matt finish
* Cover and back page: Matt laminated finish
* Photographs: good quality with High resolution pictures
* Copywriting: Basic information will be provided. Agency will do the editing, proof reading & value addition with a view to bring it to international level
* Font size: as per creative approved by us
* Cover page Quality: 250 GSM imported art paper
* Inside page quality: 130 GSM imported Art Paper
* Stitching: Centre Stitching
* Soft copy in CDR format shall also be provided.

**Note :** All structures need to be prefabricated and assembled at the venue as the venue will be available just 1 day before the event.

**C: ELIGIBILITY CRITERIA FOR 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 at least 5 years of experience of doing similar works of Buyer Seller Meets, Conference, pavilions, exhibition etc. Documentary proof must be enclosed with photographs and work orders.
* Average Financial turnover of applicant must be Rs. 5 Cr. or above during last 5 financial years 2018-19, 2019-20, 2020-21,2021-22 & 2022-23.
* The applicant must comply with all government and regulatory norms viz.Pan No.,GST. Copies to be furnished with technical bid.
* The applicant must not 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 –l) shall

contain following documents:

1. Details of the EOI
2. Profile of the Agency / Company
3. Details of Technical Manpower and Staff available in – house
4. Track record – details of involvement in similar events (Provide list of works executed in last 5 years)
5. 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.

1. Statement signed by a statutory auditor / Chartered Accountant, indicating turnover of the company.
2. EMD for Rs.1,00,000/-(Rupees One Lakh only), in the form of Demand Draft / Cheque drawing in favor of National Design Centre.EMD will be returned to the unsuccessful applicants at the earliest.
3. **FINANCIALS** (Envelope – II) shall contain the financial offer. The offer should include the cost of fabrication, installation at site (including transportation) and 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. Separate rates to be submitted for each design.
* EOI placed in sealed covers (in two envelopes duly marked as TECHINICAL (Envelope-l) and Financials (Envelope-ll) with the name of the project written on each envelope should be placed in the outer envelope and marked on top as “EOI for execution of IBSM at Srinagar”

**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 who will be shortlisted as per above evaluation, if necessary shall be called for presentation.
* The Criteria for Technical Evaluation is as below:-

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| **SL. NO.** | **CRITERIA** | **SCORING** |
| 1. | Organizational strength of the company | **30 Marks** |
| 2. | Experience of executing such works nationally and internationally (BSM, Exhibitions, Conferences, Pavilion etc.) | **50 Marks** |
| 3. | Experience and expertise of key personnel handling the project | **20 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 by the committee.
* 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. Attach separate financial quotes for individual locations.
* Details of the taxes and duties on the basic cost of the work 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.

**F:** **Payment Terms**

1. No advance payment to be made.
2. Running payment to be made as per work progress as assessed.

**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 2nd December,2023 (3:00 p.m.). The EOI received after due date shall not be accepted. The EOI should be addressed to Secretary, National Design Centre, Hall No.1 (3rd Fl.), Rajiv Gandhi Handicrafts Bhawan, Baba Kharak Singh Marg, Connaught Place, New Delhi-110001, WEB: [www.nationaldesigncentre.org](http://www.nationaldesigncentre.org)

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