

HANDICRAFTS MEGA CLUSTER MISSION
Hall No.1 (3rd Fl.), Rajiv Gandhi Handicrafts Bhawan,
Baba Kharak Singh Marg, Connaught Place, New Delhi-110001
Email: hmcm@handicraftmegacluster.in Website: www.handicraftmegacluster.in

EXPRESSION OF INTEREST

HMCM invites EOI from the reputed agencies for setting up of
Thematic Exhibition for 20-25 stalls of size 3*3 sq meter at:-

Select City Walk, Saket, New Delhi 16th-20th February,2018

Interested agencies having experience for the similar job may submit
their EOI separately for each event. The detailed TOR for the same
can be obtained from the website: www.handicraftmegacluster.in.
The last date for submission of EOI is 15th January, 2018.

A: INTRODUCTION

Handicrafts Mega Cluster Mission (HMCM) is going to organize Thematic Exhibition to be set up at Select City Walk, Delhi 16th – 20th February, 2018

To provide a comprehensive domestic/ International market enabled platform to the artisans / craft persons / producers of Indian Handicrafts.

B: INDICATIVE SCOPE OF WORK

- Designing and Fabrication of Exhibition.
- Creative designing for display of Indian Handicraft products
- Fabrication of display aids as per specifications
- Branding of the products
- Product spotlighting & Illumination as per specifications

Specifications and auxiliary requirement

1. Designing and Fabrication of exhibition Stalls
2. Requirement of 20-25 stalls
(3X3)mtrs.-Each Stall consist the following:-
 - 1 mtr table plus 2 Chairs
 - 1 Name Facia with good graphics
 - 12 Glass Shelves and 15 Rods
 - 9 Spot Light
 - Carpet (3*3)
 - 1 Dustbin
 - 1 power Socket-16A
 - Any other item which may be require
 - * ± 5 % tolerance.
3. Theme Pavilion size 9*3 mtr
4. 4 mannequins for Theme Pavilion display
5. All material to be used in construction should be ISI Marked &ISO Standards. Material specifications should be of standard premium company make.
6. All clearance Like Police Verification, clearance from Municipality, GST compliance, fire clearance, etc shall have to be taken by the tender.
7. One office is to be made for officials of HMCM with sofa set, table, Plug point and water and tea /coffee dispenser facility.
8. 2 Gate will be branded Outside entry gate and Mall entry gate along with 5 hoarding outside the Mall.

The scope of work will also include:

- Fabrication of Stalls at site
- Housekeeping & security 24 hours
- CTV camera with recording facility.
- Water Dispenser and tea/coffee vending machine Facility for All participants (Bottles for officials)
- Fire extinguishers & fire men on duty
- Earthing& Cabling as per venue norms
- Entry/Exit Gate at outside building

- Branding outside/Inside building.
- Insurance (1.00 Crore)
- Signage
- Full Light with LED decoration outside and inside the exhibition hall.
- Arrangement for the inauguration of the event.
- Hospitality facility for VIP guest etc.
- Videography and Photography in DVD.

C: ELIGIBILITY CRITERIA OF THE APPLICANT

- The applicant should be a registered company / entity of repute with sound experience in performing the above mentioned services.
- The applicant must have at least 5 years of experience of doing similar works of fabricating, erecting and dismantling of hanger structure as well as in house team of carpenters etc. Documentary proof must be enclosed with photographs and work orders.
- The applicant must have sound experience of setting up of thematic exhibitions / displays. Please furnish the details of such theme displays in larger areas. List of reputed past clients must be enclosed.
- The applicant must have minimum Cumulative Turnover of Rs.10 Crores in last 3 financial years. Kindly enclose CA certificate / Balance sheet).
- Kindly note minimum turnover registered should be in relevant trade
- Details of infrastructure must be enclosed in the technical bid including details of manpower & key personnel.
- Company must be registered with PF/ESI (Staff strength must be above 20). Kindly enclose the proof with last paid challan of PF & ESI.
- The applicant must comply with all other government and regulatory norms viz. Pan no., service tax no., ITR, VAT (if applicable) copies shall be furnished with technical bid.

D: SUBMISSION OF EOI

1) TECHNICAL

EOI should be submitted in two sealed envelopes

TECHNICAL BID (Envelope –I) shall contain the following documents:

- i) Details of the EOI
 - a) Concept Design / Detailed Drawing with detailed specifications (Please submit at least Two separate designs)
 - b) Profile of the Agency / Company
 - c) Details of Technical Manpower and Staff available in – house
 - d) Track record – details of execution of similar events (Provide reference list of works executed in last 3 years)
 - e) Specific experience relating to the event of such nature (Documentary evidence need to be provided)
- ii) All applicants should submit a self-undertaking that they have never been blacklisted by any of the Government of India Ministry /Department/ Authority/ Organization / Agency.
- iii) Financial Statement signed by a statutory auditor/ Chartered Accountant, indicating turnover of the company.

iv) EMD for Rs.1,00,000/- (Rupees One Lakh only separately for each event), in the form of Demand Draft drawn in favor of **Handicrafts Mega Cluster Mission (HMCM)**. EMD will be returned to the unsuccessful applicants at the earliest.

- 2) **FINANCIALS** (Envelope – II) in sealed cover shall contain the financial offer for the project and should include the cost of all following :
- a) Designing and conceptualization
 - b) Cost of fabrication : Rs. -----
 - c) Cost of installation at site (including transportation): Rs.-----
 - d) Govt. Taxes as applicable: Rs.-----
 - e) Total Cost: i),ii),iii): Rs.-----
- 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 Setting up of Thematic Exhibition at Select City Walk.”**

E) EVALUATION / SELECTION PROCESS

- The evaluation would be both on 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:-

SL. NO.	CRITERIA	SCORING
1	Organizational strength of the company and its experience in executing such works nationally and internationally	20 Marks
2	Overall Concept and design of Thematic Exhibition	70 Marks A. Concept & Design- 50 Marks B. Effective Utilization of space – 10 Marks C. Innovative ideas in accord with Theme - 10 Marks
3	Experience and expertise of key personnel handling the project	10 Marks

- The Concept / Design of the 'Thematic Exhibition' with layout decoration plan, etc. 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.

- **Financial Score would be as follows:**

Lowest financial quote will be given score of marks	:	100
2 nd Lowest financial quote will be given score of marks	:	80
3 rd Lowest financial quote will be given score of marks	:	60
4 th Lowest financial quote will be given score of marks	:	40
5 th Lowest & onwards financial quote will be given score of marks	:	20

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. All payments to be made after completion of programme.

G: RIGHTS

HMCM 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 as under:-

Select City Walk Mall, Saket, New Delhi is 26th January, 2018 (upto 5.00 p.m).

The EOI received after due date shall not be accepted.

The EOI should be **addressed to CEO, HANDICRAFTS MEGA CLUSTER MISSION, HALL NO.1 (3RD FL.), RAJIV GANDHI HANDICRAFTS BHAWAN, BABA KHARAK SINGH MARG, CONNAUGHT PLACE, NEW DELHI-110001.**

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