

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 (EOI)

HMCM invites EOI from the reputed agencies for setting up of Thematic
Exhibition at

Urban Haat, Bareilly

From

22nd-26th March,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 10th March, 2018 .

Handicrafts Mega Cluster Mission (HMCM) is going to organize Thematic Exhibition at Urban Haat, Bareilly (UP) from 22nd-26th March,2018 to provide a comprehensive domestic market enabled platform to the artisans / craft persons / producers of Indian Handicrafts.

A: INTRODUCTION

Handicrafts Mega Cluster Mission (HMCM) is going to organize an Exhibition to be set up at Urban Haat, Bareilly from 22nd to 26th March, 2018 to provide a comprehensive domestic & International market enabled platform to the artisans / craft persons / producers of Indian Handicrafts.

B: INDICATIVE SCOPE OF WORK

- 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. Requirement for 28 Readymade stall:-
 - 1 Name Facia with good graphics
 - 1 Dustbin
 - 2 Chair
 - 2 Tables with cover
 - 1 Fan
 - 2-3 Spot Light.
 - Any other item which may be required
 - One Big artistic gate
 - 5 standee inside Haat at different locations
2. All material to be used should be ISI Mark / ISO Standards. Material specifications should be of standard premium company make.
3. Office for officials of HMCM with sofa set, centre table and plug point with proper lighting.
4. 2 Hoardings of 20x25 sq. ft. outside the Haat.
5. Arrangement for inauguration.
6. Hospitality arrangements for VIP & guests.
7. Tea / Coffee and water dispenser.
8. Video recording & Photography of the event covering all 28 stalls and other activities.
9. Carpet In front of stalls and Thematic area.
10. Proper lighting system inside as well as outside the haat.
11. As there is no electric line exist in the haat alternative electricity arrangement is to be made such as Generator or temporary connection from electricity Department by the tenderer.

The scope of work will also include:

- Branding at outside / Inside of urban Haat, Bareilly premises.
- Arrangement for the inauguration of the event.
- Videography and Photography in DVD
- NOCs From all the concerned department shall be taken by the tenderer.
- Security arrangement 24Hrs and cleaning of the venue to be done by the tenderer.

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.5.00 Crore in last 3 financial years. CA certificate / Balance sheet must be enclosed for reference.
- Kindly note minimum turnover registered should be in the relevant trade
- Details of infrastructure to be provided must be enclosed in the technical bid including details of available manpower & key personnel with the company.
- Company must be registered in 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 Number., ITR, GST . Copies of these documents must be furnished with technical bid.

D: SUBMISSION OF EOI

1) TECHNICAL

EOI should be submitted in two sealed envelope, **TECHNICAL BID (Envelope –I)** shall contain the following documents:

- i) Details of the EOI
 - a) Concept Design / Detailed Drawing with detailed specifications (Please submit Two separate designs).
 - b) Profile of the Agency / Company.
 - c) Details of Technical Manpower and Staff available in-house.
 - d) Track record – details of involvement in similar events (Provide list of works executed in last 3 years)
 - e) Specific experience relating to the event of such nature. (Documentary evidence needs to be provided)
 - f) *The Tender should be Valid for one year for organizing another event in same city.*
- 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 must be signed by a statutory auditor / Chartered Accountant indicating turnover of the company.
- iv) EMD of Rs.50,000/- (Rupees Fifty Thousand only), in the form of **Demand Draft** drawn in favor of **Handicrafts Mega Cluster Mission (HMCM)**. EMD in sealed envelope. EMD will be returned to the unsuccessful applicants at the earliest.

2) **FINANCIALS (Envelope – II)** 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: a) to d) : Rs.-----
(Please submit financial quote in separate sealed envelope)

- 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 quoted / accepted rate as per the price schedule.
- EOI must be 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 Exhibition at Urabn Haat,Bareilly”**.

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:-

Sl. No.	CRITERIA	SCORE
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
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- The Concept / Design of the '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 get 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 the 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 10th March, 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 Floor), Rajiv Gandhi Handicrafts Bhawan, Baba Kharag Singh Marg, Connaught Place, New Delhi-110001, Email: hmcm@handicraftmegacluster.in Website: www.handicraftmegacluster.in.

