

## **Expression of Interest from Design Communication Firms/ Interior Design Firms/ for Participation in Interior Design and Providing Visual Communication Signage(s) for the, NCCL Children's Library of National Book Trust.**

National Book Trust India proposes the interior furnishing and re-designs of the NCCL Children's Library at the National Book Trust, New Delhi as a modern space for learning, discovery, engagement for children and researchers with modern user experience and interface.

Expression of Interest in two modalities Technical/ Financial Bid needs to be submitted. The technical bid/Financial Bid should be submitted within the three weeks from the date of the issue of the Expression of Interest.

**1. SCOPE OF WORK:** - NCCL Library is located on the Ground Floor of National Book Trust, India at Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi. It works as a resource centre for researchers, authors, illustrators editors and activists in the field of Children literature. It has been almost, 17000 books available to its target group.

The designing firm is expected to submit the design for modernisation and will undertake the following work and not limited to:-

- Creating an environment that acts a confluence for children's literature reading, sharing and discovery with comfort.
- Layout improvement with a view to achieving co-ordinated display of all books on display.
- Colour scheme and Signage(s) for the Library.
- Racking, Shelving, Sitting arrangement schemes for books and files for staff/visitors
- Visual Merchandising and display.
- Modern User Experience and Interface with focus on reading, and literature for children akin to spaces.
- Creating a modern space for Creative children joy of reading and for researchers alike to be balanced.
- On acceptance of design, the firm would be required to work out estimated cost of the project, prepare work specification for calling tender for getting the work done & for procurement of furniture required, if any.
- He/ She would be required to supervise the work till completion.

## **2. ELIGIBILITY CRITERIA: -**

**a)** Bidding Firm should be in operation for a minimum period of 3 years with previous experience in designing spaces, visual, product for minimum of three government department, country / region(s) / city etc and have designed Documentary proof to be submitted.

**b)** Agencies should be able to provide a dedicated team of professionals for timely designing and work. Proper team detailing to be submitted as documentary proof. **The incharge of the Project should be an Architect with interior designing as his speciality.**

**c)** Copies of work orders / Empanelment with other Govt. organizations to be submitted as proof of having undertaken similar or design related work or similar material.

**d)** Bidding Firm should have experience in the field of Modern User Interface - Experience with Institutions/Cultural/Libraries/Museums etc designs similar to the project in hand documentary proof of User Interface/Experience to be submitted.

**e)** The firm should submit three years financial records with proper Pan/Tan/Service Tax Registration documents dully attested by a registered Chartered Accountant. Along with Proof of average annual 3 Years financial turnover of firm during last 3 year ending 31March 2012(Min. Average of three years should be `20 Lacs)

### **3. Submission of Tender :**

Interested parties should submit their tender in sealed envelope in a two bid format. Two sealed envelopes marked as Technical Bid & Financial Bid would be placed in a single envelope. On top of envelope it should be clearly inscribed "Tender for NCCL Library"

#### **Packet – I : Technical Bid would consist of :**

The Technical bid must accompany:

- (1) All Documentary proof of eligibility criteria prescribed in Para 2.
- (2) A full re-drawn layout Plan
- (3) A complete Re-design Furnished module
- (4) A 2d submission of the design
- (5) A 3D working model submission of the design
- (6) A complete visual signages.
- (7) A complete documentation of User Experience Interface/Experience intended in the Children Library and its working attributes.
- (8) A complete design documentation of shelving, sitting arrangement, racking and other materials part of the interior works.

Note: In the absence of (1) above the bids will not be examined technically and would be declared non-responsive.

#### **Packet – II : Financial Bid would consist of:**

Financial Bid will consist of financial quotation. The bidders can quote lump sum amount inclusive of all except Service Tax which would be paid as per rule or in percentage of total estimated cost of the project as per design. In case of quotation in percentage it may kindly be noted that fees would be paid as per estimated cost of the project quoted by the bidder or as per actual whichever is less.

### **4. PRE-BID CONFERENCE:**

For information and queries there will be a pre-bid conference at Committee Hall at 11:00 am on 21<sup>st</sup> June 2012 in NBT, Complex.

### **5. Evaluation Criteria:**

1. The evaluation would be on both Technical and Financial Bids
2. First the technical bid would be opened only those who have submitted all the documents spelled out in the eligibility criteria would be evaluated first technically.

#### **(i) The criteria for Technical Evaluation is as below :-**

##### **A. Experience of agency in the field/Team**

**Maximum (10 Marks)**

- |                          |          |
|--------------------------|----------|
| I. 05 years or and more  | 10 Marks |
| II. 03 years or and more | 08 Marks |

##### **B. Samples of designs/ spaces/ visual communication/Product Design/ User Experience/Interface/ Etc design of Organization during previous 3 financial years.**

**Maximum (30 Marks)**

- |                        |          |
|------------------------|----------|
| I.3 Samples and more   | 30 Marks |
| II.2 Samples and more  | 15 Marks |
| III.1 Samples and more | 05 marks |

**C Overall Creative Work & Design, Ideation/Aesthetics/ technology/ creativity, Product Design/ Visual Communication/ User Experience Interface/ The firms Technical submission will be evaluated as part of the Technical Bid on the basis of presentation which would be on 07<sup>th</sup> July 2012 at 11:00 am and the Model.**

**Maximum (60 Marks)**

|                                    |                  |
|------------------------------------|------------------|
| I.Originality and Concept          | Maximum 30 Marks |
| II.Design, aesthetics and creative | Maximum 30 Marks |

Minimum marks required to qualify technically is 60. **Financial quotation of only those who qualified technically would be opened.**

**(ii) Financial Score would be as follows:**

|   |   |     |
|---|---|-----|
| Lowest financial quote will be given score of                           | : | 100 |
| 2 <sup>nd</sup> Lowest financial quote will be given score of           | : | 80  |
| 3 <sup>rd</sup> Lowest financial quote will be given score of           | : | 60  |
| 4 <sup>th</sup> Lowest financial quote will be given score of           | : | 40  |
| 5 <sup>th</sup> Lowest & onwards financial quote will be given score of | : | 20  |

The final evaluation would be done on the basis of Composite score. The final selection will be on aggregate of the technical and financial assessments. 70% weightage will be assigned to technical aspects and 30% to financial bid. The Bidder who has secured the highest Composite Score shall be declared the preferred Bidder.

The Composite score would be worked out as below:

| <b>Bidders's Score (A)</b>                                 | <b>Weight (B)</b> | <b>Weighted Score (C) = (A)X(B)</b> |
|--|-------------------|-------------------------------------|
| Technical Score  | 70%               | X                                   |
| Financial Score for those found eligible in Technical Bid. | 30%               | Y                                   |
| Composite Score of the Bidder                              |                   | (X + Y)                             |

The Preferred Bidder would be selected as per criteria mentioned. However, in the event that two or more Bidders secure exactly the same Composite Score, then NBT reserves the right to:

- a. Declare as Preferred Bidder whose Technical Score is highest among such Bidders who have secured exactly the same Composite Score.
- b. Invite fresh Proposals from these Bidders, or take any such measure as may be deemed fit in its discretion, including annulment of the bidding process.

**7. Other Terms & Conditions:-**

**a)** Mere quoting lowest rates will not amount to commitment for award of contract. However, the contract will be awarded on merit bases and overall examination of tender bids of the firm with focus on the Technical Bid. Overwriting/corrections or incomplete (blank) quoting of rate would result in rejection of quotation and shall not be considered under any circumstances.

**b)** The bidder would have to submit the Performance Security to the value of 10% of the basic value of contract in the form of DD in favour of National Book Trust, India payable at New Delhi, within 10 days from the day of issue of work order.

- c) At any stage if the firm is found not adhering to the terms & conditions governing the contract, the same would be terminated without any notice and loss, if any, which may occur on this account, will be recoverable from security money deposited by the firm.
- d) The Expression of Interest will be examined by the Committee constituted for the purpose. The members of the Committee may examine the quality of products to be supplied by the firms and the decision of the Committee and reserves its rights for decisions.
- e) No advance payment will be made. Government tax, namely, sales Service Tax/Vat will be payable wherever applicable and the bill to be submitted by the firm should bear valid tax registration number/PAN number.
- f) The sealed envelope containing the quotation should be super-scribed "Tender/quotation for Quotations for interior Designing & Decoration. Any omission of required documentation/ Technical Bid the EOI would be annulled.
- g) The decision of the Trust would be final.
- h) The Space can be visited anytime from Monday–Friday for photography and documentation from 11am-5pm and the current layout be obtained.
- i) **Penalty Clause –** If the work is not completed in time, the Performance Security Amount will be forfeited.

#### **8. PAYMENTS:-**

Payments will be released in 03 (Three) instalments which are as follows:

- (i) 1<sup>st</sup> payment of 20% of Total Contract value would be released on acceptance of Design and issue of work order and acceptance of the same by bidder.
- (ii) 2<sup>nd</sup> payment of 30% of Total Contract Value would be released after submission of all specifications of the project.
- (iii) 3<sup>rd</sup> Payment of 50% of Total Contract Value would be released after satisfactory completion of the project.