

Tender for operating Souvenir Shop

(Last Date for Submission: 16.06.2017 before 13.00 hrs.)

Ministry of Information & Broadcasting has established a National Museum of Indian Cinema i.e. NMIC in Films Division Complex at Mumbai which will be inaugurated shortly. The museum has two phases, Phase-I is the Gulshan Mahal which is a heritage site and Phase-II is a five storey building in Films Division Complex, Peddar Road, Mumbai-400026.

Films Division intends to invite quotation for operating **Souvenir Shop** measuring 30 Sq. Mts. in the capacity of absolute right holders in the five storey new museum building which is spread on 8100 Sq. Mts.(87156 Sq. Ft.), in the capacity of absolute right holders.

Terms and Conditions

1. Consolidated tender to operate Souvenir Shop. Tender consisting of Technical Bid and Financial Bid shall be submitted in two separate sealed envelope duly superscribed addressed to the Director General, Films Division, Dr. Gopalrao Deshmukh Marg, Mumbai-400026 on or before **16th June, 2017**. Tenders submitted after due date will not be considered.
2. Deposit amount and monthly rent :-
 - a. Interest free Performance Security Deposit to the tune of 10% of Tender Value which is refundable after the expiry of the contract.
 - b. Refundable Earnest Money Deposit to the tune of Rs.10,000/-(Rupees Ten Thousand only).
 - b. Monthly rent of minimum
Rs. 75,000/- for 1st year.
Rs. 75,000/- for 2nd year.
Rs. 75,000/- for 3rd year.
(Plus applicable taxes.)
- a. It is intended to hire out the space exclusively to a single vendor for fixed amount which will be decided at negotiation stage. Prices of souvenirs should not exceed the amount of Rs.500/-.
- b. The vendor will not have any right on the property/space allotted for Souvenir Shop.
- c. The vendor has to develop and design the souvenirs in consultation with Films Division.

- d. Prices for the souvenirs should correspond with market conditions, making them affordable to general visitors. Films Division shall be consulted with regard to types of souvenirs to be developed as well as their fair pricing.
- e. Souvenirs should be based on Indian Cinema theme aptly conveying cinematic history and culture.
- f. The vendor should carry out periodic review and change of designs and articles as per demand and public interest.
- g. The vendor has to ensure that the quality of the souvenirs should be on par with market standards.
- h. Electricity will be provided by Films Division.
- i. Preparation of inventory, sale and purchase of souvenirs will be the responsibility of the vendor.
- j. Logo as supplied will be compulsorily displayed on each souvenir.
- k. Operation of Souvenir Shop would be as per museum operational hours.
- l. The vendor can avail the facility of Cafeteria and basic amenities like wash-rooms etc.
- m. The Souvenir shop will be solely operated by the vendor.
- n. The Souvenir shop shall be open during office hours on all working days (9:30 am – 5:30 pm)
- o. Uniforms will be provided to the Souvenir Shop staff by the Vendor.
- p. Cleanliness of the Souvenir Shop to be maintained by the Vendor.
- q. Any change in price after awarding the contract must be in consultation with Films Division.
- r. Quotations must be valid for a period of 180 days from the due date.
- s. Tenders containing correction, overwriting will not be considered. Late or delayed/Unsolicited quotations/offers shall not be considered at all. Post tender revisions /corrections shall also not be considered.
- t. Tenderer should sign on all the pages of the tender.

- u. Films Division shall be under no obligation to accept the lowest or any other tender received in response to this tender notice and shall be entitled to reject any tender without assigning any reason whatsoever.
- v. Films Division reserve the right to ask for or to provide any clarification, changes after the release of this tender.
- w. Vendor must observe security rules of Films Division.
- x. Documents to be submitted

Envelope 1 (Technical)

➤ **Annexure A**

Attach supporting documents wherever necessary

- Introduction about the company / Name
- Contact person & number
- Registered Office address
- E-mail address
- Shop and establishment License no.
- Vat Tax No.
- Central Vat Tax No.
- Income Tax Pan No.
- Service Tax regd. No.
- Provident Fund No.
- Professional Tax No.
- E.S.I.C. No.
- Labour licence no.

➤ **Annexure B**

- Experience of operating Souvenir shop (No. of years)
- Annual Turnover for past 3 years.
- Income Tax Returns with Profit & Loss A/c and Balance Sheet for past 3 years.

➤ **Annexure C**

- List of existing clients along with their contact details and contact person where at present catering services are being conducted.

Envelope 2 (Financial)**➤ Annexure D**

- list of items mandatory for sale at the NMIC campus and optional items in the prescribed format List. *All the products should have embossment of pictures/posters related to Indian cinema*

	Regular	Nos.	Rate in Rs.
Sr. No.	Product Name	Quantity	
1	Mugs		
2	Photo Frames		
3	Key Chains		
4	Caps		

➤ Annexure D

- Products as per Souvenir Shop Vendor, attach list as per the format.

		Nos.	Rate in Rs.
Sr. No.	Product Name	Quantity	

Last date for submission of tender is **26th June, 2017** during working hours except Saturday-Sundays.