

PRESIDENT'S SECRETARIAT
(Art Section)

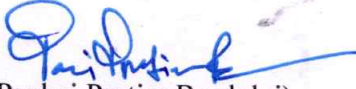
No. 25014/2/2023-RBM

15th July, 2024

Request for Proposal (RfP)

President's Secretariat, Rashtrapati Bhavan, New Delhi on behalf of the President of India, invites Request for Proposal for **"Selection of an agency to run Souvenir Shops at Rashtrapati Bhavan, New Delhi, Rashtrapati Bhavan Museum, New Delhi, Rashtrapati Nilayam, Bolarum, Hyderabad and Rashtrapati Niwas, Mashobra, Shimla"** from all interested Applicant / Agency, who fulfill the eligibility criteria as given below and attached forms. Tenderers are advised to follow the instructions for online RfP submission regarding e-submission of the RfP, through Central Public Procurement Portal for e-procurement at: [https:// www.eprocure.gov.in/ eprocure/ app](https://www.eprocure.gov.in/eprocure/app). Only online RfP would be accepted.

Sr. No.	Item	Date and Time
1.	RFP Publish Date	15.07.2024 15:00 Hrs.
2.	RFP document Download Start Date and Time	16.07.2024 15:30 Hrs.
3.	Consultation Meeting Date and Time	23.07.2024 11:00 Hrs.
4.	Corrigendum (if any) Date and Time	24.07.2024 15:00 Hrs.
5.	Proposal Submission Start Date and Time	24.07.2024 15:30 Hrs.
6.	Proposal Submission End Date and Time	05.08.2024 15:30 Hrs.
7.	Proposal Opening Date and Time	06.08.2024 15:30 Hrs.


(Pankaj Protim Bordoloi)
Deputy Director

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1. Background

Rashtrapati Bhavan, situated in New Delhi, is the official residence of the President of India and a paramount symbol of political authority and architectural grandeur in the nation. Encompassing extensive gardens and state rooms, Rashtrapati Bhavan is not only the President's abode but also a site of significant national importance. Adjacent to Rashtrapati Bhavan lies the Rashtrapati Bhavan Museum. This museum showcases the historical artifacts and memorabilia associated with the Presidents of India, reflecting the nation's rich cultural and political heritage. It serves as a conduit to India's presidential history and artistic traditions.

In the northern region, the Rashtrapati Niwas, located in Mashobra, Shimla, Himachal Pradesh is the Presidential summer retreat known for its tranquil environment and picturesque setting. Conversely, in the southern part of India, the Rashtrapati Nilayam in Hyderabad functions as the President's winter retreat. This establishment, nestled amidst extensive gardens, exemplifies a harmonious blend of traditional and contemporary architectural styles.

A Souvenir store, exhibiting souvenirs and memorabilia related to the Rashtrapati Bhavan has been functional at the Rashtrapati Bhavan since May 2010. Souvenir shops, showcasing works of local artisans and souvenirs of Rashtrapati Bhavan, were subsequently set up at the Museum, Rashtrapati Niwas Mashobra and Rashtrapati Nilayam Hyderabad for visitors to purchase mementoes from their visit to the Rashtrapati Bhavan.

Sl. No.	Places for Souvenir Shop	Location	Short Description
1.	Rashtrapati Bhavan	New Delhi	President's Home and Office
2.	Rashtrapati Bhavan Museum	New Delhi	President's Museum
3.	Rashtrapati Nilayam	Bolarum, Hyderabad	President's Winter Retreat
4.	Rashtrapati Niwas	Mashobra, Shimla	President's Summer Retreat

2. Definitions

1. *Licensor* refers to the President's Secretariat, which is the authority responsible for granting the license to operate Souvenir Shops within the premises of Rashtrapati Bhavan, Rashtrapati Bhavan Museum, Rashtrapati Nilayam (Hyderabad), and Rashtrapati Niwas (Shimla).
2. *Licensee* refers to the successful applicant/agency that is granted the license by the President's Secretariat to operate the Souvenir Shops in the specified locations. The licensee is responsible for adhering to all terms and conditions outlined in the license agreement.
3. *Made in India* means goods manufactured or produced within India, containing a significant percentage of local content, and undergoing substantial transformation in the country as defined by the Department for Promotion of Industry and Internal Trade (DPIIT), Government of India

4. *Handicrafts* means goods predominantly made by hand even though some tools or machinery may also have been used in the process; such goods are graced with visual appeal in the nature of ornamentation of in-lay work or some similar work of a substantial nature; possess distinctive features, which can be aesthetic, artistic, ethnic or culturally attached and are amply different from mechanically produced goods of similar utility” (as per GST Council)

3. Objective

The President’s Secretariat intends to enhance interest and recognition of Indian cultural crafts and heritage leading to their conservation, development and sustaining livelihood of the associated artisans and their communities and leverage souvenirs for generating interest and promotion of Rashtrapati Bhavan and the other Presidential Estates at Mashobra and Hyderabad.

In line with this, the President’s Secretariat envisions to create a strong identity for Rashtrapati Bhavan souvenirs through a self- sustaining ecosystem that integrates the diverse crafts and skills base across India and the diversity of national heritage represented by Presidential Estates.

In view to achieve the same, President’s Secretariat intends to select an agency to run the Souvenir Shops at the Rashtrapati Bhavan, the Rashtrapati Bhavan Museum, New Delhi, Rashtrapati Nilayam, Bolarum, Hyderabad and Rashtrapati Niwas, Mashobra with the following objectives:

7. Offer a memorable and enriching experience for visitors by providing high-quality, culturally significant products that serve as souvenirs and educational tools
8. Provide a platform for local artisans and craftspersons to display and sell their work, thus supporting their livelihoods and promoting sustainable economic development
9. Creating a cross-promotional strategy to engage and attract more visitors to all Presidential Estates while fostering a deeper connection with the people

The President’s Secretariat intends to select an agency to run the Souvenir Shops for three years.

4. Scope of Work

4.1 General Overview

The President’s Secretariat intends to operate Souvenir Shops at the following locations:

7. Rashtrapati Bhavan Main Building, New Delhi
8. Rashtrapati Bhavan Museum, New Delhi

9. Rashtrapati Nilayam, Bolarum, Hyderabad
10. Rashtrapati Niwas, Mashobra, Shimla
11. Amrit Udyan, New Delhi (for 3-4 months in a year)

4.2 Product Specifications and Approvals

[Refer to Annexure III for an indicative list of product items]

4.2.1 Product requirements & sourcing

1. All products must be Made in India, including material sourcing, manufacturing, and packaging.
2. Products should promote handicrafts, traditional products, and replicas of antiquities.
3. Plastic products are prohibited.

4.2.2 Product Promotion and Sales

1. Offer traditional, skill-based cultural products with unique characteristics of traditional art forms, produced through traditional or modern methods.
2. Sell replicas of Rashtrapati Bhavan, site models, prehistoric artefacts, and 3D printed arts.
3. Include products listed as 'Handicraft' by the Government of India.
4. Provide books related to Rashtrapati Bhavan, as specified and periodically updated by the President's Secretariat. The list will be shared with the award of work order to the successful applicant/agency.

4.2.3 Approvals, Branding, and prices

1. Obtain approval from the President's Secretariat for all products before sale.
2. Display the Rashtrapati Bhavan logo on or with all items.
3. Prices are to be mutually agreed by the President's Secretariat

4.2.4 Restricted Products

1. The licensee agrees not to store, keep, or permit the presence of any items within the premises that are unlawful under any applicable laws or regulations currently in force. This includes, but is not limited to, fire hazards (such as firecrackers, industrial explosives, and chemicals), chemical hazards, and any substances that could result in a fire or chemical hazard.
2. Additionally, the licensee is prohibited from keeping any mind-altering substances, including but not limited to, alcohol, alcoholic beverages, intoxicants, tobacco, and tobacco products. The licensee acknowledges and agrees to ensure that the premises remain free of any such prohibited items at all times.

4.3 Operational Responsibilities of the Applicant/Agency

4.3.1 Management and Operations

1. Manage and operate the Souvenir Shops at the designated locations for a period of 3 years.
2. Operate an additional extension of the Souvenir store during the Udyan Utsav (open for 3-4 months a year) at the Amrit Udyan.
3. Ensure Souvenir Shops are open according to scheduled visitor times.
4. Ensure that no staff remain at the shop after closing time.
5. Establish a proper dress code for staff, in consultation with the President's Secretariat.

4.3.2 Refurbishment and Interiors

1. Handle refurbishment, interiors, and any required furniture, aligning with the decorum of Rashtrapati Bhavan and in line with the intended purposes of the souvenir shop.

4.3.3 Prohibited Activities

1. Prohibit defacement of the building structure, facade, or boundary.
2. Ban the use of loudspeakers.
3. Restrict musical instruments and bands without requisite permissions from the competent authority. ambient music audible to visitors of and within the souvenir shop may be allowed.

4.4 Financial Responsibilities

4.4.1 Electricity and Water Charges

1. Pay the due electricity and water charges to CPWD, Rashtrapati Bhavan.
2. Clear all electricity and water charges and submit a No-dues certificate to the President's Secretariat at the time of contract expiration or vacating the shop.

4.4.2 Security Deposit and Rent

1. Deposit a security amount equivalent to 12 months in advance to the President's Secretariat, which will be refunded within 45 days of handover by licensee.
2. Pay the monthly rent of the Souvenir Shop to CPWD, Rashtrapati Bhavan through Bharatkosh.gov.in by 10th of every month.

4.5 Termination and Handover

4.5.1 Vacating the Premises

1. Vacate the shop within 15 days of contract expiration or termination.
2. Return the shop in its original state as provided.

4.5.2 Liability and Damages

1. The President's Secretariat is not liable for unremoved interiors/furniture.

2. The Applicant/Agency is responsible for any damages to the shop, including repair costs and penalties, which will be adjusted against the security deposit, or maybe paid for in full by the applicant/agency based on mutual agreement at the time of vacating premises.

5. Terms and Conditions

By submitting an application, the applicant agrees to abide by all terms and conditions outlined in this document.

5.1 General Provisions

5.1.1 Allotment Rights

The President's Secretariat reserves the right to allot Souvenir Shops to any agency/applicant and may reject any or all applications without assigning any reason.

5.1.2. License Agreement

A license deed shall be executed between the President's Secretariat and the successful applicant/agency. The agreement shall be valid for an initial period of three years, commencing from the date of establishment of the Souvenir Shop. The Licensee will be allotted a period of three months to complete the setup of the shop following the award of the work. Failure to complete the setup within this specified period will result in the cancellation of the work order, and the work order will be automatically given to the agency that was next in line on Total Score as per evaluation criteria[1] . The agreement may be extended subject to the satisfactory performance of the Licensee.

5.2 Space and Fees

5.2.1 Covered Space Provided

1. Rashtrapati Bhavan: approximately 280 sq.ft.
2. Rashtrapati Bhavan Museum: approximately 260 sq.ft.
3. Rashtrapati Nilayam, Hyderabad: approximately 302 sq.ft.
4. Rashtrapati Niwas, Shimla: approximately 400 sq.ft.

5.2.2 License Fee

1. A monthly fee of Rs 27.55 per sq.ft. will be payable through Bharatkosh.gov.in.
2. The receipt should be emailed to EE, PED (CPWD) and the EBA Section of the President's Secretariat, every month.
3. The rental charges will increase by 5% every financial year.

5.3 Operational Guidelines

5.3.1 Shop Timing

1. Souvenir Shops will operate from 9:30 A.M. to 6:00 P.M., excluding Mondays and Gazetted Holidays, or as prescribed by the President's Secretariat.

5.3.2 Entry and Security

1. Temporary entry passes for vehicles, workers, and materials will be issued by the Security Office of Rashtrapati Bhavan. Background credentials and antecedents of the workers will be checked as per the rules laid out by EBA section of the President's Secretariat. The Officer-in-Charge has the authority to refuse entry to any worker for misconduct or security concerns.

5.4 Responsibilities and Obligations

5.4.1 Maintenance and Safety

1. The licensee is responsible for any injuries to workers on-site due to accidents or equipment malfunction, with all associated costs borne by the licensee.
2. The licensee will cover the cost of repairs, renovation, and replacement of shop fittings, with prior permission from the President's Secretariat.

5.4.2 Sanitation and Cleanliness

1. The area in and around must be kept clean and sanitized at all times.
2. No article noxious or unfit with the decorum of Rashtrapati Bhavan will be sold.

5.4.3 Permitted Use

1. The shop is to be used exclusively for running the Souvenir Shop and must adhere to the layout plan.
2. No neon signs or advertisement boards are allowed outside the shop premises without prior permission from the President's Secretariat.

5.4.4 Fire Safety

1. The licensee must adhere to fire safety arrangements as prescribed by the Chief Fire Officer of the President's Secretariat.

5.5 Compliance and Conduct

5.5.1 Legal Compliance

1. The licensee must comply with NDMC or respective state byelaws and obtain the necessary business licenses.
2. All taxes and impositions related to the shop's operation must be paid by the licensee.

5.5.2 Price Display and Sales Policy

1. Prices must be prominently displayed in English, Hindi and the regional language from where the product has been procured/manufactured.
2. Sales on credit are at the licensee's risk; no money lending business is allowed.

5.5.3 Shop Closure and Inspections

1. Shops must not close for public hartals or other similar reasons without permission.
2. The President's Secretariat reserves the right to inspect the shop and impose fines for unsatisfactory conditions, in accordance with the relevant rules and regulations

5.6 Termination and Renewal

5.6.1 Grounds for Termination

1. Breach of terms and conditions
2. Complaints of overcharging, dishonest dealings
3. Multiple complaints of poor service, inadequate stock management
4. Selling inferior quality products
5. Failure to maintain cleanliness
6. Security breaches or failure to comply with security instructions/orders from the President's Secretariat
7. Failure to pay monthly rent, electricity, water charges, or any other statutory dues for more than two months
8. Non-completion of shop setup within 3 months of awarding work order
9. The Secretary to the President reserves the right to terminate the lease for government use, with a notice period of 3 months provided to the Licensee

5.6.2 Surrender of Property

1. Upon expiry or earlier revocation of the license, the property must be surrendered to the Licensor.
2. No compensation will be provided for improvements made by the licensee.
3. Should the Licensee wish to cease operations prior to the expiration of the agreement, a written notice period of 3 months must be provided to the President's Secretariat.

5.6.3 Renewal and Continuation

1. President's Secretariat can extend the license deed after the expiry of the term of the license deed on same or modified terms on mutual consent.
2. Timely extension of the license deed is the licensee's responsibility.
3. No commercial activity is allowed in the souvenir shop post-expiry of the license deed.

5.7 Force Majeure

5.7.1 Force Majeure Conditions

1. Both parties are excused from non-fulfillment or delayed fulfilment of obligations due to fire, flood, natural calamities, acts of war, turmoil, sabotage, explosions, and quarantine restrictions.

5.8 Additional Provisions

5.8.1 Security Compliance

1. The licensee must comply with security instructions/orders from the President's Secretariat.

5.8.2 No Transfer or Subletting

1. The licensee cannot transfer or sublet the premises or business operations.

5.8.3 Structural Changes

1. No structural additions or alterations are allowed without written permission.

5.8.4 Utility Payments

1. Monthly rent, electricity, and water charges must be paid through Bharatkosh.gov.in.

5.9 Legal Jurisdiction

5.9.1 Jurisdiction

The Court of Estate Officer, President's Secretariat, shall have exclusive jurisdiction over disputes related to this agreement.

6. Pre-qualification Criteria (Eligibility Criteria)

Following will be minimum pre-qualification criteria. Each eligible individual/organisation should possess all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.

Minimum eligibility criteria for Expert Organization/ Agency are as under:

S.No	Criteria	Supporting Document to be furnished
1.	<p>Legal Entity</p> <p>The applicant/agency must be</p> <ol style="list-style-type: none"> Incorporated and/or registered in relevant State or Central Act of government In operation in India for a minimum of three (3) years 	Certificate of Incorporation /Copy of Registration Certificate(s)
2.	The Applicant / Agency shall submit the GST/TAN certificate as a supporting document	Copy of Certificate Copy of PAN & GST registration

3	Annual Turnover The Applicant / Agency must have an annual turnover of minimum INR 50 lakh per year during the last three financial years ending 31st March 2024.	Certificate from the CA as per the Form-3 Copy of ITR copy for the last three years
4.	Positive Net Worth The net worth of the Applicant / Agency firm should not be negative on date of submission of RfP	Net-worth certificate from chartered accountant needs to be enclosed (As per Form-3)
5.	Relevant Work Experience The Applicant / Agency should have Similar work experience in the last three years. Similar work experience includes selling/manufacturing souvenirs, monuments miniature, sculptures and Indian antiquities, Traditional skill based cultural products (handicrafts, tribal products etc.) in Museums/Monuments/National or International airports or any other place	Copy of work registration highlighting the nature of work (As per Form-4)
6.	Not Blacklisted The Applicant / Agency should not have been blacklisted by any other Government institutions	Self-declaration from the Applicant/ Agency in company letter head, signed by authorised signatory as per Form-5

7. Process of submission of bid

The Bid is to be addressed to the **Deputy Director, Art Section, President's Secretariat, Rashtrapati Bhavan, New Delhi** and the bid document will be submitted online and only original copy of EMD needed to be dropped in box placed in the Central Registry (CR Section), President's Secretariat, Rashtrapati Bhavan-110004, near Brassy Avenue, opposite Cathedral Church New Delhi on all working days.

Earnest Money Deposit: Each applicant/agency is required to enclose Earnest Money Deposit with the bid. They should submit Earnest Money Deposit in the form of Account Payee Demand Draft, Insurance Surety Bond, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Commercial Bank for **Rs.25,000/- (Rupees Twenty Five Thousand Only)** in favour of PAY AND ACCOUNTS OFFICER, President's Secretariat, Rashtrapati Bhavan, New Delhi. The deposited money shall be refunded within 45 days from award of license or cancellation of tender.

Please see Form-1 and 2 for the checklist of documents.

8. Applicant / Agency Selection Criteria

- a. All applicants/agencies qualified in Pre-qualification criteria (Eligibility Criteria) will be called for detailed online/offline presentations.
- b. The evaluation will be based on Quality cum Cost Based Selection (QCBS) where Technical & Commercial Proposal will be evaluated by giving 70 % weightage to the Technical Evaluation and 30 % to Financial Evaluation.
- c. All applicants/agencies have to score technically minimum 70 marks to qualify for further QCBS evaluation as per below QCBS methodology. The financial proposal will be opened to only those bidders who qualify technically (minimum qualifying marks:70 out of 100)
- d. Evaluation methodology is given below:
 - i. Composite Technical Score $T(s) = (\text{Vendor's Technical Score as per evaluation criteria})/100 \times 100$
 - ii. Composite Financial Score $F(s) = (\text{Lowest commercial cost among agencies})/\text{Commercial cost quoted by agency} \times 100$
 - iii. Total Score = $0.70 \times T(s) + 0.30 \times F(s)$
- e. The organization/agency with the overall highest 'Total Score' will be awarded with the work

9. Technical Evaluation Criteria

All organization/agency shall be evaluated as per the below metrics:

Sr.No.	Parameters	Marking Criteria	Max. Marks
1.	Organizational Existence Organization/ Individual having minimum 3 years of existence/ experience.	For 3 years - 5 marks. AND For every additional year - 1 mark each	10
2.	Experience Number of operational outlets related to selling/manufacturing souvenirs, monument miniatures, sculptures and Indian antiquities, Traditional skill based cultural products (handicrafts, tribal products etc.) in Museums/Monuments/National or International airports or any other place	2-5 outlets- 5 marks OR 6-15 outlets- 7 Marks OR More than 15 outlets- 10 marks	10
3.	Operations across states Marks will be provided to the organization on the basis of relevant/similar outlets currently	Operational in 1-3 states/UTs – 5 Marks OR Operational in 4-8 states/UTs – 7 Marks	10

	operational across different states, preferably with a Govt. Organization.	OR Operational in more than 8 states/UTs – 10 Marks	
4.	Annual Turnover Marks will be Provided on the basis of financial strength of the organization. (3-year average turnover in last 3 financial Year ending March 2024 will be considered)	For 3 year Average Turnover upto INR 2 crores – 5 Marks OR For 3 year Average Turnover more than INR 2 Crore up to INR 5 Crore – 7 Marks OR For 3 year Average Turnover above INR 5 Crore – 10 Marks	10
5.	Presentation by the organization	1. Understanding of requirements and scope of work in line with the grandeur and decorum of Rashtrapati Bhavan- 10 marks 2. Product range, quality (variety, uniqueness, authenticity), simulated visuals, and indicative item rate. <i>Products having AIACA Craftmark Certification or any other similar Certification will be preferred- 20 marks</i> 3. Marketing and Promotional strategy (marketing plan, promotional activities, visitor experience)- 10 marks 4. Operational Strategy (supply chain, inventory management, staffing)- 10 marks 5. Financial viability and sustainability (financial projections, budgeting and sustainability practices location-wise- <i>Please see Annexure II for approx. footfall. Onus of errors and omissions are on the applicant/agency</i>)- 10 marks	60

10. Financial Evaluation Criteria

- a. Monthly Report on Revenue should be submitted to the Art section, President's Secretariat by the 7th of every month.
- b. The President's Secretariat's objective is to maximise citizen engagement and incentivise selected licensee to sell affordable souvenirs to maximum citizens. For this

purpose, we are keeping an inverted revenue sharing structure, where revenue sharing decreases with increasing sales.

- c. No revenue share is required for annual revenue up to ₹20 lakh for each of the 4 places.
- d. For sales above 20 lakh following structure is followed:

Revenue slab	Revenue Sharing %
INR 20,00,001 to 30,00,000	x
INR 30,00,001 to 40,00,000	0.9x
Above INR 40,00,000	0.8x

- e. The bidder should indicate the value of 'x' in their financial bid, which will determine the shareable revenues as a key element of the financial bid.
- f. The revenue share offered by the applicant will be for annual sales exceeding ₹20 lakhs.
- g. The minimum acceptable bid for value of 'x' is 10%.
- h. The payment of consolidated revenue share for a financial year should be done by 31st March of the same financial year.
- i. The committee appointed by the President's Secretariat will evaluate and score the bids on a 100-marks scale, taking into account the favorability of the revenue share percentage offered and any conditions specified by the bidder
- j. The organisation/agencies shall submit their financial bid in the format given in Form 6.
- k. Illustration of Financial bid is given in Annexure IV.

10. Selection Methodology

- a. The committee shall rate the agencies based on predefined parameters (as mentioned in the technical evaluation selection). These parameters have been formed on the basis of above scope of work
- b. **The agencies are required to submit their technical bid (copy of the presentation), other relevant document & financial bids on or before stipulated date & time through CPP. Hard copies of the documents are not accepted.**
- c. The agencies are required to make a technical presentation (online/offline) to the committee constituted by the President's Secretariat at a scheduled date & time.
- d. The financial bids of only those agencies (agency) would be opened whose marks are more than or equal to 70 in technical evaluation round out of 100 marks based on predefined parameters (Ref: Technical evaluation matrix)
- e. If there is more than one technical-qualified agency, the agency which scores maximum marks in QCBS (70T:30F) would be considered for the award of the job. In the unlikely event of a tie in the financial bid between two agencies (value of 'x' of the agencies being the same), the financial bid of the agency which secured the highest number of points in the technical round will be considered for award of the job.

Annexure I

Form - 1

Application Form for RfP for the selection of an agency to run the Souvenir Shop at Rashtrapati Bhavan Museum, New Delhi, Rashtrapati Nilayam, Bolarum, Hyderabad and Rashtrapati Niwas, Mashobra, Shimla.

(On Official letterhead of the Applicant / Agency)

Reference No:

Dated:

To,
Deputy Director,
Rashtrapati Bhavan Museum,
New Delhi-110004

Sub: RfP for Selection of an agency to run the Souvenir Shop at the Rashtrapati Bhavan Museum, New Delhi, Rashtrapati Nilayam, Bolarum, Hyderabad and Rashtrapati Niwas, Mashobra, Shimla.

Sir,

With reference to above subject, I/we, having examined the RfP Document and understood their contents, hereby submit my/our Proposal for the aforesaid RfP for Selection of an agency to run the Souvenir Shops at the Rashtrapati Bhavan and the Rashtrapati Bhavan Museum, New Delhi, Rashtrapati Nilayam, Bolarum, Hyderabad and Rashtrapati Niwas, Mashobra, Shimla as per terms of RfP and selection process. The RfP is unconditional and unqualified.

1. I/ We acknowledge that President's Secretariat shall be relying on the information provided in the Proposal and the documents accompanying the RfP for selection of RfP for Selection of an agency to run the Souvenir Shops at the Rashtrapati Bhavan and the Rashtrapati Bhavan Museum, New Delhi, Rashtrapati Nilayam, Bolarum, Hyderabad and Rashtrapati Niwas, Mashobra, Shimla for the aforesaid subject, and we certify that all information provided therein is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying the RfP response are true copies of their respective originals.
2. This statement is made for the express purpose of our selection as Agency for the aforesaid subject. I/ We shall make available to the President's Secretariat any

additional information it may find necessary or require to supplement or authenticate the RfP.

3. I/ We acknowledge the right of the Authority to reject our RfP response without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
4. I/ We declare that:
 - a. I/ We have examined and have no reservations to the RfP Document, including Addendum / Corrigendum, if any, issued by Authority; and
 - b. I/ We do not have any conflict of interest in accordance with provisions of the RfP document; and
 - c. I/ We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as stipulated in the RfP document, in respect of any Bid or request for proposal issued by or any agreement entered into with President's Secretariat; and
 - d. I/ We hereby certify that we have taken steps to ensure that in conformity with the provisions of the RfP Document, no person acting for us or on our behalf has engaged or shall engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice; and
 - e. The information given by us along with the Application in response to the RfP for the above subject were true and correct as on the date of making the Proposal and are also true and correct as on the proposal due date and I/we shall continue to abide by them.
5. I/ We understand that you may cancel the RfP Process at any time and that you are neither bound to accept any Proposal that you may receive nor to invite the Applicant / Agency to participate for the above subject, without incurring any liability to the Applicant / Agency, in accordance with provisions of the RfP document.
6. I/ We agree and understand that the Proposal is subject to the provisions of the RfP Documents. In no case, I/we shall have any claim or right of whatsoever nature if the work as mentioned in above subject is not awarded to me/us or our Proposal is not opened or rejected.
7. I/ We agree and undertake to abide by all the terms and conditions of the RfP Document.
8. I/ We shall keep this offer valid for 90 (Ninety) days from the Proposal due date specified in the RfP.
9. I/We undertake that I/we am/are not barred by the Authority, or any government entities in India from participating in its tenders/projects or there is no bar subsists as on the Proposal Due Date,

10. I/ We hereby submit our Proposal, RfP document duly signed on each page as token of unconditional acceptance of all terms and conditions set out herewith.
11. In witness thereof, I/ We submit this Proposal under and in accordance with the terms of the RfP document.
12. I/we hereby certify that << Applicant / Agency Name>> is not blacklisted by the Government of India or any of its agencies for any reasons whatsoever and not blacklisted by Central / any other State/UT Government or its agencies for indulging in corrupt or fraudulent practices or for indulging in unfair trade practices and not backed out from executing the work after award of the work in last 3 years.
13. I/we hereby declare that I/we do not have any blood relationship with any of the President's Secretariat employees.

Yours

(Signature, name and designation of the Authorized signatory)

Name and seal of Applicant / Agency Date:

Form - 2
Details of Applicant / Agency

(On the Letter Head of the Applicant / Agency)

1. Applicant / Agency Details
 - a. Name of Applicant / Agency:
 - b. Address of the firm:
 - c. Date of incorporation and/or commencement of business, registration no.:
 - d. GST registration details:
 - e. PAN:
2. Details of individual(s) who shall serve as the point of contact / communication for Authority with the Applicant / Agency:
 - a. Name
 - b. Telephone / Mobile number
 - c. E-mail address (if any)
3. Applicant / Agency's main line of Business(s)/ Trade(s).

4. Enclosure Checklist: Following shall be uploaded on CPP portal:

S. No.	Document	Enclosed (Yes/No)
1)	Duly filled Form 1, Form 2, Form 3, Form 4	
2)	Attested copy of Certificate of Incorporation/ registration/GST/PAN/ Income Tax return (ITR 4) duly acknowledged by Income Tax authorities, Labor Registration Certificate, work orders/completion certificate for the work	
3)	Certificate as per Form 3 (Financial Capacity)	
4)	Non-Blacklisting Declaration (Form 5)	
5)	Earnest Money Deposit	
6)	Financial bid (Form 6)	

It is hereby declared that I/We have submitted only 1 (One) proposal for this RfP and shall adhere to all terms and conditions as specified in the RfP document.

For and on behalf of

(Name of the Applicant / Agency)

Signature

(Name of the Authorised Signatory)

Designation:

Place:

Date:

Form - 3

**Financial Capacity of the Applicant / Agency Firm (Certificate from Statutory Auditor/
Chartered Accountant)**

S.No.	Financial Year	Annual Turnover (In Lakhs)	Net Worth
1	2023-2024		
2	2022-2023		
3	2021-2022		
	Average Turnover of 3 years		

Certificate from Statutory Auditor/ Chartered Accountant

This is to certify that (Applicant / Agency) has the turnover from one or multiple of the following businesses.

.....

Name of the Audit Firm:

Seal of the Audit Firm:

Date:

Name and Signature of Authorised Signatory

Form - 4
Experience of the Applicant/Agency

#	Business Type	Location	Owner	Start Date	Products Manufactured/ Sold	Supporting Documents	Website link

Form - 5
Non-blacklisting Declaration
(On Official letterhead of the Applicant / Agency)

Reference No:

Dated:

To,
Deputy Director,
Rashtrapati Bhavan Museum,
New Delhi-110004

Sub: Non-Blacklisting Declaration

Sir,

I/we hereby certify that <<**Applicant / Agency Name**>> is not blacklisted by the Government of India or any of its agencies for any reasons whatsoever and not blacklisted by Central / any other State/UT Government or its agencies for indulging in corrupt or fraudulent practices or for indulging in unfair trade practices in last three years from date of RfP submission and not backed out from executing the work after award of the work in last 3 years.

Yours

(Signature, name and designation of the Authorised signatory)

Name and seal of Applicant / Agency

Date:

Form - 6
Proforma for Financial Bid

S. No.	Value of 'x' ('x' is the determinant of revenue share offered to the President's secretariat)	Remarks, Clarifications, Conditions, if any
1		

***Note:**

1. Licensee will be responsible for all statutory levies under tax law.

Name and seal of Applicant / Agency

Date:

Instruction to the Applicant/Agency for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement.

<http://eprocure.gov.in/eproucre/app>

1. Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the contractors/Bidders on the procurement/e-tender portal is a prerequisite for e-tendering.
2. The Bidder should do the enrollment in the e-Procurement site using the “Click here to Enroll” option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the Bidders should provide the correct/true information including valid email id. All the correspondence shall be made directly with the contractors/Bidders through the email id provided.
3. Bidders need to login to the site through their user ID/password chosen during enrollment/registration.
4. Then the Digital Signature Certificated (Class II or Class III Certificate with signing key usage) issued by SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/Smart Card, should be registered.
5. The DSC that is registered only, should be used by the Bidder and should ensure safety of the same.
6. Contractor/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested in.
7. After downloading/getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as asked.
8. If there are any clarifications, this may be obtained online through the tender site, or through the contract details. Bidders should take into account the corrigendum published before submitting the bids online.
9. The Bidder then logs in to the site through the secured log in by giving the users id/password chosen during enrollment/registration and then by giving the password of the e-Token/Smart Card to access DSC.
10. The Bidder selects the tender which he/she is interested in by using the search option & then moves it to the ‘my favorites’ folder.
11. From the ‘my favorites’ folder, he selects the tender to view all the details indicated.
12. It is construed that the Bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked, otherwise, the bid will be rejected.

13. The Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/xls/rar/zip/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through zip/rar and the same can be uploaded, if permitted.
14. If there are any clarifications, this may be obtained through the site, or during the pre-bid meeting if any. Bidders should take into account the corrigendum published from time to time before submitting the online bids.
15. The Bidder can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then sent along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
16. The Bidder should upload the Earnest Money Deposit Declaration in the prescribed proforma as specified in the tender in terms of OM No. F.9/4/2020-PPD, dated 12th November 2020 issued by the Ministry of Finance, Department of Expenditure, P.P. Division.
17. While submitting the bids online, the Bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.
18. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise, the submitted bid will not be acceptable.
19. The Bidders have to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements.
20. The Bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
21. The Bidders are requested to submit the bids through an online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the Bidders at the eleventh hour.
22. After the bid submission, the acknowledgement number, given by the e-tendering system should be printed by the Bidder and kept as a record of

- evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.
23. The Bidder should ensure / see that the bid documents submitted should be free from virus and if the documents could be opened, due to virus, during tender opening, the bid is likely/liable to be rejected.
 24. The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The Bidders should follow this time during bid submission.
 25. All the data being entered by the Bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will be viewable by unauthorized persons during bid submission & not be viewable by anyone until the time of bid opening.
 26. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
 27. The confidentiality of the bids is maintained since the secured Socket Layer 128-bit encryption technology is used. Data storage encryption of sensitive fields is done.
 28. The Bidder should log out of the tendering system using the normal logout option available at the top right-hand corner and not by selecting the (X) exit option in the browser.
 29. For any queries regarding e-tendering process, the Bidders are requested to contact through the modes given below:

E-mail: museumoffice59@gmail.com

Contact Telephone Numbers: 011-23015321 - Ex.4746/4742.

Annexure II- Description of Places and Footfall

1. **Rashtrapati Bhavan Main Building, New Delhi:** The official residence of the President of India, Rashtrapati Bhavan is an architectural marvel with 340 rooms and expansive gardens, symbolising India's democratic spirit and rich heritage.
2. **Rashtrapati Bhavan Museum, New Delhi:** Located within the Rashtrapati Bhavan estate, the museum showcases artefacts, documents, and exhibits that illustrate the history, heritage, and legacy of the Indian Presidency.
3. **Rashtrapati Nilayam, Bolarum, Hyderabad:** The winter retreat serves as the official residence of the President of India during their southern sojourns, featuring a blend of traditional and modern architecture. It is closed to the public for 2 weeks in December during the President's visit.
4. **Rashtrapati Niwas, Mashobra, Shimla:** Also known as the Summer Retreat, this estate in Shimla is a serene getaway for the President of India, set amidst the picturesque hills and lush landscapes of Himalayas. It is closed to the public for one week during the President's visit in April/May.
5. **Amrit Udyan, New Delhi:** Part of the Rashtrapati Bhavan estate, Amrit Udyan is renowned for its beautiful and diverse flora, including the famed annual display of tulips, roses, and other seasonal flowers. It is open to the public twice a year, for 2 months during February-March and for a month during August-September.

Approximate Quarterly Footfall Data					
S.No.	Places	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec
1	Rashtrapati Bhavan Main Building, New Delhi	45,000	35,000	35,000	45,000
2	Rashtrapati Bhavan Museum, New Delhi	1,50,000	20,000	50,000	30,000
3	Rashtrapati Nilayam, Bolarum, Hyderabad	30,000	15,000	40,000	15,000
4	Rashtrapati Niwas, Mashobra, Shimla	15,000	40,000	10,000	15,000
5	Amrit Udyan, New Delhi	9,00,000	-	2,50,000	-

*Information is indicative. For more information contact DD Museum, Art Section, President's Secretariat

Annexure III- Indicative List of Souvenir Shop Items

1. Handicrafts and Artifacts
 7. Traditional Indian handicrafts (pottery, textiles, wooden carvings)
 8. Miniature paintings and replicas of famous Indian art
 9. Brass, wood and bronze sculptures- eg: Rampurva Bull, Ashoka Pillar, etc
2. Souvenirs and Memorabilia
 7. Keychains, magnets, and postcards featuring iconic images of the estate
 8. Customizable souvenirs with visitors' names or messages
 9. Commemorative coins and medallions
3. Cultural and Heritage Items
 7. Replicas of historical artifacts/monuments from Indian history eg. Rashtrapati Bhavan, India Gate, Sanchi stupa, etc.
 8. Traditional musical instruments (flutes, sitars, tablas)
 9. Ethnic jewellery and accessories
4. Books and Publications
 7. Coffee table books on Indian art, culture, and history including books on Presidential estates as specified and periodically updated by the President's Secretariat.
5. Textiles and Apparel
 7. Handloom sarees, shawls, and stoles
 8. Traditional Indian clothing (kurtas, tunics, scarves)
 9. Embroidered and hand-painted fabric items
6. Home Decor and Furnishings
 7. Decorative cushions and throws
 8. Handcrafted rugs and carpets
 9. Traditional lamps, clocks, lanterns, other decorative articles
7. Stationery and Art Supplies
 7. Handmade paper products (notebooks, diaries, greeting cards)
 8. Art supplies featuring Indian designs (pens, sketchbooks)
 9. Calendars and planners with Indian art and cultural themes

8. Local and Artisanal Food Products

7. Specialty teas, coffees and masalas

9. Personal Care and Wellness Products

7. Ayurvedic and herbal products (oils, balms, soaps)

8. Handmade bath and body products

9. Wellness kits with essential oils and natural remedies

10. Toys and Games

7. Traditional Indian toys (wooden toys, puppets)

8. Educational games and puzzles featuring Indian themes

9. Craft kits for children

11. Decorative Items

7. Wall hangings and tapestries

8. Hand-painted pottery and ceramics

9. Picture frames and photo albums

12. Music and Audio

7. CDs and DVDs of classical Indian music and dance performances

8. Audio guides and recordings of famous Indian speeches and literature

9. Instruments for beginners (bansuris, small tablas)

13. Eco-Friendly and Sustainable Products

7. Recycled and upcycled products (bags, accessories)

8. Eco-friendly stationery and gift items

9. Organic cotton products

14. Collectibles and Limited Editions

7. Limited edition prints and artwork

8. Exclusive handcrafted items made by local artisans

9. Commemorative stamps and philatelic products

15. Gifts and Gift Sets

7. Pre-packaged gift sets featuring a mix of products
8. Customizable gift hampers for special occasions
9. Festive gift items (Diwali lamps, Holi organic colors)

16. Items related to Indian tribes

7. Handicrafts, artifacts, home decor and furnishing
8. Textiles and apparels, eco-friendly and sustainable products
9. Jewelries and accessories, toys and games

Annexure IV- Illustration of Revenue sharing

The given cases are for the souvenir shop in Rashtrapati Bhavan Main Building. The same is applicable for all the five places.

If 'x'=10% by the selected applicant/agency

Case 1:

Revenue is INR 14,00,000 for the year 2024-25

Revenue shared with President's Secretariat will be INR 0

Case 2:

Revenue is INR 24,00,000 for the year

Revenue shared with the President's Secretariat will be

$4,00,000 \times 10\% = \text{INR. } 40,000$

Case 2:

Revenue is INR 34,00,000 for the year

Revenue shared with the President's Secretariat will be

$(10,00,000 \times 10\%) + (4,00,000 \times 9\%) = \text{INR } 1,36,000$

Case 3:

Revenue is INR 44,00,000 for the year

Revenue shared with the President's Secretariat will be

$(10,00,000 \times 10\%) + (10,00,000 \times 9\%) + (4,00,000 \times 8\%) = \text{INR } 2,22,000$