RFP TO BUILD, OPERATE AND MANAGE A SOUVENIR SHOP AT PLANETARIUM, PRIME MINISTERS MUSEUM AND LIBRARY, NEW DELHI

Prime Ministers Museum & Library
प्रधानमंत्री संग्रहालय एवं पुस्तकालय

RFP Reference No.: PMML/RFP/PLANETARIUMSOUVENIR/2026

RFP to Build, Operate and Manage a Souvenir Shop at Planetarium, Prime Ministers Museum and Library, New Delhi

Teen Murti House,
New Delhi – 110011
E-Mail: director.nmml@gov.in

Abbreviations

S. No.	Abbreviation	Full Form
1	CA	Chartered Accountant
2	EMD	Earnest Money Deposit
3	FY	Financial Year
4	GSTN	Goods and Service Tax Number
5	INR / Rs.	Indian Rupee
6	JV	Joint Venture
7	LOA	Letter of Award
8	LOI	Letter of Intent
9	PAN	Permanent Account Number
10	PBG	Performance Bank Guarantee
11	PMML	Prime Ministers Museum & Library
12	PMS	Pradhanmantri Sangrahalaya
13	RFP	Request for Proposal
14	TCP	Total Cost of Project
15	T+0	Date of Signing of Contract
16	ITB	Instructions to Bidders
17	LOD	Level of Development
18	GoI	Government of India
19	QCBS	Quality and Cost Based Selection

Definitions

1.	Bid	"Bid" ('tender,' 'offer,' 'quotation' or 'proposal') means an offer to supply goods, services or execution of works made in accordance with the terms and conditions set out in a document inviting such Bids.
2.	Bidder	As defined in this bid document, entity that quotes a particular price, while competing with others, for providing services with respect to specific requirements in this Tender Document.
3.	Purchaser	Prime Ministers Museum and Library (PMML)
4.	Bidder	The Bidder to whom the contract is awarded and is fully responsible towards Purchaser for providing Services as per the requirements and terms and conditions specified in this Contract. The term shall be deemed to include the Bidder's successors, representatives (approved by the Department), heirs, executors, and administrators, as the case may be, unless excluded by the terms of the contract.
5.	Total Work Value	This is the maximum value payable to the Bidder which is agreed between the Purchaser and the Bidder for the Project.
6.	Project	This means scope of work / services required by the Prime Ministers Museum & Library as per the RFP.
7.	Competent Authority	PMML Official/ Committee who will approve all the deliverables submitted by the bidder.
8.	Applicable Laws	Laws and any other instruments having the force of law in India as they may be issued and in force from time to time.
9.	Confidential Information	Any information, technical data or know-how (whether disclosed before or after the date of this Contract), including, but not limited to, information relating to business and product or service plans, financial projections, business forecasts, sales and merchandising, human resources, patents, patent applications, computer object or source code, research, inventions, processes, designs, drawings, engineering, or that Bidder acquires otherwise under this Contract, either directly or indirectly in writing, marketing or finance to be confidential or proprietary or which information would, under the circumstances, appear to a reasonable person to be confidential or proprietary.
10.	Bid Security	Bid security" ('Earnest Money Deposit'(EMD), or 'Bid Security Declaration') means security from a bidder securing obligations arising from its Bid, i.e., to avoid the withdrawal or modification of its Bid within its validity, after the deadline for submission of such Bids; failure to sign the resulting contract or failure to provide the required security for the performance of the resulting contract after its Bid has been accepted; or failure to comply with any other condition precedent to signing the resulting contract specified in the solicitation document.

11.	Contract	Contract means a legally binding written agreement signed between the Purchaser and the Bidder.
12.	Similar Work	Similar work means Experience in the given services/domain running a retail business, preferably in souvenir segment.

1. All terms and words not defined herein shall, unless the context otherwise requires, have the meaning assigned to them in the RFP.

2. The following documents along with all addendums/ corrigendum issued thereto shall be deemed to form and be read and construed as integral part of this Contract and in case of any contradiction between or among them the priority in which a document would prevail over other would be as laid down below beginning from the highest priority to the lowest priority:

(i) Agreement;
(ii) Annexures of Agreement;
(iii) RFP; and along with all addendums/corrigendum.

3. Nothing contained herein shall be construed as establishing a relation of master and servant or of agent and principal as between Purchaser and the Bidder. The bidder shall, subject to this Contract, have complete charge of Personnel performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.

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Letter of Invitation

Prime Ministers Museum and Library

Dear Sir/Madam,

PMML invites proposals from reputed bidders for **"RFP TO BUILD, OPERATE AND MANAGE A SOUVENIR SHOP AT PLANETARIUM, PRIME MINISTERS MUSEUM AND LIBRARY, NEW DELHI"**

The bidder will be selected under the Quality cum Cost Based Selection method (QCBS) with weightages of 70:30 (70% for technical proposal (presentation) and 30% for financial proposal) and as per procedures described in this RFP.

The content of this RFP enlists the requirements of Prime Ministers Museum and Library. It includes the **Bidding Terms** which details out all that may be needed by the potential bidders to understand the financial terms and bidding process and explains the contractual terms that Prime Ministers Museum and Library wishes to specify at this stage. The RFP includes the following sections:

Section 2- Introduction
Section 3- Instructions to Bidders (ITB)
Section 4- Pre Qualification Criteria
Section 5- Technical Evaluation Criteria
Section 6- Selection Criteria (QCBS)
Section 7- Scope of Work
Section 8- Deliverables
Section 9- Project Milestones and Payment Schedule

All interested bidders may inform (within one week of the date of release of RFP) office of PMML about.

- Submission of Proposal and
- Its attendance to the pre-bid meeting and site visit.

This information may be submitted by email to the undersigned.

Director
Prime Ministers Museum & Library,
Teen Murti House, New Delhi, 110001
Email: director@nmml.gov.in

Disclaimer

All terms defined in this document shall, unless repugnant to the context or meaning thereof, shall mean and include the survivors or survivors of them and their heirs, executors and administrators, and respective permitted assignments. The Prime Ministers Museum & Library shall thereafter for the sake of brevity be referred to as "**PMML**". The information contained in this Request for Proposal (RFP) or information provided subsequently to Bidder(s) or applicants whether verbally or in documentary form by or on behalf of **PMML ("Purchaser")** is provided to the Bidder(s) on the terms and conditions set out in this Request For Proposal ("**RFP")** document and all other terms and conditions subject to which such information is provided.

This RFP document is neither an agreement nor an offer nor an invitation by the Purchaser to any parties other than those who are qualified to submit their bids ("**Bidder**"). The purpose of this document is to provide the Bidders with information to assist the formulation of their proposals. This RFP does not claim to contain all the information the Bidders may require. Each Bidder must conduct its own analysis of the information contained in this RFP or to correct any inaccuracies therein that may appear in it and is advised to carry out its own investigation into the Project, the legislative and regulatory regimes which applies thereto and by and all matters pertaining to the Project and to seek its own professional advice on the legal, financial, regulatory and tax consequences of entering into any contract or arrangement relating to the Project.

Information provided in this RFP to the Bidders is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Purchaser accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein. The possession or use of this RFP in any manner contrary to any applicable law is expressly prohibited. The Bidders shall inform themselves concerning and shall observe any applicable legal requirements. The information does not purport to be comprehensive or to have been independently verified. Nothing in this RFP shall be construed as legal, financial, regulatory or tax advice.

The Purchaser shall have no liability to any person, including any Bidder under any law, statute, rules or regulations or tort, principles of restitution for unjust enrichment or otherwise for any loss, damage, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way for participation in this Bid Stage. Neither the information in this RFP nor any other written or oral information in relation to the Bidding Process for implementing the Project or otherwise is intended to form the basis of or the inducement for any investment activity or any decision to enter any contract or arrangement in relation to the Project and should not be relied upon as such.

The Purchaser accepts no liability of any nature whether resulting from negligence or otherwise, however, caused, arising from a reliance of any Bidder upon the statements contained in this RFP. The Purchaser and its advisors may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, data, statements, assessment, or assumptions contained in this RFP or change the evaluation or eligibility criteria at any time or annul the entire Bidding Process. The issue of this RFP does not imply that the Purchaser is bound to select one of the Bidders or to appoint the

Selected Bidder hereinafter defined, as the case may be, for the Project and the Purchaser reserves the right to reject all or any of the Bidders or Bids at any stage of the Bidding Process without assigning any reason whatsoever, including the right to close the selection process or annul the bidding process at any time, without incurring any liability or being accountable to any person(s) in any manner whatsoever. The decision of the Purchaser shall be final, conclusive, and binding on all the parties.

The Bidders shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Purchaser or any other costs incurred in connection with or relating to its Bid including costs relating to submission and maintenance of various fees, undertakings and guarantees required pursuant to this RFP and also any cost relating to updating, modifying or re-submitting its Bid pursuant to the RFP being updated, supplemented or amended by the Purchaser. All such costs and expenses will be incurred and borne by the Bidders and the Purchaser shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

The Bidders are prohibited from any form of collusion or arrangement in an attempt to influence the Selection and award process of the Bid. Giving or offering of any gift, bribe or inducement or any attempt to any such act on behalf of the Bidder towards any officer/employee/ advisor/ representative of Purchaser or to any other person in a position to influence the decision of the Purchaser, for showing any favour in relation to this RFP or any other contract, shall render the Bidder to such liability/penalty as the Purchaser may deem proper, including but not limited to rejection of the Bid of the Bidder and forfeiture of its Proposal Security. Laws of the Republic of India are applicable to this RFP.

This RFP document and the information contained herein are confidential and for use only by the person to whom it is issued. It may not be copied or distributed by the recipient to third parties (other than in confidence to the recipient's professional advisor). In the event that the recipient does not continue with the involvement in the Project in accordance with the RFP, the information contained in the RFP document shall not be divulged to any other party. The information contained in the RFP document must be kept confidential. Mere submission of a responsive Bid/ Proposal does not ensure the selection of the Bidder.

The information contained in this document is selective and is subjected to updating, expansion, revision and amendment. Purchaser reserves the right of discretion to change, modify, add to or alter any or all of the provisions of this document and/or the bidding process, without assigning any reasons whatsoever.

1. Fact Sheet

E- tenders on behalf of the Director, Prime Ministers Museum and Library (PMML), are invited under Bid System Viz. Technical Bid and Financial Bid from reputed, experienced, and financially sound agencies for **Selection of suitable vendor to Build, Operate and Manage a Souvenir Shop at Planetarium, Prime Ministers Museum and Library, New Delhi** as under:

S. No.	Description	Schedule
1	e-Tender No.	**PMML/RFP/PLANETARIUMSOUVENIR/2025**
2	Name of Work	RFP to Build, Operate and Manage a Souvenir Shop at Planetarium, Prime Ministers Museum and Library, New Delhi
3	Cost of the Tender Documents	NIL
4	Earnest Money Deposit	**Rs. 50,000/-** , MSME Exemption allowed. (If Applicable) Payable to Director, Prime Ministers Museum and Library, Teen Murti House, New Delhi - 110011.
5	Performance Security	Rs. 2,00,000/- payable after Award of Work
6	Tender Processing Fee (Non-refundable)	Rs. 2000/-+ GST @18% (Non-Refundable) payable to M/s ITI Ltd through e-payment. For clarification/ registration for e- tendering etc. **Contact Number**: 9355030617, **e-wizard helpdesk:** 01149606060 & https://nmml.ewizard.in
7	Date of sale of e-Tender (Online)	05/03/2025
8	Date, Time & Venue for Pre Bid Meeting	18/02/2025 at 12:00 PM in Seminar Room, Admin Block, PMML, Teen Murti House, New Delhi
9	Last Date & time of Submission/uploading of Bids. (Online)	05/03/2026 by 5:30 PM on https://nmml.ewizard.in
10	Date & Time of Online Opening of Technical Bids	06/03/2026 at 11:00 AM
11	Date & time for opening of Financial Bid for Technically qualified bidders only.	Date & time for opening of Financial Bid will be intimated in due course.

12	Venue of Opening of Technical & Financial Bids	Prime Ministers Museum and Library, Teen Murti House, New Delhi - 110011.
13	Bid Validity Period/Validity of Bid offer for Acceptance	180 days from the date of last date of submission of the tender.
14	Address for Communication & Opening of Tenders	Director, Prime Ministers Museum & Library, Teen Murti House, New Delhi-110011.
15	Availability of Tender Documents (For download)	Tender can be downloaded from https://pmml.nic.in and can also be viewed/ downloaded free at website: https://nmml.ewizard.in. PMML may issue Addendum(s)/Corrigendum(s) to the Tender Document, if any, which can also be viewed on website https://pmml.nic.in

Proposals shall be submitted as per the "Instructions to the Bidders" Section.

1. Proposals shall be treated as incomplete and are liable to be summarily rejected if the requested parties do not submit all supporting documents or do not furnish the relevant details.

2. The validity of the offer shall be One Hundred and Eighty (180) days from the opening of the Technical Proposals.

3. The Purchaser does not bind itself to accept the lowest proposal and to give reason for any decision taken in respect of this Tender including cancellation.

Director
Prime Ministers Museum and Library
Teen Murti House
New Delhi – 110011

2. Introduction

The Planetarium, located within the Teen Murti Estate, is a premier institution dedicated to promoting astronomy, astrophysics, and celestial science education. Equipped with a state-of-the-art 3D Digital system with immersive visual experience, the planetarium plays a seminal role in disseminating knowledge and instilling interest in space science, particularly among young minds.

It attracts thousands of visitors annually, school groups, families, researchers, and astronomy enthusiasts, making it a premier destination for both cultural and scientific tourism in New Delhi.

With the significant and growing footfall at Planetarium and the increasing number of domestic and international visitors seeking to extend their educational and cultural experience, there is a growing need for a premium souvenir and educational merchandise shop that offers high-quality, intellectually stimulating products. The proposed souvenir shop will serve to enhance the visitor experience, promote space science education and facilitate cultural commerce.

Therefore, a proposal is being called for from interested and eligible individuals/firms **"To build, operate and manage a Souvenir Shop at Planetarium, Prime Ministers Museum and Library, New Delhi"** which showcases science-themed merchandise, space exploration products, educational materials, and memorabilia reflecting the planetarium's mission and collection. The shop should embody the following characteristics:

- **Educational Excellence**: Products must align with astronomy, space science, and educational advancement themes
- **Quality and Authenticity**: High standards of product quality, presentation, and educational value
- **Visitor Experience**: An inviting, well-organized retail environment that inspires curiosity and learning
- **Scientific Promotion**: Support for science education and promotion of STEM (Science, Technology, Engineering, Mathematics) initiatives
- **Service Standards**: Professional and courteous customer service meeting international retail norms

The PMML will provide a retail space located within the Planetarium premises. The vendor is expected to develop and operate the souvenir shop based on a unique retail concept that showcases authentic science and educational products while maintaining the planetarium's prestigious positioning as a center for astronomical learning.

3. Instructions to Bidders (ITB)

This provides relevant information as well as instructions to assist the prospective bidders in preparation and submission of bids. It also includes the mode & procedure to be adopted for receipt and opening of bids as well as scrutiny and evaluation of bids and subsequent placement of contract.

(i) Detailed description of the scope of services, deliverables and other requirements relating to this project are specified in this RFP. Bidders possessing the requisite credentials as specified in the RFP may participate in the Bidding Process in response to this invitation. The Proposal shall be submitted as per the format laid down in this RFP.

(ii) The bidder shall ensure that the bid complies with all the conditions stipulated in the RFP, has attended the pre-bid conference convened by Purchaser, visited the gallery and understood the requirements and has uploaded only specified documents as per the specified sequence in a single PDF file as mentioned in the eligibility criteria. Bids that are conditional and/or not meeting any of the conditions/requirements of the RFP, and not as per the format for technical and financial bids are liable to be summarily rejected without assigning any reason whatsoever.

3.1. Publication and Submission of RFP Document

(i) RFP document will be published on the following websites:

- https://nmml.ewizard.in
- https://pmml.nic.in/

(ii) Bids shall be submitted by the bidders through electronic mode only. https://nmml.ewizard.in

3.2. General Terms and Conditions

(i) The Bids shall be submitted only from the Bid Submission start date till the Bid Submission end date and time given in the tender document.

(ii) No Bidder shall submit more than one Bid for the Project.

(iii) No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the Purchaser. The Purchaser reserves rights to cancel this RFP at any time prior to a formal written contract being executed by or on behalf of the Purchaser.

(iv) This RFP is not transferable.

(v) Purchaser reserves the right to verify any or all information furnished by the Bidder.

(vi) The bidder shall sign/stamp on each page of the RFP and its supporting documents/annexures and submit.

(vii) The bidder shall obtain, maintain, and pay, at its sole cost and expense, for all licenses, permits, and certificates necessary to perform the Services, including, but not limited to, all professional licenses required by any statute, ordinance, rule, or regulation.

(viii) The personnel assigned by the Bidder to perform the Services shall be the employees of bidder, and at any stage under no circumstances can be considered as employees of Purchaser. The bidder shall be solely responsible for discharging all obligations of an employer as per applicable laws.

(ix) The Bidder shall ensure that all works, designs, and content developed under this project are original and free from plagiarism. The Purchaser shall not be held liable for any disputes, claims, or legal actions arising from plagiarism or infringement of any third-party intellectual property rights by the bidder. The Bidder shall indemnify Purchaser against any claim, laws, damages, etc. arising out of the Bidder having resorted to plagiarism or violation & IPR of any third party.

(x) Any notice or other communication between Purchaser and the bidder in connection with the matters related to this Contract shall be in writing. Both Purchaser and Bidder shall nominate single point of contact to this effect.

3.3. Schedule and Critical Dates

S. No.	Event	Date
1.	Pre-Bid Meeting at Seminar Room, Admin Block, PMML, Teen Murti House, New Delhi - 110011	18/02/2026 at 12:00 PM
2.	Last date of Submission of Bids (Technical & Financial)	05/03/2026 by 5:30 PM
3.	Date of Opening of Technical Bids	06/03/2026 at 11:00 AM
4.	Date of Technical Presentation	By Intimation
5.	Date of Opening of Financial Bids	By Intimation

3.4. Pre-Bid Conference

(i) Pre-Bid Conference of the Bidders shall be convened on 18/02/2026 at 12:00 PM in Seminar Hall at Prime Ministers Museum and Library, Teen Murti Complex. A maximum of two representatives of prospective Bidders shall participate in this pre-bid conference. Bidders may seek clarifications during this pre-bid conference.

(ii) Queries if any, must be submitted by the bidders before 17/02/2026 in writing, at this e-mail address aao.nmml@gov.in as below:

S. No.	RFP Document Reference			Statement as per RFP	Query by the Bidder
	Page No.	Section No.	Section Name		
1.					

2.					

3.5. Validity of Proposal

The Proposal should remain valid for a period of **180 days** from the date of opening of the Financial Bid.

3.6. Code of Integrity

(i) No official of implementing bidder or bidder shall act in contravention of the codes which includes prohibition of

- Making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process.
- Any omission, or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained, or an obligation avoided.
- Any collusion, bid rigging or anticompetitive behaviour that may impair the transparency, fairness, and the progress of the procurement process.
- Improper use of information provided by the procuring entity to the bidder with an intent to gain unfair advantage in the procurement process or for personal gain.
- Any financial or business transactions between the bidder and any official of the procuring entity related to tender or execution process of contract; which can affect the decision of the procuring entity directly or indirectly.
- Any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.
- Obstruction of any investigation or auditing of a procurement process.
- Making false declaration or providing false information for participation in a tender process or to secure a contract;

3.7. Bid Security/Earnest Money Deposit

Earnest Money Deposit of Rs. 50,000 /- in the form of Demand Draft/Bank Guarantee from any nationalized/scheduled bank of India, payable to/in Favor of "The Director, Prime Ministers Museum and Library" at New Delhi shall accompany the Technical Proposal. EMD can also be deposited online through RTGS/ IMPS in the following account:

Account Name: Prime Ministers Museum and Library
Bank Name: ICICI Bank
A/c No. 114505002341
IFSC: ICIC0001145

- The EMD shall be valid for a minimum period of 180 days from the due date for the submission of the Tender.
- Bidders possessing valid Government issued MSME Certificate are exempted from submission of EMD. Request for exemption from EMD should be accompanied by valid supporting documents for the relevant category as per government guidelines.

- The bids not accompanied by EMD shall be summarily rejected.

3.8. Amendments to the RFP and Corrigendum

(i) Purchaser reserves its rights to issue any addendum/corrigendum to the RFP upto 7 (seven) days before the bid submission date.

(ii) Purchaser reserves its rights to extend the deadline of the submission of bids.

3.9. Consortium/JV

Consortium is not allowed.

3.10. Authentication of Bids

A letter of authorization shall be supported by a written power-of-attorney accompanying the bid. The Bid shall be signed and stamped in all pages by an Authorised Signatory of the Bidder.

3.11. Period of Engagement

(i) The Contract shall be initially valid for the duration of **60 Months** from the Date of Execution of the Contract and can be extended by another 24 months depending upon the performance of the vendor in running the Souvenir Shop.

(ii) The Bidder shall have to start the Souvenir Shop at Planetarium within **2 Months** from the date of execution of the Contract as accepted, approved and communicated by Purchaser.

3.12. Cancellation of Contract

The Contract is subject to cancellation due to any of the reasons mentioned here under:

(i) Violation of the Code of Integrity by the Bidder, Submission of false/fake documents at the time of submission of bid documents, inability to timely deliver and to the satisfaction of Purchaser, any deviations from contractual obligations.

(ii) If the Bidder fails to adhere to any of the terms and conditions mentioned in the bid document.

3.13. Conflict of Interest

Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the Bidder or termination of the Contract.

3.14. Abnormally Low Bids & Non-Responsive Bids

(i) If a bidder quotes abnormally low/unworkable financial bid/Consideration, the bid shall be treated as non-responsive and handled as per the guidelines issued by GoI.

(ii) Following may lead to declare a proposal non-responsive:

- If a proposal is not submitted as specified in the RFP document.
- If it is found with suppression of details.
- If it is submitted with conditional and partial offers.
- If it is submitted without the documents requested in Qualification Criteria.
- If it has non-compliance of any of the clauses stipulated in the RFP.

3.15. Performance Security

(i) Within two weeks of the receipt of notification of award from Purchaser, the Bidder shall submit a Performance Security of Rs. 2,00,000/- either in the form of a bank draft or Bank Guarantee valid for the entire period of the Contract.

(ii) Failure of the Bidder to submit the Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD/Bid Security. In that event, Purchaser may award the Contract to the next lowest evaluated Bidder whose offer is substantially responsive and is determined by the Purchaser to be qualified to perform the Contract satisfactorily. In such cases, a request for extension of validity of Bids may be sent out to all other qualified Bidders at the earliest in writing or through standard electronic mail, if so required.

(iii)Performance Guarantee should be valid for a period of three months beyond the tenure of the Contract. In case of extension of the contract, the Performance Security is required to be extended accordingly. The performance security deposit will be returned after satisfactory completion of the contract period.

3.16. Payment

(i) The Bidder shall pay pre-decided Monthly License Fee (Page 27) to the Purchaser by 7th of every month.

(ii) That the Bidder shall make payment of Revenue as per the Award Letter by cheque/NEFT drawn on local banks by the 7th of every month.

3.17. Dispute Resolution

Efforts shall be made to settle the dispute amicably. In case of failure to do so, the matter shall be referred to arbitration with the sole arbitrator to be appointed by Director, PMML, New Delhi. In case the settlement of dispute is in the court, it will be in the jurisdiction of courts at Delhi.

3.18. Force Majeure

(i) For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible under the circumstances, and subject to those requirements, includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action confiscation or any other action by Government agencies.

(ii) Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or such Party's Experts, Sub-consultants or agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected to both take into account at the time of the conclusion of this Contract and avoid or overcome in the carrying out of its obligations hereunder.

(iii)Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

3.19. Indemnity

The Bidder shall not infringe any Intellectual Property Rights of any third party in supplying the services and the bidder shall, during and after the contract period indemnify and keep indemnified and hold the Purchaser harmless from and against all actions, suits, claims, demands, losses, charges, damages, costs and expenses and other liabilities which the Purchaser may suffer or incur as a result of or in connection with any breach of this clause.

3.20. Penalty Clause

a) **Delay in Commencement**

Failure to commence operations within the stipulated time shall attract a penalty of ₹1,000 per day, subject to a maximum of 10% of the annual fixed rent. Delay beyond 30 days may lead to termination and forfeiture of Performance Security.

b) **Delay in Payment of Fixed Rent**

Delay in payment of monthly fixed rent shall attract a penalty of 1% per week or part thereof, subject to a maximum of 10% of the monthly rent. Two consecutive defaults shall constitute for breach of contractual obligations.

c) **Delay or Shortfall in Revenue Share**

Delay or short payment of the agreed revenue share shall attract a penalty of 2% per month or part thereof on the outstanding amount.

d) **Misreporting of Revenue**

Under-reporting or suppression of revenue shall attract a penalty of twice the amount of revenue short-reported, in addition to recovery of dues, and may lead to termination.

e) **Statutory Violations**

Any violation of applicable laws and statutory requirements shall invite penalties as decided by the purchaser, without prejudice to action by statutory authorities.

3.21 Liquidated Damage

In the event of failure by the Bidder to meet the delivery timelines, Purchaser may impose liquidated damages on the Bidder in the form of forfeiture of Performance Security and reserves the right to terminate the contract, and Purchaser will get the job completed by any other competent party. The difference of cost incurred by Purchaser will be recovered from the Bidder.

3.22 Exit Management

- Upon expiry of the contract period, or in the event of **early termination of the Agreement for any reason whatsoever**, including but not limited to:

- termination by purchaser due to **breach of terms and conditions** of the Agreement;
- termination due to **unsatisfactory performance**, repeated service deficiencies, or failure to comply with directions issued by purchaser;
- termination arising out of **non-payment of dues**, financial default, or non-fulfilment of contractual obligations by the Bidder;
- termination due to **misconduct, negligence, fraud, misrepresentation, or violation of applicable laws** by the Bidder or its personnel;
- termination due to **force majeure**, administrative exigencies, policy decisions, or any other reasons deemed appropriate by purchaser; and/or
- termination by mutual consent of both parties,

the Bidder shall, within **30 (thirty) days**, peacefully and without any obstruction, hand over to purchaser the **vacant, clear, and encumbrance-free possession** of the premises in a **clean, safe, and fully operable condition**, subject to normal wear and tear."

- The bidder shall remove all movable assets, stock, branding, and signage installed by it at its own cost within the exit period. Any asset not removed within the stipulated time shall be deemed abandoned and may be disposed of by purchaser without any liability.
- In the event the bidder intends to exit the contract before completion of the contractual period, it shall provide a minimum 60 days' prior written notice to purchaser, clearly stating the reasons for such exit. The bidder shall continue operations during the notice period and ensure uninterrupted services. All outstanding dues, including fixed rent, revenue share, penalties, and statutory liabilities, shall be settled prior to exit.
- Early exit or failure to comply with exit obligations shall be treated as a breach of contract and may result in forfeiture of Performance Security.

3.23 Prices

(i) Price shall be Inclusive of all taxes & duties and all other ancillary charges for delivery at site.

(ii) Prices shall be firm throughout the contract period.

3.24 Award of Contract

a) Notification to Bidder

Purchaser will notify the Bidder that its proposal has been accepted. The notification of award, termed as Letter of Intent/Letter of Award or LOI/LOA in sections to follow, will lead to the signing of the Contract. Upon the Bidder's furnishing of performance bank guarantee, Purchaser will promptly notify each unsuccessful Bidder and EMD will be returned within 15 days of the award of contract.

b) Signing of the Contract

Purchaser shall enter into a Contract, incorporating all Agreements, as specified in this document, with the Bidder. The Bidder shall sign the Contract within 7 business days of LOI.

c) Failure to abide by the terms of Contract

Failure of the Bidder to agree with the Terms & Conditions of the Contract shall constitute sufficient reason for the annulment of the award, in which Purchaser may forfeit the EMD, Performance Bank Guarantee or both.

4. Pre-Qualification Criteria

The Bidders shall submit clear and verifiable documentation in support of each eligibility requirement. Purchaser reserves the right to reject any application that does not meet all the Pre-Qualification Criteria, without proceeding to the short-listing Stage.

Clause No.	Subject	Mandatory Pre-Qualification Requirements	Documents Required
1.	**Legal Entity**	The Bidder(s) must be registered under the Companies Act, 1956 or Companies Act, 2013 or a partnership firm registered under Indian Partnership Act, 1932 or Limited Liability Partnership registered under Indian Limited Liability Partnership Act, 2008 having a valid PAN and having business income in the similar line of business for past 3 years as on 31-03-2025.	Copy of Certificate of Incorporation/ Registration/ Partnership deed.
2.	**EMD**	EMD shall be submitted by the bidder.	Receipt of Payment.
3.	**GSTIN and PAN**	The bidder(s) should have a valid GSTIN and PAN Number.	Copy of the GST Certificate and PAN.
4.	**Annual Turnover**	Average annual financial turnover of the Bidder(s) in the last three years (FY 2022-23, FY 2023- 24 and FY 2024-25), should be at least **INR 1 crore.**	Certification by a Statutory Auditor/ CA/ Company Secretary duly enclosing Audited Balance Sheets (for three years).
5.	**Net Worth**	The Net Worth of the Bidder(s) must be positive as per the last three financial year's FY 2022-23, FY 2023-24, FY 2024-25 audited Balance Sheet.	Certificate duly signed by Statutory Auditor/ CA/ Company Secretary of the Bidder mentioning the net worth.
6.	**Work Experience**	At least 2 retail establishments/outlets running for minimum 3 years in retail business in souvenirs	Proof of establishment, business registration, and retail licenses for relevant outlets
7.	**Blacklist**	The Bidder(s) should not have been blacklisted in the past by any Governmental or quasi-Government entity in India.	Self-declaration on the letter head of the bidder
8.	**MSME Certificate**	If Applicable	MSME Certificate as issued by GoI.
Only those bidders who qualify all pre-qualification criteria as mentioned above shall qualify for Technical Evaluation.			

5. Technical Evaluation Criteria

Clause No.	Subject	Criteria	Max Marks
1.	**Financial Capacity of the Bidder**	• Financial strength (3-year average turnover ending March 2025) • Rs. 1 cr.: 5 marks; Rs. 1.01 cr. to Rs. 5 cr.: 10 marks; Above Rs. 5.01 cr.: 20 marks • Submission of Audited Balance sheets, GST No., PAN No., IT Returns is mandatory	**20**
2.	**Organizational Existence**	• Minimum 3 years' experience/existence in the field of retail business in souvenirs • For 3 years: 5 marks; For each additional year: 1 mark	**10**
3.	**Retail Experience**	• Number of operational outlets in retail business in education/science/book retail /souvenirs segment • 2-3 outlets: 5 marks; 4-6 outlets: 10 marks; More than 6 outlets: 20 marks	**20**
		Total Marks:	**50**
Sectional Cut-off: Minimum 20 marks required to proceed to Presentation Round.			

IMPORTANT: It is mandatory to furnish relevant documents, proof for the requirements mentioned above.

Note-1: The intending bidder must have valid digital signature to submit the bid.

Note-2: *The bidding companies /agencies are required to attest (self-attestation) the scanned copies of documents, along with the bid, signed on each page with seal, to establish the bidders' eligibility and qualifications failing which their bid shall be summarily rejected and will not be considered. The bidders are responsible for what they attest and claim; if, later on, it is found that whatever has been attested by the bidder is not true/ correct, the company/ bidder of the bidder will render itself liable for punitive action including black- listing for purpose of procurement of any service (s), in addition to attracting penal provisions of the agreement.*

Note-3: *The bidders shall execute necessary instrument and documents required by Purchaser in relation to the bidding documents and shall adhere to all notification/amendments as may be issued by the Purchaser from time to time. All costs (including taxes, stamp duties and registration charges if any shall be borne by the bidders)*

Note-4: *The Bidder shall provide necessary license from licensing authority for running the business at Purchaser's site.*

Note-5: *The Technical bid shall not include any financial information. Such a bid shall be summarily rejected.*

6. Presentation Round Evaluation Criteria

Prospective Bidders scoring more than 20 marks in the Technical Evaluation Criteria will present their proposals in the form of a presentation before the evaluation committee:

Sr. No.	Criteria	Max Marks
1	• Retail Concept – Unique, educationally-aligned concept suitable for Nehru Planetarium and scientific mission • Product Mix & Sourcing – Variety, educational authenticity, quality, and sourcing strategy for science-themed merchandise • Retail Design & Layout – Store design, ambience, customer experience aligned with planetarium aesthetic and mission • Marketing & Promotion Strategy – Digital and offline marketing plans targeting educators, students, and families • Customer Service Excellence & Educational Engagement – Staff training in science communication, quality standards, feedback mechanisms	50
	Total	**50**

7. Selection Criteria (QCBS)

(i) The tender shall be awarded on Quality cum Cost Based System (QCBS) selection Basis with 70% weightage on technical score (presentation marks only) and 30% weightage on financial score.

(ii) The financial bid shall be submitted as per given **Annexure V.**

(iii) The financial bids of only those bidders who qualify technically i.e. minimum qualifying marks 70% in Presentation shall be opened. The financial proposal with the lowest quoted rate as per **Annexure V** shall be given a financial score of 100 and the other financial proposal shall be given financial score that are inversely proportionate to their prices. The financial proposal shall be allocated weightage of 30%.

(iv) For working out the combined score, following formula will be used:

Total points= {T (w) x T(s)} +{F(w) x F (s)},
Where F(s) = {(LEC/EC) x 100}

T (w) = weight of technical score which is 0.7
T(s) = technical score obtained by the bidder
F (w) = weight of financial proposal i.e. 0.3
F(s) = financial score of the financial proposal obtained by the bidder.
LEC= Lowest evaluated cost of the financial proposal.
EC= Evaluated cost of the financial proposal

Example for obtaining Technical Score T(s) : If the bidder gets a technical evaluation score of 90 out of 100 after qualifying pre-qualification criteria in the technical evaluation criteria, then the said bidder shall be awarded 63 marks (70% of 90) respectively. The scores will be calculated up to 2 decimal places.

Example for obtaining Financial Score F(s) :- If the highest bid price is Rs. 200, the highest evaluated bidder will get a score of 100% which translates to 30 marks. If the second highest bid is Rs. 100, the bidder will get a score of (100/200) x 100 = 50% that is 15 marks. The scores will be calculated up to 2 decimal places.

(v) The decision of the Purchaser regarding the responsiveness or non-responsiveness of bids shall be final.

(vi) All pages of the Bid documents should be page numbered and indexed.

(vii) The proposals will be ranked in terms of total scores of each bidder. The proposal with the highest total score (Technical + Financial) will be considered for award of contract.

(viii) All scores in the Financial Evaluation will be carried out on the basis on Highest Percentage Revenue Shared offered as per the Financial Bid.

8. Scope of Work

The RFP is for empanelment of an experienced bidder/firm **"To build, operate and manage a Souvenir Shop at Planetarium, Prime Ministers Museum and Library, New Delhi"** is for an initial period of **60 Months** from the Date of Execution of the Contract and can be extended by another **24 months** depending upon the performance of the vendor in running the Souvenir Shop.

8.1 Development and Maintenance of Retail Environment and Ambience

The vendor shall develop and maintain an aesthetically pleasing, functional, and inviting retail environment that aligns with the prestigious stature of the Teen Murti Campus. This includes:

- Retail design reflecting scientific sophistication, contemporary retail standards, and educational mission.
- Display systems that professionally showcase products while maintaining visual harmony with the planetarium's aesthetic.
- Adequate lighting, climate control, and security measures appropriate for merchandise display.
- Organized layout facilitating customer navigation and product discovery.
- Ambient environments enhancing the educational and scientific retail experience.
- Regular maintenance ensuring immaculate presentation.

8.2 Procurement and Display of Souvenir Merchandise

The bidder shall be responsible for sourcing, procurement, and timely availability of high-quality souvenir items aligned with the planetarium's educational mission. The scope includes:

- Sourcing authentic science-themed merchandise, educational materials, and space exploration products.
- Procurement of planetarium-branded products meeting quality and aesthetic standards.
- Collaboration with educational publishers, science communicators, and space-themed manufacturers.
- Compliance with educational authenticity standards and intellectual property requirements.
- Regular inventory management and product rotation based on planetarium exhibitions and themes.
- Display of merchandise in professionally curated arrangements.

8.3 Ensuring Top-Notch Service Quality

The vendor is expected to deliver exceptional customer service standards ensuring visitor satisfaction and educational engagement:

- Deployment of well-trained, knowledgeable, and professional staff.
- Staff trained in astronomy, space science fundamentals, and planetarium exhibitions.
- Implementation of standardized operating procedures for retail operations.
- Regular training and capacity building for staff in space science communication.
- Establishment of a feedback mechanism for visitor suggestions and complaints.
- Point-of-sale systems ensuring efficient and accurate transactions.
- Multi-language customer support where feasible.

8.4 Marketing and Promotion of the Souvenir Shop

The vendor shall undertake marketing initiatives to enhance visibility and patronage:

- Designing marketing campaigns highlighting unique science and educational products.
- Utilization of both online and offline platforms targeting educators, students, and families.
- Social media presence and digital marketing focused on STEM education communities.
- In-store promotions and educational campaigns aligned with planetary events and exhibitions.
- Coordination with planetarium's visitor communications and educational programs.

- Digital catalogs and e-commerce presence (where permitted by institution guidelines).

8.5 Maintenance of the Souvenir Shop

The vendor shall ensure the premises maintain highest standards:

- Daily cleaning and sanitization of retail space.
- Regular maintenance of display systems, lighting, and fixtures.
- Climate control and preservation of merchandise.
- Security protocols for valuable items.
- Regular upkeep and minor repairs with planetarium permission.
- Professional housekeeping standards.

8.6 Performance Monitoring

Performance will be subject to periodic review by designated planetarium authorities:

- Regular compliance checks and quality assessments.
- Visitor feedback and satisfaction surveys.
- Financial performance review against agreed targets.
- Inventory audits and merchandise quality checks.
- Prompt resolution of identified issues and corrective actions.

8.7 General Compliance and Reporting

The vendor shall:

- Adhere to all applicable laws, rules, and regulations including GST, Income Tax, and labor laws.
- Maintain complete transparency in financial operations and inventory management.
- Submit monthly sales reports and inventory statements to the planetarium by the 7th of each month.
- Comply with planetarium's operational guidelines and security protocols.
- Maintain records of all transactions and vendor compliance.
- Regular audits and performance reviews as required.

9 Terms & Conditions

9.1 General Terms

- The purchaser reserves the right to allot the retail space to any vendor/firm or reject any or all bids without assigning any reason.
- A License Deed will be executed between purchaser and the successful bidder. The deed/agreement shall be valid for an initial period of **5 years**, with an option for

extension of **2 additional years** (making total tenure **7 years**) based on satisfactory services and performance evaluation.

- Retail space of **240 Sqft** (exact dimensions to be confirmed in the License Deed) will be provided to the licensee at the planetarium premises.
- **Monthly License Fee**: The licensee shall pay monthly license fee of **Rs. 20,000/- per month** (for FY 2025-26), calculated on the basis of 240 Sqft. The license fee will be increased by 5% every financial year. The license fee is payable by the 7th day of every month. The license fee includes electricity and water charges (to be provided by purchaser).
- **Operating Hours**: The souvenir shop will be open from **10:00 AM to 6:00 PM** on all days when the planetarium is operational (closed only on planetarium's designated closing days).
- **Entry and Security Protocols**: All materials, supplies, and personnel must enter through designated planetarium entry points with temporary passes obtained from the planetarium's security office. Workers must meet security and conduct requirements.

9.2 Operations and Merchandise Standards

The licensee shall be solely responsible for:

  - Procurement and quality control of all merchandise
  - Inventory management and stock monitoring
  - Compliance with intellectual property rights for planetarium collection reproductions and publications
  - Procurement of any necessary licenses for selling specific merchandise categories
- All merchandise must be pre-approved by the planetarium's designated authority before display or sale.
- No defective, expired, or sub-standard products shall be kept for sale. Regular quality audits will be conducted.
- The licensee shall maintain hygiene and cleanliness standards in the retail space, adhering to all health and safety regulations.
- No merchandise unrelated to space science, astronomy, education, or the planetarium's collection shall be sold without prior written permission.
- Competitive and reasonable pricing of merchandise must be maintained to ensure accessibility to visitors across income groups, particularly students and educators.
- **Price List Display**: A prominently displayed price list (in English and Hindi) must be maintained. All pricing and product offerings require approval from the planetarium's designated committee.

9.3 Financial Obligations and Revenue Sharing

- Monthly revenue reports with supporting documentation must be submitted by the 7th of each month.
- All revenue calculations must be transparent and subject to audit by the purchaser authorities.
- Revenue share payments must be made on schedule. Delays beyond 30 days will result in penalties as per the License Deed terms.

9.4 Intellectual Property and Educational Compliance

- All merchandise featuring reproductions of planetarium materials or space science content must comply with intellectual property and educational appropriateness standards set by the planetarium.
- The licensee must provide documentation of sourcing authenticity and educational partnerships where applicable.
- Products must not misrepresent space science concepts, astronomical facts, or make false claims about scientific accuracy.

9.5 Maintenance and Premises Management

- The licensee shall maintain the retail space in excellent condition with regular cleaning, maintenance, and upkeep.
- Any structural modifications, alterations, or additions require prior written approval from the planetarium.
- The cost of repairs, renovation, or maintenance (beyond normal wear and tear) shall be borne by the licensee with purchaser's permission.
- Equipment necessary for retail operations (shelving, POS systems, security systems, etc.) shall be arranged by the licensee at its own cost, subject to planetarium's approval of aesthetics and suitability.
- The licensee shall ensure proper climate control to preserve merchandise quality.

9.6 Prohibitions and Restrictions

- No encroachment outside the designated retail space is permitted.
- The vendor cannot be sublet or transfer the retail space to any other person or organization.
- No structural additions or alterations without written permission from the planetarium.
- The space is designated solely for operating a souvenir shop. No other commercial activity is permitted.
- No money-lending or financial transactions unrelated to merchandise sales shall occur on the premises.
- The licensee shall not close the shop without planetarium's permission, except on designated closing days.

9.7 Employees and Labour Article

- The bidder shall make his own arrangements for the engagement of the employees and labour engaged for implementation of the Project.
- The bidder shall pay rates of wages, and observe conditions of labour, not less favourable than those established for the trade or industry and shall be obliged to follow all the statutory laws and rules applicable.

- The bidder shall comply with all the relevant labour laws applying to his employees, and shall duly pay and afford to them all their legal rights.
- The bidder shall require all such employees to obey all Applicable Laws and regulations concerning safety at work.
- Precautions shall be taken by the bidder e to ensure the health and safety of his staff and labour.
- The bidder shall employ adequate number of appropriately qualified, skilled and experienced persons in order to execute the Project.
- purchaser may require the bidder to remove any person employed on the Project, who in the opinion of purchaser:
    - persists in any misconduct,
    - is incompetent or negligent in the performance of his duties,
    - fails to conform with any provisions of the Agreement, or d) persists in any conduct which is prejudicial to safety, health, or the protection of the environment. The Bidder shall in such cases appoint suitable replacement(s).
- The bidder shall at all times take reasonable precautions to prevent any unlawful, riotous or disorderly conduct by or amongst his staff and labour, and to preserve peace and protection of persons and property in the purchaser premises.
- The bidder shall comply with all applicable safety regulations in its access arrangements and maintenance on Project Site(s).
- The bidder shall take all reasonable steps to protect the environment (both on and off the Project Site(s)) and to limit damage and nuisance to people and property resulting from pollution, noise and other results of its operations.
- During the implementation of the Project, the bidder shall keep the Project Site(s) free all unnecessary obstructions, and shall store or dispose of any equipment or surplus materials.
- The bidder shall in a timely manner clear away and remove from the Project Site(s) any wreckage, rubbish no longer required.
- The bidder shall not store any hazardous, explosive or inflammable materials on the Project Site(s), without providing for suitable arrangements in respect of storage of such articles as per the Applicable Laws and prevalent practice.

9.8 Insurance

Throughout the Contract Period, the Bidder shall, in accordance to Good industry Practice, at its cost and expense, purchase and maintain by due re-instatement or otherwise all the necessary insurances required for the Project. During the Operations Period this shall include but not be limited to the following:

- operations and maintenance All Risks cover;
- loss, damage or destruction of the Project Facility, at replacement value during the Operations Period
- Comprehensive third party liability insurance including injury or death to personnel/ representatives of Persons who may enter the Project Site(s)
- workmen's compensation insurance any other insurance that may be necessary to protect the Bidder, its employees and its assets against loss, damage, destruction, business interruption or loss of profit including insurance against all Force Majeure Events that are insurable.

9.9 Dispute resolution

In the event that the Parties are unable to agree in good faith about the occurrence or existence of a Force Majeure Event, such Dispute shall be finally settled in accordance with the Dispute Resolution Procedure: provided that the burden of proof as to the occurrence or existence of such Force Majeure Event shall be upon the Party claiming relief and/or excuse on account of such Force Majeure Event. In case of any Disputes the decision of purchaser shall be binding on the bidder.

9.10 Indemnity by the bidder

Without limiting the generality the bidder shall fully indemnify, save harmless and defend purchaser from and against any and all loss and damages arising out of or with respect to:

- failure of the bidder to comply with Applicable Laws and Applicable Permits.
- payments of taxes relating to the bidder contractors, suppliers and representatives, income or other taxes required to be paid by the Bidder without reimbursement hereunder, or
- non-payment of amounts due as a result of materials or services furnished to the Bidder or any of its Contractors which are payable by the bidder or any of its contractors.

Without limiting the generality of the provisions of this Article, the bidder shall fully indemnify, save harmless and defend the purchaser indemnified Person from and against any and all suits, proceedings, actions, claims, demands. liabilities and damages which the purchaser indemnified Persons may hereafter suffer, or pay by reason of any demands, claims, suits or proceedings arising out of claims of infringement of any domestic or foreign patent rights, copyrights or other intellectual property, proprietary or confidentiality rights with respect to any materials, information ,design or process used by the bidder or by the bidder 's Contractors in performing the bidder 's obligations or in any way incorporated in or related to the Project. If in any such suit, claim or proceedings, a temporary restraint order or preliminary injunction is granted, the bidder shall make every reasonable effort, by giving a satisfactory bond or otherwise, to secure the suspension of the injunction or restraint order. If, in any such suit claim or proceedings, the Project, or any part, thereof or comprised therein is held to constitute an infringement and is use is permanently enjoined, the bidder shall promptly make every reasonable effort to secure for purchaser a license, at no cost to purchaser, authoring continued use of the infringing work. If the bidder is unable to secure such license within a reasonable time, the bidder e shall, at its own expense and without impairing the specifications and standards either replace the affected work, or part, or process thereof with non-infringing work or parts or process, or modify the same so that it becomes non-infringing.

9.11 Compliance and Regulatory Requirements

- The licensee shall comply with all applicable laws including GST, Income Tax, labor laws, and municipal regulations.
- Valid business license and trade registration must be maintained at all times.

- All mandatory licenses (if any) for specific merchandise categories must be obtained and maintained by the licensee.
- The licensee shall obtain and maintain compliance with goods and services regulations and all related compliance requirements.
- All insurance requirements shall be the responsibility of the licensee.

Annexure –I

Annexure-I: Bidder's Details

[On the letterhead of the Bidder]

1	Name of the Company	
2	Name and Designation of Authorized Signatory	
3	Office Address of the Company / Communication Address:	
4	Office Phone No: Mobile No:	
5	Fax: E-Mail ID:	
6	GST Number: PAN Number:	
7	Company's Bank Account details	**Bank Account No.** **Name of the Bank:** **IFSC Code:**
8	Number of Retail Outlets Currently Operating	
Particular Details of the Bidders Representative		
8	Contact Person: Designation: Tele Phone / Mobile No: E-Mail ID:	

UNDERTAKING

1. I, the undersigned, certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.

Authorized Signatory (signature in full):_____

Name and Title of Signatory: _____

Company Rubber Stamp: _____

Annexure –II

Annexure-II: Bid Form

[On the letterhead of the Bidder]

(Bidders are requested to furnish the Bid Form in the Format given in this section, filling all details and to be submitted on Letter Head in original)

To,

The Director
Prime Ministers Museum and Library
Teen Murti House
New Delhi 110011

Sub*:* Selection of a Suitable Vendor to Build, Operate and Manage a Souvenir Shop at Planetarium, Prime Ministers Museum and Library, New Delhi

Dear Sir,

We the undersigned bidder/(s), having read and examined in detail the specifications and other documents of the subject Tender, do hereby propose to execute the project as per the "scope of work" as set forth in your Bid documents.

The enclosed bid shall remain valid for a period of 180 days from the date of opening.

We have enclosed the required EMD, and we also confirm that the requirements of performance bank guarantee as specified would be met, if our proposal is accepted.

We agree that PMML reserves the right to accept in full/part or reject any or all the bids received or split order within successful bidders.

Dated, this ……. day of ..... 20….

Thanking you, we remain,

Authorized Signatory (Signature In full): _____
Name and title of Signatory: _____
Stamp of the Company: _____

Annexure –III

Annexure-III: Financial Capability of Bidder

[On the letterhead of the Bidder]

#	Financial Year	Turnover in Indian Rupees	Document Page No.
A	2022-2023		
B	2023-2024		
C	2024-2025		

Note: The bidders shall provide IT Return of above stated financial years.

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

Annexure –IV

Annexure-IV: Details of Bidder's Experience

[On the letterhead of the Bidder]

This is to certify that we are successfully running below mentioned Retail/Educational/Science Retail/Book Businesses. Work orders for the same are attached in the bid for your ready reference.

S. No.	Name of the Work/Project	Client/ Organisation	Start Date	End Date (if any)	Remarks
1.					
2.					
3.					
4.					

Note: Attach copies of relevant documents.

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

Annexure –V

Annexure-V: Financial Bid Format

[On the letterhead of the Bidder]

S. No.	Itemized	Rate
1	Percentage Revenue share offered	

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

Annexure –VI

Annexure-VI: Document Checklist

[On the letterhead of the Bidder]

S. No.	Document Description	Submitted (Yes/No)	Page Number
1.	Bidder's Details **Annexure -I** [On the letterhead of the Bidder]		
2.	Bid form **Annexure -II** [On the letterhead of the Bidder]		
3.	Certificate of Incorporation / Registration / Partnership Deed /Consortium/JV MoU Agreement		
4.	Earnest Money Deposit (EMD)		
5.	Copy of PAN Card /GSTIN Certificate		
6.	Positive Net Worth Certificate		
7.	Audited Financial Statements of the last 3 financial years		
8.	Details of Bidder's Experience : Copies of Work Orders / Completion Certificates / Contracts for each listed project as per **Annexure -IV** [On the letterhead of the Bidder]		
9.	Declaration regarding blacklisting/nonblacklisting [On the letterhead of the Bidder]		
10.	Declaration of No Conflict of Interest		
11.	MSME Certificate (If Applicable)		
12.	Signed copy of the complete RFP document and its corrigendum (if any), as token of acceptance of terms & conditions		
13.	Financial Capability of Bidder: Annual turnover of the bidder for each year for past 3 Years. **Annexure -III** [On the letterhead of the Bidder]		
14.	Financial Bid Format **Annexure - V** [On the letterhead of the Bidder]		
15.	Document Checklist **Annexure - VI** [On the letterhead of the Bidder]		

Note: All the documents as mentioned in pre-qualification criteria, technical criteria and checklist document shall form part of the complete Technical Bid. The bidder must sign on each supporting statement, undertaking, document, certificate etc. uploaded by it, thereby owning the responsibility for their authenticity and correctness.

Annexure –VII

Annexure-VII: Indicative List of Souvenir Items

[On the letterhead of the Bidder]

Sr. No.	Description of Items	Specification
1	Planetarium Coffee Table Books	High-quality photography, constellation guides, space exploration history
2	Astronomical Posters and Charts	Star maps, constellation charts, planetary system diagrams, solar system photos, planet photos
3	3D Solar System Models	Scaled replicas, educational material on planetary characteristics
4	Telescope Accessories and Guides	Beginner telescope kits, observation guides, star-finding tools
5	Science Themed Merchandise (T-shirts, Hoodies)	Planetarium-branded, space-themed designs, high-quality prints
6	Educational Puzzle Games	Space-themed STEM learning games, constellation puzzles
7	Planetarium Exhibition Catalogs	Complete exhibition documentation, research materials
8	Glow-in-Dark Star Maps	Interactive learning tools, bedroom decoration for astronomy enthusiasts
9	Space Exploration Books	Children's and adult space science books, biography of astronauts
10	Planetarium DVDs and Digital Media	Educational space documentaries, show recordings
11	Astronomical Instruments (Planisphere, Sextant)	Educational navigation tools, historical astronomical instruments
12	Meteorite and Mineral Specimens	Authenticated samples with certificates, educational labels
13	Space Mission Memorabilia	Mission patches, space bidder merchandise, authentic replicas
14	Planetarium Branded Stationery	Notepads, pens, pencil, pencil-box, bookmarks with space themes

15	Science Communication Journals	Peer-reviewed space science publications, research papers
16	Planetarium Show Merchandise	Limited edition items from current exhibitions
17	Educational Digital Subscriptions	Access codes for online astronomy learning platforms
18	Handcrafted Space-Themed Items	Locally made astronomical artworks, educational crafts
19	Planetarium Gift Sets	Curated packages combining books, merchandise, and memorabilia
20	Digital Planetarium Apps and Software	Educational astronomy simulation software, app subscriptions
21	Planetarium related memorabilia	Coffee Mugs, Badges, Post cards, Commemorative Stamps, T-shirts, Caps, Posters of great scientists, Models of Celestial Sphere etc.

AGREEMENT

This Agreement is made on the ……day……. (Month) ……(Year) between the **Director, Prime Ministers Museum & Library, Teen Murti House, New Delhi 110011, India**, hereinafter called **"the Purchaser"**, (which expression shall, unless excluded by or repugnant to the context, be deemed to include its successor in office and assigns) of the one part AND _____, represented by their Director, hereinafter called **"the Bidder"** (which expression shall, unless excluded by or repugnant to the context, be deemed to include its/their heirs, successors, executors, administrators, representatives, technology partner and assigns) of the other part, under which the bidder shall provide services as Build, Operate and Manage a Souvenir Shop at Planetarium, Prime Ministers Museum and Library, New Delhi as per the Terms of Reference given in the Bid Document.

NOW THIS AGREEMENT WITNESSETH as follows:-

1. In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms and Conditions of contract hereinafter referred to or as referred in RFP document.

2. PMML, The Purchaser is desirous to for Build, Operate and Manage a Souvenir Shop at Planetarium, Prime Ministers Museum and Library, New Delhi. In accordance with Bidder's Technical & Financial proposal from the date of signing of agreement at the contract price of ₹ _____/- (Rupees _____ only) + applicable GST as indicated in your financial bid.

3. The bidder has been selected on the basis of the bid response, to undertake the project of Build, Operate and Manage a Souvenir Shop at Planetarium, Prime Ministers Museum and Library, New Delhi.

4. The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz:
   - **a.** RFP Document
   - **b.** General Terms and Conditions
   - **c.** Payment Schedule

5. In consideration of the payments to be made by the Purchaser to the bidder as herein after mentioned, the bidder hereby covenants with the employer to provide the services to Build, Operate and Manage a Souvenir Shop at Planetarium, Prime Ministers Museum and Library, New Delhi as per the Tender Document (Tender No. - PMML/RFP/PLANETARIUMSOUVENIR/2025**).**

6. The Purchaser hereby covenants to pay the Bidder in consideration of completion of the services as per the provisions given in the Tender Document. (Tender No. - PMML/RFP/PLANETARIUMSOUVENIR /2025**)**.

7. Being the sum stated in the letter of acceptance subject to such additions thereto or deduction there from, as may be made under the provisions of the contract at the times in manner prescribed by the contract/ tender document.

8. Duration of the Agreement - The Contract shall be initially valid for the duration of **60 Months** from the date of signing of this agreement.

IN WITNESS WHEREOF the parties hereto have signed the Agreement on the day and the year first above written.

For and on behalf of the Bidder/Bidder	**For and on behalf of the Purchaser**
Name of the Signatory & **Designation of the Officer** **Stamp/Seal of the Bidder/Bidder**	**Name of the Signatory &** **Designation of the Officer** **Stamp/Seal of the Purchaser**
Witness 1:	**Witness 1:**
Signature Name: Address: Contact no:	Signature Name: Address: Contact no:
Witness 2:	**Witness 2:**
Signature Name: Address: Contact no:	Signature Name: Address: Contact no: