

**VM No. 938/IXA-280/2011**

**Dated: 4<sup>th</sup> June 2011**

## **NOTICE INVITING TENDER**

Tenders under two-bid system are invited for running the Museum Shop in Victoria Memorial Hall under PPP model as per the terms and conditions mentioned in the enclosure, from firm / shop / agency having atleast 5 years experience of running a museum shop / souvenir shop / gift shop in an airport / a five star hotel or similar institutions in atleast one of the metro cities. The private partner should have a turn over of atleast Rs. 3 crores in each of the last three financial years.

### **Submission of Tender:**

The tender is required to be submitted in the following manner:

**Envelope 1:** It will contain the earnest money of Rs.10,000/- (Rupees ten thousands) only in the form of a Bank Draft drawn on any Nationalized bank payable at Kolkata in favour of %The Trustees of Victoria Memorial Hall, Kolkata+. The envelope should be sealed and the words %Earnest Money+should be written clearly on the envelope.

**Envelope 2 (Technical Bid):** This envelope shall contain the following documents:

- i) A one-page write up introducing the agency.
- ii) Documents showing atleast 5 years experience of running a museum shop / souvenir shop / gift shop in an airport / a five star hotel or similar institutions in atleast one of the metro cities.
- iii) Copies of Trade Licence, PAN card, Sales Tax and Professional Tax Registration Certificate.
- iv) Copies of Form-16 and Audited accounts statement for last three financial years.

This envelope should be superscribed with the words %Technical Bid+.



**Envelope 3 (Financial Bid):** This envelope shall contain the Financial Offer of the Agency, to be payable to Victoria Memorial Hall, on its letter head as percentage of the sale proceeds. The words Financial Bid should be clearly mentioned on the Envelope.

**Envelope 4:** All the above three envelopes will be sealed in a big envelope superscribed with Tender for running a Museum Shop on PPP model at VMH and should be addressed to The Secretary & Curator, Victoria Memorial Hall, Kolkata. The tenders are required to be dropped in a tender box kept in the office-chamber of Administrative Officer, Victoria Memorial Hall, 1 Queen's Way, Kolkata-700071 on or before 2 pm on 23<sup>rd</sup> June 2011. The envelopes 1 & 2 will be opened first on the same day at 3 pm by the Selection committee formed by the VMH for the purpose. A list of agencies qualified on the basis of the technical bid will be published on the notice board of VMH by 2 pm on 25<sup>th</sup> June 2011. The financial bid of only qualified agencies will be opened at 3 pm on 27<sup>th</sup> June 2011 in the office-chamber of the Administrative Officer, VMH. The authorized representatives of the qualified agencies may remain present during opening of the Financial Bid.

Victoria Memorial Hall will reserve the right to accept or reject any tender without assigning any reason thereof.

For any clarifications, the interested agency may contact the undersigned between 10.30 am to 5 pm on any working day on 9433154182. No call will be entertained beyond this period.

**Administrative Officer  
Victoria Memorial Hall**

**Copy to:**

1. The Accounts Officer
2. The Office Superintendent



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3. Shri G. Nabi, Head, Documentation Unit. He is requested to get it published on our official website.
4. The Airport Manager, Netaji Subhas Chandra Bose International Airport.
5. The Public Relation Officer, Hotel Taj Bengal/Hyatt Regency/ITC Sonar Bangla/The Park/ Oberoi Grand/ Swissotel for making wide publicity through their notice board.
6. Office Notice Board.

**(Enclosure to the Notice inviting Tender VM No. 938/IXA-280/2011  
Dated: 4<sup>th</sup> June 2011)**

**General Terms and Conditions**

1. **Space for shop:** VMH will make available a space of around 300-400 sq.ft. to the private partner. The initial internal and external decoration will be done by Victoria Memorial Hall. If the private partner intends to change the internal setting of the museum shop, it will be free to do so at its own expense subject to the prior approval of Victoria Memorial Hall.
2. **Electric connection:** VMH will provide electrical connection to the private partner. The monthly electrical consumption charges will be borne by the private partner.
3. **Intercom:** One intercom set will be provided by VMH.
4. **Period of partnership:** The partnership will initially be for three years that may be extended for further period on mutual agreement.
5. **Manpower & logistics:** The selected private partner will provide all manpower for selling the souvenir items, maintaining the account and all other works relating to museum shop. They will also supply / arrange for all logistics except otherwise specified in this guideline. VMH will not be responsible for any liability incurred by the private partner for providing manpower.
6. **Shop hours:** The private partner will keep the museum shop open on all days on which museum will remain open from 9 am to 6 pm.
7. **Items to be sold from museum shop:** The private partner will be free to sell souvenir items of its own choice from the museum shop subject to the following condition.

- (i) At least 30 (thirty) percent of the items to be displayed in the shop will be souvenir relating to VMH. The private partner will be allowed to produce / manufacture either by itself or through a third party, the souvenir items relating to VMH using the photographs / prints / sketches / graphics of VMH building, garden and objects on the outside of the building. They will, however, be not authorized to use the replicas / photo/reprints etc. of objects displayed or stored inside VMH unless otherwise permitted by VMH authorities.
- (ii) Upto 20%, the publications like books, catalogue, brochure, souvenir items like picture post cards / replicas / greeting cards / albums etc. produced by VMH.
- (iii) The remaining 50% of the items related to history, art, culture, Kolkata, West Bengal or India to be displayed will be of the choice of the private partner. The private partner will however be required to take the permission of VMH authorities for displaying and sell any item from the museum shop.

**8. Sharing of revenue:**

- (i) For items produced by VMH, the private partner will get a share of 10% on the MRP of the items.
- (ii) The private partner will provide VMH a share of revenue as may be determined through tender.

The share of VMH will have to be reimbursed to VMH after each month.

- 9. Accounts:** All accounts will be maintained by the private partner. The private partner will submit to VMH every month on a fixed day a statement showing the sale proceeds of items on each day. VMH will have the right to prescribe the format of statement/report.

10. **Inspection:** VMH will have the right to inspect the accounts, stock books etc. any time through his authorized representative or auditor.
11. **Agreement:** The selected partner will have to enter into an agreement with VMH immediately after the selection through tender.
12. **Taxes:** The agency selected to run the Museum Shop will be responsible for payment of all taxes, fees and charges payable for running the Museum Shop to the appropriate Government Authority in time.
13. **Compliance to Government Laws and Rules:** It will be the responsibility of the private partner to comply with all the Government Laws and Rules in force, pertaining to environment, running of shops and establishment etc.
14. **Audit:** The Agency shall arrange for audit of the accounts of the museum shop at VMH through a Chartered Accountant, at its own cost and submit to VM authority the annual audited accounts after the end of each financial year by the month of June next.
15. **Termination of the agreement:** The agreement signed between VMH and the selected agency will be terminated by VMH if the selected agency violates any terms and conditions mentioned above and in the agreement.

**Administrative Officer  
Victoria Memorial Ha**