

PRESIDENT'S SECRETARIAT

(Art Section)

No. 25014/2/2023-RBM

24th January, 2024

Expression of Interest (EOI)

President's Secretariat, Rashtrapati Bhavan, New Delhi on behalf of the President of India, invites Expression of Interest for "**Selection of an agency to run Curio Shops at Rashtrapati Bhavan, Museum, 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 regarding e-submission of the EOI, through Central Public Procurement Portal for e-procurement at: [https:// www.eprocure.gov.in/ eprocure/ app](https://www.eprocure.gov.in/eprocure/app). Only on -line EOI would be accepted.

Sr. No.	Item	Date and Time
1.	EOI Publish Date	24.01.2024 17:00 hrs.
2.	EOI document Download Start Date and Time	24.01.2024 17:00 hrs.
3.	Consultation Meeting Date and Time	01.02.2024 11:00 hrs.
4.	Proposal Submission Start Date and Time	01.02.2024 11:00 hrs.
5.	Proposal Submission End Date and Time	08.02.2024 15:00 hrs.
6.	Proposal Opening Date and Time	09.02.2024 15:00 hrs.


(Pankaj Protim Bordoloi)
Deputy Director

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The President's Secretariat may also withdraw or cancel the EOI at any time without assigning any reasons thereof.

President's Secretariat reserves the right, without any obligation or liability, to accept or reject any or all applications, at any stage of the selection process, to cancel or modify the process or any part thereof, or to vary any or all the terms and conditions at any time, without assigning any reason whatsoever.

The issue of this EOI does not imply that the President's Secretariat is bound to select Applicant / Agency or to appoint the Successful Applicant / Agency, as the case may be. The President's Secretariat reserves the right to reject all or any of the Applicant / Agency or EOI response without assigning any reason whatsoever.

The Applicant / Agency shall bear all its costs associated with or relating to the preparation and submission of its EOI response including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by President's Secretariat, or any other costs incurred in connection with or relating to its response. All such costs and expenses will remain with the Applicant / Agency and President's Secretariat shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant / Agency in preparation or submission of the EOI response, regardless of the conduct or outcome of the evaluation Process.

Eligibility Criteria: -

S. No.	Criteria	Supporting Documents to be furnished
1.	<p>Legal Entity</p> <p>The Applicant / Agency must be:</p> <p>a. Incorporated and registered in India under the Indian Companies Act 1956/2013 or LLP registered under LLP Act, 2008</p>	Certificate of Incorporation /Copy of Registration Certificate(s)
	<p>b. Shall be in operation in India for minimum three (3) years.</p>	
2.	<p>Annual Turnover</p> <p>The Applicant / Agency must have an annual turnover of minimum 1 crore per year during the last three financial years ending 31st March 2023.</p>	Certificate from the CA as per the form -3 Copy of ITR copy for the last three years
3.	<p>The Applicant / Agency shall submit the GST/TAN certificate as a supporting document</p>	<p>Copy of Certificate</p> <p>Copy of PAN & GST registration</p>
4.	<p>Similar Work Experience</p> <p>The Applicant / Agency should have Similar work experience in the last three years.</p> <p>Similar work experience includes selling/manufacturing replicas of heritage monuments, sculptures and Indian antiquities, Traditional skill based cultural product (handicrafts etc.).</p>	Copy of work registration highlighting the nature of work (As per Form-4)

5.	Not Blacklisted The Applicant / Agency should not have been blacklisted by (Central Govt./State Govt. / Centre/State PSUs/ Autonomous Body) in the last three years from the EOI submission date	Self-declaration from the Applicant / Agency in company letter head, signed by authorized signatory. (As per the Form -5)
6.	Positive Net Worth The net worth of the Applicant / Agency firm should not be negative on date of submission of EOI and should have not eroded by more than 30% (thirty percent) in the last three years	Net-worth certificate from chartered accountant needs to be enclosed. (As per Form-3)

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, Himachal Pradesh is a presidential 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 curio store, exhibiting souvenirs and memorabilia related to the Rashtrapati Bhavan has been functional at the Rashtrapati Bhavan since May 2010. Curio 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.

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 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 Curio Shops at the Rashtrapati Bhavan, the Rashtrapati Bhavan Museum, New Delhi, Rashtrapati Nilayam, Bolarum, Hyderabad and Rashtrapati Niwas, Mashobra with the following objectives:

- Development of a cross promotional strategy for generating interest and enhanced footfalls in all the Presidential Estates
- Ensuring the conservation of all identified crafts and livelihood of the local craftsman
- Generating livelihood, employment and entrepreneurship
- Encouraging technology start-ups schemes

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

Scope of Work

Desired Scope of Work

(i) President's Secretariat intends to run Curio Shops at Rashtrapati Bhavan Museum, New Delhi, Rashtrapati Nilayam, Bolarum, Hyderabad and Rashtrapati Niwas, Mashobra, Shimla.

(ii) Applicant / Agency should manage and operate the Curio Shops allocated at the designated place in the premises of the museums at all three places.

(iii) Applicant / Agency shall be responsible for the refurbishment, interiors and any other furniture's required at the shops.

(iv) The Applicant / Agency shall promote/sell local crafts/products/replicas of antiquities at the Curio Shops. All products to be made in India (material sourcing, manufacturing and packaging).

(v) The Applicant / Agency shall run the Curio stores in the Rashtrapati Bhavan, the Rashtrapati Bhavan Museum, Rashtrapati Nilayam Hyderabad, and Rashtrapati Niwas Mashobra, for a period of 3 years.

(vi) The Applicant / Agency shall also operate an additional extension of the curio store during the Udyan Utsav (open for three months in a year) at the Amrit Udyan.

(v) Traditional, skills based cultural products identified and containing the unique features and characteristics of the traditional art-form produced through traditional methods or modern production methods.

- (vi) Replicas of Rashtrapati Bhavan, site models, pre-historic arch produced through handicraft or modern production methods and 3D printed arts.
- (vii) All Government of India listed products categorized as 'Handicraft'.
- (viii) Approval of the President's Secretariat shall be taken before sale of all products.
- (ix) Logo of Rashtrapati Bhavan shall be kept on all items.
- (x) Such items shall be considered for sale, which are frequently not found in the market.
- (xi) Any products made of plastic will not be allowed to be sold.
- (xii) Applicant / Agency shall sell the books pertaining to Rashtrapati Bhavan.
- (xiii) Shop shall be open as per the scheduled visitor's time at the prescribed time and no staff shall stay at the shop after the close of shop. The Staff shall have proper dress code which shall be decided in the consultation with President's Secretariat.
- (xiv) The Applicant / Agency shall not indulge in the following activities:
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- (a) Any product/Service, sale of which is unlawful/ illegal or deemed unlawful under any Act.
 - (b) Any product, storage and sale of which may lead to or be considered as a fire hazard, such as firecrackers, industrial explosives, chemicals, etc.
 - (c) Sale of liquor/alcoholic/intoxicant.
 - (d) Sale of tobacco and tobacco products.
 - (e) Sale of food items of any kind.
 - (f) Defacement of the building structure or facade or boundary.
 - (g) Use of loudspeakers.
 - (h) Use of musical instruments and band etc. without requisite permissions/approvals from concerned/ Competent Authority.
- (xv) The electricity connection provided by CPWD, Rashtrapati Bhavan, and the Applicant / Agency shall be liable to pay the due electricity charges. At the time of contract expiration or vacating the shop, the application shall clear all the electricity charges and submit the No-dues certificate to the President's Secretariat
- (xvi) On the Expiration of the contract or termination of the contract, the Applicant / Agency shall vacate the shop within 10 days.

(xvii) At the end of contract or termination whichever is earlier, the Applicant / Agency shall hand over the shop to President's Secretariat in the original state as it was provided to the Applicant / Agency. In case the Applicant / Agency does not take away the interiors/ furniture, the President's Secretariat shall not be liable to pay any charges to the Applicant / Agency.

(xviii) If any damage is caused to the shop, the Applicant / Agency shall be liable to pay the cost of repair and any penalty which will be adjusted against the security deposit.

(xix) The Applicant / Agency shall deposit the security amount equivalent to the 12 months in advance to the President's Secretariat.

(xx) The Applicant / Agency shall pay the rent of Curio Shop to CPWD, Rashtrapati Bhavan through Bharatkosh.gov.in every month.

Other Terms and Conditions

1. The President's Secretariat reserves the right to allot the Curio Shops to any Agency/ applicant. It may be deemed proper and to reject any or all the application without assigning any reason.
2. A license deed will be executed between the President's Secretariat and the successful applicant/ agency. The deed/ agreement shall be valid initially for a period of 3 years, which may be extended depending upon satisfactory services.
3. A covered space in the Curio Shops (Rashtrapati Bhavan -280 sq.ft, Rashtrapati Bhavan Museum- 260 sq. ft, Rashtrapati Nilayam, Hyderabad-210 sq. ft and Rashtrapati Niwas, Shimla- 160 sq. ft.) will be provided to the applicant/ agency, on a monthly licence fee of Rs 27.55 per sq. ft. p.m. for using the shop which will be deposited through Bharatkosh.gov.in and receipt will be deposited to EE, PED (CPWD) as well as EBA Section of President's Secretariat by the licensee. The rental charges will be increased @5% every financial year irrespective of execution of license deed.
4. The timing of Curio shops will be from 9:30 A.M. to 5 P.M. or as prescribed by the President's Secretariat.
5. The entry of vehicles/workers/supply of materials into the President's Estate is through temporary entry passes to be made by the Security Office of the Rashtrapati Bhavan for which the licensee shall submit the details in advance. Workers with good conduct records only would be allowed to work and the Officer-in-Charge has full power to refuse entry to any worker on grounds of misbehavior, misconduct or security issues.
6. The Department shall not be responsible for any injury to workers on site due

to accident or malfunctioning of the equipment or by negligence of the staff. Such costs shall be borne by the vendors.

7. No compensation shall be payable to the licensee for any damage caused by natural calamity (Rain, storm, earthquake and other calamity) during the execution of work.
8. If any Force majeure circumstances arise each of the contracting party shall be excused for non-fulfilling or for delayed fulfillment of its contractual obligation if affected party informs within two days of its concurrence and inform the other party in writing. Force majeure shall mean, fire, flood, natural calamities, or any act of war, turmoil, sabotage explosion and quarantine restrictions beyond control of either parties.
9. The vendor/ licensee shall be entitled to use the space to run Curio Shop in the President's Estate, New Delhi, Rashtrapati Nilayam, Bolarum, Hyderabad and Rashtrapati Niwas, Mashobra, Shimla. It shall not be used for any other purpose. It shall not be used contrary to the layout plan and user of the premises.
10. The licensee shall not use any neon signboard or advertisement board etc. without prior permission of the President's Secretariat.
11. The licensee shall obtain information regarding fire fighting arrangements and shall make any/ all arrangements/ provisions for the fire detection safety/ fighting arrangement as may be prescribed by the Chief Fire Officer of President's Secretariat/ licensor.
12. That the Court of Estate Officer, President's Secretariat only shall have the jurisdiction to entertain any application in respect of any proceedings under this agreement.
13. No change of trade will be permitted.
14. No encroachment outside the premises will be permissible.
15. The licensee shall pay monthly rent charges, electricity and water consumed by the licensee through Bharatkosh.gov.in
16. The equipments like tables, chairs, etc. to operate the Curio shop shall be arranged by the licensee at its own cost as per norms of the respective State Government.
17. The Licensee shall not claim ownership right or perpetual lease in respect of space provided and that the licensee is fully aware that the space provided cannot be transferred in the name of any individual/organization(s).
18. The cost of repairs/renovation/replacement to the Curio shops will be borne by the Licensee with due permission/ intimation of President's Secretariat.
19. The area in the neighborhood will at all times be kept in clean and sanitized

conditions.

20. No noxious articles, or material considered unfit for human consumption will be kept or exposed for services/sale on the premises.
21. The Licensee shall not keep any other item for sale in the premises which are not covered by this license agreement.
22. The Licensee shall display the price list in a prominent place in the Curio Shops, printed in English and Hindi. The prices charged for running the Curio shops by the Licensee will not be higher than that in the prevailing local market.
23. Sales on credit will be entirely at the risk of the Licensee. The Licensee will not give loan of any kind to the residents of the President's Estate and that money lending business of any kind will not be conducted on the premises provided under this deed.
24. The Licensee shall not close the Curio Shops on account of public hartal or for any other reason without the permission of the Licensor.
25. The Licensor or any other person(s) deputed by the licensor shall inspect the Curio shops in the premises. If anything is found to be unsatisfactory by the licensor, the licensee agrees to pay a fine to be levied at the discretion of the licensor.
26. The Licensee shall comply with the byelaws of the New Delhi Municipal Council (NDMC) in force/ respective states. The requisite license to carry the business of the Curio Shops will be obtained by the licensee from NDMC/ respective States. The licensee shall pay for all taxes and impositions on account of running the Curio shops.
27. The licensee shall abide by the instructions/orders issued by the licensor regarding any security arrangements in the President's Estate, Rashtrapati Nilayam, Bolarum, Hyderabad and Rashtrapati Niwas, Mashobra, Shimla and that failure on the part of the licensee to comply with these instructions/orders will render them liable to terminate the Licence Deed.
28. The licensee shall have no objections to the security checks at the entry gates as and when required of the items/products being transported to the Curio Shops for sale/services.
29. The licensee shall not transfer or sublet the premises provided or transfer the business of the Curio shops to any other person/establishment or any other person deputed by it.
30. The Licensee shall not carry out any structural addition or alteration to the premises provided without the written permission of the Licensor or any other person deputed by it.
31. Disconnection of electricity and water supply provided to the premises in the

event of its failure to pay statutory dues for more than two months.

32. In the event of complaints being made against the Licensee by the visitors and staff of President's Secretariat, New Delhi, Hyderabad and Mashobra, Shimla, the nature of such complaints being of overcharging, dishonest dealing of services/ selling articles of inferior quality or by the duly authorized representative of the President's Secretariat regarding the Curio Shops or contents and surroundings not being kept clean and of insanitary conditions prevailing and in the event of these complaints being found to be correct, or for a breach of any or all the terms and conditions set forth herein or for any reasons considered by the Licensor or any other officer so authorised by it, to be justifiable, which need not necessarily be disclosed, this agreement may be terminated by the assigned at its discretion according to the circumstances of the case or it can be terminated without ascribing any reason. Further, the Licensee accepts that the orders of the Licensor will be final in the case of dispute arising out of this agreement and that no appeal shall lie with any court of law or other authority against its decision.
33. The Licensee shall on expiry of license period or its earlier revocation by the Licensor surrenders the property and delivers the same to the Licensor.
34. This license deed shall never be construed as any tenancy agreement or lease nor otherwise creating any other right or interest in the property in favour of the Licensee which is not at all the intention of the parties.
35. In the event of this agreement/deed not being renewed on its expiry, the Licensor will not be called upon to pay compensation for any improvement, etc. made to the building by the licensee at its own cost, either before or after this agreement was entered into.
36. The Licensee will be responsible for timely renewal of the license deed, and they will not be allowed to carry out commercial activity after expiry of the license deed. Compliance with the terms and conditions mentioned in the deed must be ensured.
37. The Secretary to the President will have the right to terminate the lease at short notice in the case of building being required for government use.
38. Revenue sharing will be decided mutually for the period of engagement in an ascending proportion towards the end of the period of contract.
39. The Licensee is bound to maintain highest standard, both for the functioning and services, at the Curio Shops.
40. The vendor may be determined for running Curio shops after presentation by the agency/ firm in front of committee duly constituted with the approval of competent authority in President's Secretariat, if required.

"I Accept all the Terms & Conditions laid down above".

(Signature of the Vendor)

List of Presidential Estates

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

Form – 1

Application Form for EOI for the selection of an agency to run the Curio Shop at Centrally Protected Monuments.”

(On Official letterhead of the Applicant / Agency)

Reference No:

Dated:

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

Sub: EOI for Selection of an agency to run the Curio 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 EOI Document and understood their contents, hereby submit my/our Proposal for the aforesaid **EOI for Selection of an agency to run the Curio 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 EOI and selection process. The EOI 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 EOI for selection of **EOI for Selection of an agency to run the Curio 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 EOI 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 President's Secretariat any additional information it may find necessary or require to supplement or authenticate the EOI.
3. I/ We acknowledge the right of the Authority to reject our EOI 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 EOI 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 EOI 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 EOI 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 EOI 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 EOI 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 EOI 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 EOI document.

6. I/ We agree and understand that the Proposal is subject to the provisions of the EOI Documents. In no case, I/we shall have any claim or right of whatsoever nature if the work as mentioned in above subject are 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 EOI Document.
8. I/ We shall keep this offer valid for 90 (Ninety) days from the Proposal due date specified in the EOI.
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, EOI 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 EOI 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).

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- 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 and 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)	

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

For and on behalf of

(Name of the Applicant / Agency)

Signature

(Name of the
Authorized
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	2022-2023		
2	2021-2022		
3	2020-2021		

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 Authorized Signatory

Form 4
Experience of the Applicant /
Agency

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

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 EOI 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 Authorized signatory)

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. Bidder should take into account of the corrigendum published before submitting the bids online.
- 9) The Bidder then logs in to the site though 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. Bidder should take into account the corrigendum published from time to time before submitting the online bids.
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- 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 send 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 be uploaded 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 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) If the price bid format is provided in a spread sheet file like BOQ.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Price Bid/BOQ template must not be modified/replaced by the Bidder, else the bid submitted is liable to be rejected for this tender. Vide OM No. 29(1)/2014-PPD, dated 28th Jan 2014 issued by Ministry of Finance, Department of Expenditure, P.P. Division, "If a firm quotes NIL charges/consideration the bid shall be treated as unresponsive and will not be considered."

- 22)The Bidders are requested to submit the bids through 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.
- 23)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.
- 24)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.
- 25)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.
- 26)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.
- 27)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.
- 28)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.
- 29)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.
- 30)For any queries regarding e-tending process, the Bidders are requested to contract through the modes given below:
E-mail: museumoffice59@gmail.com
Contact Telephone Numbers: 011-23015321 - Ex.4746/4742.