

**National Science Centre  
(National Council of Science Museums)  
Near Gate No.1, Pragati Maidan  
New Delhi – 110 001**

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**Expression of Interest for engagement of agency for running souvenir/gift corners  
at different NSCD units**

National Science Centre, Delhi (NSCD) intends to engage an agency for setting up and running of souvenir/gift corners at its premises at Delhi and at Regional Science City, Lucknow and Kurukshetra Panorama & Science Centre, Kurukshetra on leave and license basis initially for a period of 2 years, which can be extended on year to year basis on mutual agreement for a maximum period of 5 years. The Licensee shall sell scientific, educational and gift materials such as scientific & educational kits & toys, CDs, Cassettes, books, periodicals, magazines, craft materials through souvenir/gift corner/counters. Reputed agencies having proven experience and financial capability of providing such services may collect '**Expression of Interest**' documents from the above address or download from NSCD official website [www.nscdelhi.org](http://www.nscdelhi.org) and submit it along with required documents within **12-05-2017**. NSCD reserves the right to reject any or all offers at any stage without assigning any reason whatsoever.

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**Details of Expression of Interest for running Souvenir/Gift Corner in National Science Centre, Delhi/ Kurukshetra Panorama & Science Centre, Kurukshetra/ Regional Science City, Lucknow on Leave and License Basis**

National Science Centre, Delhi (NSCD) is a unit of National Council of Science Museums, an autonomous organization working under the Ministry of Culture, Govt. of India. NSCD intends to engage reputed agency(s) for running souvenir/gift counter inside the following premises of museums/centres on Leave and License basis.

<b>Name of the centre/city</b>	<b>Location</b>	<b>No. of Visitors to museum/centre per year</b>	<b>Available covered space in Sq. Mtr. (Approx.)</b>
National Science Centre	Near Gate No.1, Pragati Maidan, Bhairon Road, New Delhi-110001	<b>604843</b>	12
Kurukshetra Panorama and Science Centre	Pehowa Road, Kurukshetra-136118	<b>302782</b>	15
Regional Science City	Aliganj Extension, Sector-E, (EktaVihar), Lucknow-226024	<b>648009</b>	10.30

**Scope of License:-**

The licensee shall sell through the souvenir/gift corner, articles of interest to the visiting public of museums/centres and student community namely –

- a) Educational games and toys;
- b) Books on science and technology;
- c) Scientific periodicals and magazines;
- d) Educational cassettes/CDs;

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- e) Photo cards, sticker labels, stationery items, posters, charts, slides etc.;
- f) Scientific kits e.g. Sundials, Periscopes, Telescopes, Miniature Telescopes and Microscopes, Compasses, Zyro, Kaleidoscope, Magnets, Lenses, Zyro models, Ready to assemble kits, Circuits etc.;
- g) Biological / Geological models, specimens, slides etc.;
- h) Scientific and technical curios explaining principles of science;
- i) Geological specimens;
- j) Science apparatus;
- k) T-shirts, Caps, Mugs, Key Chains, Pens, Kits, Soft Toys, Charts or other souvenirs on themes of the science centres;

Interested and reputed such service providers having proven experience and capability of providing with good service standards and planning ideas and above all courteous visitors' dealings and personalised services may submit Expression of Interest along with credentials and supporting documents as per details provided at Annexure 'A'. The shortlisted service providers shall be eligible for issue of tender papers for the services of running of souvenir/gift corners at the locations stated above against payment of license fee payable by the tenderer for the same.

**Mode of operation:**

NSC, Delhi shall coordinate engagement of agencies centrally through NIT for three souvenir/gift corners under NSCD against license fee quoted by the agency(s). The Agency(s) shall run the Souvenir/Gift corners in the spaces earmarked by the NSCD in the above 3 centres.

Contd....3

(3)

**Evaluation of Expression of Interests:-**

After opening of the Expression of Interests, detailed evaluation of the submission shall be carried out to check eligibility involving past experience, human resources, financial capabilities etc. and the award of selection as service providers in the centres/city shall be decided by NSCD. The selection of agency(s) shall be strictly on merit and such selected agencies shall be issued tender documents. NSCD reserves the right to reject any or all EOI at any stage without assigning any reason whatsoever.

**Submission of EOI:**

**The last date for submission of EOI along with details as per Annexure 'A' is 12-05-2017.** The souvenir/gift corner service providers are required to submit all relevant documents and related credentials for examination, scrutiny and evaluation by NSCD along with duly filled in EOI application form as per Annexure 'A'.

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**Application form for submission of Expression of Interest for selection to provide  
Souvenir/Gift Corner services in NSC, Delhi & its satellite units**

(All information should be given in the following format with complete details)

1. Name of the agency :
2. Registration of agency :
3. Permanent Postal Address (Full) :
4. Telephone / Fax No. :
  - i) Office :
  - ii) After office hours :
  - iii) Mobile no. :
  - iv) Email ID :
  - v) Website :
5. Date of establishment :
6. Type of agency :  
(Proprietorship/Partnership/  
Limited Company/any other)  
(relevant documentary  
evidence to be attached)
7. Details of manpower resources :
  - a) Total no. of workers :
  - b) No. of skilled workers :
  - c) No. of supporting workers :
8. Business done by agency in last five years :  
with year wise breakup in souvenir  
counter services  
(documentary evidence to be attached)
9. Important occupancy in the past five years:  
(name of the places with supporting  
documents shall be attached)

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10. a) Book of financial status of the agency indicating total annual turnover :
- b) Bank solvency certificate (attach certificate) :
11. VAT/Sales Tax Registration No. (submit copy of current and valid VAT/Sales Tax certificate) :
12. Service Tax Registration No.(attach copy) :
13. Income Tax PAN (copy of current income tax return certificate & PAN card to be attached) :
14. TIN Registration No. (attach copy) :
15. Details of Trade License for operating souvenir counter, issued by Competent Authority (attach copy) :
16. Indicate if any court case / arbitration pending against the agency. If so, details thereof may please be mentioned :
17. Your proposal of souvenir / gift corner services in the centre/city of NSCD :
18. Locations in which interested to run souvenir / gift corner :

“Certified that the information furnished above are true to the best of my / our knowledge. It is hereby declared that I/we will abide by the decision of National Science Centre, Delhi for shortlisting of agencies for issue of tender paper.

Signature with date and seal of  
the proprietor/partner

Place:

Date:

N.B. i) enclosure may be used if this space is found inadequate