

**भारतीय प्रबंध संस्थान इंदौर**  
**Indian Institute of Management Indore**  
**Prabandh Shikhar, Rau-Pithampur Road, Indore – 453 556.**

IIMI/2019-20/OS/145(Republication)

Date: 05/03/2020

**Subject: Expression of Interest (EOI) for Souvenir shop at Academic Block**

Indian Institute of Management Indore (IIM Indore) invites bid for hiring vendor for setting-up and operations/functioning of Souvenir Shop at IIM Indore from branded, reputed, experienced and financially sound agencies preferably from the agency those who are having currently similar type of operations in national level educational Institution.

**Location of Shop:**

Academic Building IIM Indore campus.

**1. REQUIRED SERVICES / SCOPE OF WORK:**

The Scope of work and services enumerated below are indicative and may not be exhaustive. The parties are expected to undertake the following:

1.1 Setting-up state-of-art Souvenir Shop with display units. Designing, setting up and furnishing of the shop shall be the vendor responsibility at his/her own cost, after obtaining prior approval of IIM Indore in the allotted space. The bare space for shop will be provided by IIM Indore on rental basis and any other expenses for establishing and functioning of services shall be incurred by the vendor. However provisions of electricity, as the case may be, if so required, for the smooth operation of the services shall be provided by IIM Indore. The electricity charges will be own by the vendor.

1.2 Maintenance and day-to-day operations of the souvenir shop at IIM Indore campus.

1.3 Adequate number of staff to be deputed at IIM Indore campus for handling operations of merchandise/ shop.

1.4 The merchandise items, design, quality and prices will be on prior approval of IIM Indore Committee, the same will be reviewed on quarterly basis.

1.5 The availability of merchandise for sale will be vendor's responsibility. In addition, vendor will be required to provide souvenir items as per requirement with prior notice (on payment basis).

1.6 Regular up-gradation/ maintenance of shop and display as and when required will be undertaken by vendor.

1.7 That vendor shall operate the subject facility by charging the rate from users, as approved in advance by the Authority. Vendor shall exhibit the said approved charges at a conspicuous place inside the shop premises.



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### Terms and Conditions-

1. The space for shop will be allotted on as where is condition with electrical power points.
2. IIM Indore will offer the space required. The Souvenir Shop services shall be provided at least from 11:00AM to 07:00PM on all days (except on Sunday).
3. IIM Indore will not bear the expenditure for the setting up of stall / infrastructure.
4. **Pre-bid meeting** shall be held in the IIM Indore to clarify any queries and Shop Visit of the agency on **13 March 2020 at 15:30Hrs.**
5. **Period of Contract:** - The contract will be initially for a period of **two years** from the date of issue of the order. Based on satisfactory performance, the contract may be extended on yearly basis **maximum upto five years**, on mutually agreed terms and conditions.
6. The agency shall display the list of items & rates in the premises. The Souvenir shop and surrounding area should be kept neat and clean.
7. The utility charges for these services such as electricity etc. will be charged as per actual (including all taxes) per monthly basis.
8. The annual average turnover of services provided by the agency for **similar services should not be less than Rs. 10 lakhs** in the last financial year as per the audit books of accounts/Tax Returns (Proof to be attached).
9. The agency shall have at least **Three year experience** of providing Souvenir shop Services in reputed Institute/shopping mall corporate or in a city etc (Proof to be attached).
10. Financial bids will be invited separately from the bidders who qualify in the EOI.
11. An EMD of Rs. 10,000/- by way of DD may also be submitted along with the EOI in favour of Indian Institute of Management, Indore.
12. The **EOI should be submitted** along with all supporting documents, photographs of existing shops and the EMD to the Officer (Stores, Purchase & Contracts) First Floor, Administrative Block Indian Institute of Management Indore, Rau-Pithampur Road Indore on or before **30<sup>th</sup> March 2020, 17:00Hrs.**



*Sathyanathan* 5/3/2020  
K.V. Sathyanathan  
Officer (Stores, Purchase & Contracts)