

SHAHEED BHAGAT SINGH COLLEGE

(University of Delhi)

Sheikh Sarai, Phase-II, New Delhi – 110017

NOTICE

Date: 18.12.2025

Invitation of Expression of Interest (EOI) for Operating a Souvenir Shop

Shaheed Bhagat Singh College, University of Delhi, invites **Expression of Interest (EOI)** from reputed and eligible business firms for **setting up and operating a Souvenir Shop** within the college premises.

The proposed souvenir shop shall cater to students, staff, alumni, and visitors and will deal in college-branded and themed merchandise.

I. Details of the Shop Space

- Approximate size: **10 ft × 8 ft**
- Location: Within the college campus (exact location to be intimated to the shortlisted firms)

II. Eligibility Criteria

Interested firms must fulfill the following eligibility conditions:

1. The firm should be a **reputed manufacturer and/or supplier** of Good-quality souvenir and merchandise items having GST no.
2. The firm must be also be registered with MSME and should have the experience of supplying such or similar items in Government Organization/ Government Educational Institutions for atleast 2 years.
3. The firm should have proven experience in manufacturing/supplying items such as:
 - Hoodies
 - T-shirts
 - Caps
 - Mementoes
 - Other souvenir and gift items of institutional/branding relevance
4. The firm should have the capability to ensure **quality, durability, and aesthetic appeal** of the products.
5. The firm should comply with all applicable statutory, taxation, and regulatory requirements.
6. The samples should be submitted along with EOI and should be approved by the committee of the college.

III. Submission of EOI

Interested firms may submit their Expression of Interest containing:

- a) Brief profile of the firm
- b) GST Registration Certificate



- c) Work Orders of last two years from Government Organisations/ Government Educational Institutions
- d) Contact details of the authorized representative
- e) Samples along with rates pasted on the samples(without GST) containing logo and branding of Shaheed Bhagat Singh College:
 - i. Hoody
 - ii. T-Shirt
 - iii. Cap
 - iv. Track suit (upper only)

The EOI should be submitted in a sealed envelope (containing documents from (a) to (d) in III above) superscribed "EOI for Souvenir Shop at Shaheed Bhagat Singh College" to the College Office on or before 27.12.2025 upto 5:00 p.m along with samples (as mentioned in (e) above)

IV. Other Information

- (a) The **shortlisted firms will be called before the Committee** to assess and understand the firm's **suitability, zeal, capacity to deal with students, and extent of interest** for operating the souvenir shop at Shaheed Bhagat Singh College.
- (b) The College reserves the right to accept or reject any or all EOIs without assigning any reason.
- (c) The college also reserves the right to cancel the award of Shop for non-performance or any other misconduct.
- (d) The License fee/ rent for the shop will be as per rates Directorate of Estate, Government of India as applicable and revised from time to time.
- (e) The allotment of the shop shall be initially for 3 years, extendable on satisfactory performance with the consent of competent Authority. In case of any clarification, you may contact Mr. Aravind Varma, Administrative Officer at 9650215115 during office hours.

Principal

प्रो. अरुण कुमार अत्री
Prof. Arun Kumar Attree
प्राचार्य/Principal
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