



SA.37/HO/ILF/PATNA/9745

06 August, 2025

**E-TENDER FOR  
Engagement of Event Management Agency for Conceptualization  
Designing, Fabrication and also the work enlisted in the Scope of Work  
for  
Unmesh-International Literature Festival, 2025  
to be held from 25-28 September, 2025  
Ashoka Convention Centre, East Gandhi Maidan, Patna, Bihar**

Ministry of Culture, Government of India has entrusted the project for organizing the Unmesh-International Literature Festival, 2025 to the Sahitya Akademi. The prestigious **Unmesh-International Literature Festival (ILF-2025)** is proposed to be held at Ashoka Convention Centre, East Gandhi Maidan, Patna, Bihar. Approx. 600 writers, critics, translators and poets apart from the cultural performers are likely to participate from India and abroad. The Festival will have paper presentations, talks, audio visual presentations, various sessions and cultural performances/events.

**The tender will necessarily have to be uploaded on ecpp Portal and in absence of uploading of the tender onecpp Portal, the bid will not be entertained.**

**Who can Participate**

Any agency/ firm/ event management company, having experience in designing, fabricating for festivals and literary events can participate in the tender process. Preference will be given to the Government Organizations.

**Sahitya Akademi**  
(an autonomous organisation under Ministry of Culture, Govt. of India)  
35 Ferozeshah Road, Rabindra Bhavan, New Delhi-110 001  
Phone No. 011-23386626-28  
Email: [secretary@sahitya-akademi.gov.in](mailto:secretary@sahitya-akademi.gov.in)  
Website: <http://www.sahitya-akademi.gov.in>



(Baburajan S.)  
Deputy Secretary i/c (Admn.)

Contd.....P/2.....



-2-

### Scope of Work

1. Construction, designing, fabrication and related work for the Unmesha- International Literature Festival, 2025 to be held at Ashoka Convention Centre, East Gandhi Maidan, Patna, Bihar.
2. To Provide portable low seater (2 Nos.) with the maximum sitting capacity of 6 persons alongwith the mike etc. for the welcome musician at the Gate of Ashoka Convention Centre.
3. The list of programmes with condition that Sahitya Akademi reserves the right increase or decrease the number of events: -

S. No.	Programme
	<p><b>The details of programme and session will be provided along with the work order</b></p>

Contd.....P/3...



-3-

4. The details of the auditorium wise requirement is as under: -

**A. Hall No.1 (fixed Sitting Capacity-800) (25.09.2025-Inaugural Function & Cultural Function:-**

- (i) Back drop in the size of 30 feet X 25 feet on LED
- (ii) Carpet on the stage, size as per the VVIP protocol
- (iii) Fresh Flower decoration on the outside D of the stage & other areas
- (iv) 2 Podiums (as per VVIP protocol) in the suitable size along with branding of Unmesha
- (v) Centre Table (4 Nos.)
- (vi) Executive Chair for the Guest (12 Nos.)
- (vii) Bouquet for the VVIP Guest (16 Nos.)
- (viii) Any other items on need and requirement basis.
- (ix) Live streaming of the event

**B. Hall No.2 (First Floor Room No.104) (sitting capacity -100) (Meeting –Round Table) (25 – 28 September, 2025)**

- (i) Back Drop on LED 12 feet (w.) X 8 (h.) feet size
- (ii) Stage in the size of 12 feet X 8 feet with 1 feet height
- (iii) Fresh Flower decoration, to be changed on daily basis
- (iv) Podium in the suitable size along with branding of Unmesha
- (v) Adequate Lighting arrangement
- (vi) Arrangement of Zoom Meeting set-up and live streaming for the same.
- (vii) Any other items on need and requirement basis.

**C. Hall No.3 First Floor Room NO.127 (sitting capacity 100-110) (Class Room) (25– 28 September, 2025)**

- (i) Back Drop on LED 12 feet (w.) X 8 (h.) feet size
- (ii) Stage in the size of 12 feet X 8 feet with 1 feet height
- (iii) Fresh Flower decoration to be changed on daily basis
- (iv) Podium in the suitable size along with branding of Unmesha
- (v) Adequate Lighting arrangement
- (vi) Arrangement of Zoom Meeting and live streaming for the same.
- (vii) Any other items on need and requirement basis.
- (viii) Executive Chair for the Guest (12 Nos.)
- (ix) Centre Table

**D. Hall No.4, 2nd Floor Room NO.223-224 (sitting capacity 50-60) (Round Table)**

**(25 – 28 September, 2025)**

- (i) Back Drop on LED 12 feet (w.) X 8 (h.) feet size
- (ii) Fresh Flower decoration to be changed on daily basis
- (iii) Podium in the suitable size along with branding of Unmesha
- (iv) Adequate Lighting arrangement
- (v) Arrangement of Zoom Meeting set-up and live streaming for the same.
- (vi) Any other items on need and requirement basis.

Contd.....P/4....



-4-

**E. Hall No.5, 3rd Floor Room NO.303 (sitting capacity 100-110) (Class Room)**

**(25-28 September, 2025)**

- (i) Back Drop on LED 12 feet (w.) X 8 (h.) feet size
- (ii) Stage in the size of 12 feet X 8 feet with 1 feet height
- (iii) Fresh Flower decoration, to be changed on daily basis
- (iv) Podium in the suitable size along with branding of Unmesha
- (v) Adequate Lighting arrangement
- (vi) Arrangement of Zoom Meeting set-up and online link for the same.
- (vii) Executive Chair for the Guest (12 Nos.)
- (viii) Centre Table
- (ix) Any other items on need and requirement basis.

**F. Hall No.6 3rd Floor Room No.303 (sitting capacity 100-110) (Round Table)**

**(25-28 September, 2025)**

- (i) Back Drop on LED 12 feet (w.) X 8 (h.) feet size
- (ii) Fresh Flower decoration to be changed on daily basis
- (iii) Podium in the suitable size along with branding of Unmesha
- (iv) Adequate Lighting arrangement
- (v) Arrangement of Zoom Meeting set-up and online link for the same.
- (vi) Any other items on need and requirement basis.

5. The bidder should use the Logos of Ministry of Culture, Govt. of India, Sahitya Akademi and Unmesha in the arches, flex boards, banners, back drops and all publicity materials without fail and any other logo of the Bihar Government.
6. 4 iPhone (14 versions with 4/5G Sim enabled).
7. Erection of Four LED TVs/Screens with Wi-Fi/Bluetooth enabled (in suitable space) in and around the venue for multiple live view of the programme held inside the hall.
8. Creation of Zoom link of all sessions with live webcast and updating these links on the Akademi youtube and social media platforms etc.
9. To create the links for Live Webcast of all the programmes.
10. Adequate lightings covering all the stages, auditoriums may be provided at the venue and for cultural performances.
11. To Provide, Social Media chamber with - 6 charging / plug points, tables (6 Nos.) and Six to Eight chairs along with High Speed Internet connectivity/Internet Wagon/Printer with scanner (4 Nos.)/Desktop Computer system (6 Nos.)/Networking of all the Computers and other computer peripherals on need and requirement basis.
12. Branded PA system with mics at Podium, Cordless mics/collar mike should be provided in all the auditoriums, inauguration venue and venue for cultural programmes.

Contd.....P/5.....



-5-

13. Six photographers with digital camera and 6 video cameras for high quality video coverage of the event held in all the places at Ashoka Convention Centre, Patna, Bihar.
14. Designing and erecting Flex Boards/banners (50 Nos.) and Standee (20 Nos.) of the event at prominent places of Patna, Hotels where the Akademi's guest will be staying etc.
15. Designing and erecting and putting up motifs/sculptures for creation of ambiance/festivity.
16. Carpeting of all venues as per VVIP/VIP protocol.
17. Creation of Photograph Exhibition, showcasing the Akademi, important achievements of the Akademi, photo panels of the participants in the cubical blocks.
18. To provide for the Accounts Section with 4 standard size table, 6 chairs, 2 Computers with multifunctional printer and internet connectivity etc.
19. Illumination of the Building of Ashoka Convention Centre at Patna and motifs, sculptures installed at the Venue of the ILF-2025.
20. The provision of Dustbins (Big sizes) with swachh Bharat Mission Logo at all venues
21. Preparation of Plastic Badges for all the participants/staff/Official/Volunteers/Media Persons etc. (1000 Nos.) with photograph & Bar Codes and bar code reading machines (4 Nos.)
22. Provision of adequate Power supply and power back-up like generator at all auditoriums including Book Exhibition area, in and outside the venues where the event is to be held.
23. Round the clock security of the Venue with minimum 20 guards and 2 supervisors.
24. Arrangement of Housekeeping staff for keeping & maintaining the Venue neat & clean.
25. Arrangement of Fire Tender and Fire Extinguishers for all the programme venues, Exhibitions/Book fair etc.
26. The bidder will require to vacate the venue within 24 hrs. after completion of the event.
27. Display for putting up the Session Information on standee in Hindi & English.
28. Display of the Directional board of the Halls regarding the location of Halls.
29. Arrangements for fresh flower Garland/bouquets/bunch of flowers for dignitaries (200 Nos.)
30. High Speed Internet Connectivity at the Programme Venue & at Temporary Camp Office Ashoka Convention Centre, Patna, Bihar.
31. Setting up of Media Centre with necessary infrastructure like table, chair, electricity, Internet etc.
32. Setting up of the Help Desk with 4 volunteers (male, female in equal number) for Registration/ Reception, Airport/Railway Station and felicitation of the guests/participants/Visitors etc.

Contd.....P/6.....

✓



—6—

33. Any other item required on the need and requirement basis for organizing the ILF-2025
34. Creation of ambiance in and around the Ashoka Convention Centre, Patna, Bihar about the event giving the corporate look.
35. Creating the space for serving the Food VVIP, VIP, participants and audience for the event in the designated area of Ashoka Convention Centre, Patna, Bihar.
36. Any other items required on the need and requirement basis for the completion of the event will be intimated at the course of finalization of the event.
37. The venue will be made available to the successful bidder on the morning of 24.09.2025.

**Terms and Conditions & the Bidding Process**

1. The Bidders must submit Bids in two bid system i.e., Technical Bid and Financial Bid. All the Bidders should upload the tender document at ecpp portal on or before **19.08 2025 by 5:00 p.m.** In absence of submission of e-tender at ecpp portal, the tender will not be considered or will be liable for rejection.
2. **The Technical Bid must contain the following:**

(i)	Profile of the Agency/Company	ATTACHED	YES	NO
(ii)	Details of in — house Technical Manpower/Staff	ATTACHED	YES	NO
(iii)	Track record/detail of similar events handled/executed	ATTACHED	YES	NO
(iv)	Specify experience relating to organizing Literary Event	ATTACHED	YES	NO
(v)	Undertaking that the tenderer has never been blacklisted by any Government of India Ministry/Department/ State Govt./UT Govt./ Authority/Organization/Agency etc.	ATTACHED	YES	NO
(vi)	Certified financial statement for the last 3 years i.e. 2021-22, 2022-23 and 2023-24.	ATTACHED	YES	NO
(vii)	Latest Income Tax Clearance Certificate / Copy of ITR and	ATTACHED	YES	NO
(viii)	Tender Fee of Rs.25000/- (Rupees Twenty Five Thousand Only) by <b>demand draft payable in favour of Secretary, Sahitya Akademi, New Delhi.</b>	ATTACHED	YES	NO
(ix)	EMD of Rs. 3,00,000/- (Rs.Three Lakh Only) in the form of ONLY demand draft payable in favour of Secretary, Sahitya Akademi, New Delhi.	ATTACHED	YES	NO
(x)	GST Registration Certificate issued by the competent	ATTACHED	YES	NO

The EMD will be returned to the unsuccessful bidders within a month after the award of the work.  
**The total cost of the project including all taxes will not be more than 33 times of the EMD.**

Contd.....P/7.....



-7-

3. Submission of Tender:

3.1 The Financial Bid must contain the following:

		ATTACHED	YES	NO
(i)	Must contain the total cost of the project including all aspects.	ATTACHED	YES	NO
(ii)	The contractors should quote in figures as well as in words the rates and amount in the financial bid.	ATTACHED	YES	NO
(iii)	The rates quoted in the financial bid shall be inclusive of all taxes, GST, levies etc. as applicable from time to time.	ATTACHED	YES	NO
(iv)	Nothing extra shall be payable over and above the Tendered /accepted rate as per the Price Schedule mentioned in the Financial Bid.			

3.2 A pre-bid meeting to clarify any queries regarding the tender will be held at Sahitya Akademi's Conference Hall on 3rd Floor on **12 August, 2025 at 11:00 am**.

3.3 Any person interested in submitting bids can come for the pre bid discussion.

3.4 The Technical Bid will be opened on **21 August, 2025 at 11.00 am** in the presence of the bidders or their authorized representatives in the Sahitya Akademi's Conference Hall at the 3rd Floor.

3.5 The Committee shall evaluate the ability of the agencies to carry out the requisite quality work, profile and experience in the specific work.

3.6 The Concept/Design of the Unmesha-International Literary Festival 2025 with layout, decoration plan etc. as indicated above must be submitted in 3D hard copy as well as in Pen Drive/External Hard Disk

3.7 The Technical Bid would be considered only of those bidders who fulfil the eligibility criteria and have submitted all the documents.

3.8 The bids would be first evaluated technically as specified in the evaluation para. Financial Bid of only those bidders whose Technical Bid qualify would be opened.

3.9 The decision of the Secretary, Sahitya Akademi, who is the Competent Authority in Sahitya Akademi, shall be final and abiding.

3.10 The Financial Bids will be opened on **22 August, 2025 at 02.00 pm**

3.11 The Bids (Technical/Financial) shall be valid for a period of 90 days from the date of award of the tender.

3.12 The tender document may be downloaded from Sahitya Akademi's website <http://sahitya-akademi.gov.in>

Contd.....P/8.....



-8-

**4. Evaluation Criteria:**

4.1 The Technical Bids and the Financial Bids will be evaluated individually.

- 80% Weightage for Technical Bid
- 20% Weightage for Financial Bid

4.2 The criteria for Technical Evaluation is as under:

SI. No.	Criteria	Marks
1	Organizational strength of the company and its experience in executing such works at national and international level.	30
2	Overall Concept and Design of the Unmesha-ILF, 2025 as per presentation and hard copy submitted.	50
	Concept & Design	30
	Effective Utilization of Space	10
	Innovative ideas for the Photo exhibition, Arrangement of Hall, Publicity, Book Exhibition	10
3	Experience and expertise of key personnel handling the project	20

4.3 Financial Bids of only those who gets minimum 70 marks to qualify technically.

4.4 The bids of bidders who have cleared the Minimum Qualification Score shall be ranked on the basis of the Technical cum Creative Bid marks (TTBM) and declared "Technically Qualified Bids". The Technical Bid Score "TS" of the bidder shall be derived as under:

1	X HM/TTBM)
2	TS (Technical Bid score)
3	HM (Highest marks amongst all evaluated bid)
4	TTBM (Total Technical Bids Marks)

4.5 The Financial Bids of those will only be opened whose technical bids are qualified. The lowest financial bid will be given 20 Marks and the higher bids will be evaluated proportionately.

4.6 Combined Evaluation of Technical and Financial Bids. The total score of the bidder will be determined as under:

1	CS =	(80% x TS)±(20% x FS)
2	TS	(Technical Score)
3	FS	(Financial Score)

4.7 The Bid obtains the highest CES, will be rated as the Best Bid and will be awarded the work.

4.8 In the event of a tie, the bid with the Highest Technical Score (TS) will be rated as the best bid. Beyond that, the decision of the Secretary, Sahitya Akademi will be abiding.

5. No advance payment(s) will be made. Payment will be made through PFMS (Public Financial Management System) on submission of the bill on successful completion of the work and photographs & videography duly certified/recommended by the Committee constituted for the purpose.

Contd.....P/9.....



-9-

6. Tenderers shall not be permitted to withdraw offer or modify the terms and conditions thereof at any time during the process of finalizing the award of work/contract/job. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid amount of EARNEST MONEY DEPOSIT (EMD) will stand forfeited to Sahitya Akademi. No claim shall lay against Sahitya Akademi in respect of erosion in value or interest on Earnest Money Deposit.
7. All the copyright will be reserved with Sahitya Akademi.
8. The successful bidder will be liable to deposit within 3 days from the day of issue of work order a Performance Security equivalent 3% of the value of work/contract/job reduced by amount of EMD by a demand draft in favour of Secretary, Sahitya Akademi, New Delhi.
- 8.1 In the event of breach of contract or negligence or non-observance of any condition of contract or for unsatisfactory performance i.e. contrary to the contract, performance security can be forfeited on the approval of the Competent Authority in the Sahitya Akademi.
- 8.2 On expiry of the contract, such portion of the said security deposit as may be considered by the Competent Authority of Sahitya Akademi sufficient to cover any incorrect or excess payments made on the bills to the firm shall be retained until the final report of the Committee on account of firm's bill has been received and examined.
9. **Period and terms of Delivery:** The site would be handed over to the contractor on 24.09.2025. The work should be completed by 25 September, 2025 by 08.00 am.
10. **Penalty:** In case of delay, a penalty @ Rs. 10,000/- per hour would be imposed by the Competent Authority in the Sahitya Akademi and the same would be deducted from the amount payable to the contractor.
11. **Storage of Materials:** The contractor shall not store any material and debris within the premises other than the Venue/work site handed over to him.
12. **Force Majeure:** If at any time during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, act of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as events) provided notice of happenings of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries so resumed or not shall be final and conclusive. Further, that if the performance in whole or part of any obligation under this contract is prevented or delayed by reasons of any such event, either party may at lists option, terminate the contract.  
12.1 Provided also that if the contract is terminated under this clause, Sahitya Akademi shall be at liberty to take over from the supplier at a price to be fixed by the Competent Authority of Sahitya Akademi, which shall be final for all unused undamaged and acceptable materials, bought out components and stores during the course of manufacture which may be in possession of the contractor at the time of such termination or such portion thereof as the Competent Authority of the Sahitya Akademi may deem fit, except such materials, bought out components and stores, the contractor may with the concurrence of the Competent Authority of Sahitya Akademi elects to retain.

Contd.....P/10.....



-10-

13 **Insolvency etc.:** In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other order under the insolvency Act made against them or in the case of a company passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified by the Competent Authority of the Sahitya Akademi shall have the power to terminate the contract without previous notice.

14 **Breach of Terms and Condition:** In case of breach of any of terms and conditions mentioned above, the Competent Authority of Sahitya Akademi will have the right to cancel the work order without assigning any reason therefor and nothing will be payable by Sahitya Akademi in that event and the security deposit shall also stand forfeited.

15 **Subletting of work:** The tender is not transferable. The firm shall not assign or sublet the work/job or any part of it to any other person or party. Only one tender shall be submitted by one bidder.

16 **Right to call upon information regarding status of work:** The Competent Authority of Sahitya Akademi will have the right to call upon information regarding status of work/job at any point of time after having awarded the contract.

17 **Access:** Any authorized representative/s of Sahitya Akademi or nominated by the Competent Authority of Sahitya Akademi shall at all reasonable times have free access to the works and/or to the workshops, factories or other places where materials are being prepared or fabricated for the assigned job and also to any place where the materials are lying or from where they are being obtained, and the contractor shall give every facility to Sahitya Akademi or its representatives necessary for inspection and examination and test of the material and workmanship to Sahitya Akademi or its representatives. Except the representatives of Sahitya Akademi, no person shall be allowed at any time without the written permission of the Competent Authority of Sahitya Akademi.

18 **Clearing site on completion:** On completion of the work after all the events are over, the contractor shall clear away and remove from the site all surplus materials, rubbish and temporary works of every kind and leave the whole of the site/venue clean and in a workmanlike condition to the satisfaction of Sahitya Akademi.

19 **Disclaimer:** The employees of the Sahitya Akademi and their relatives are prohibited from participation in this tender. The near relatives for this purpose are defined as:

- Members of a Hindu Undivided Family'
- Their spouses'
- The one related to the other in the manner as father, son(s), son's wife, daughters & daughter's husband, brothers and brother's wife, sister and sister's husband.

Contd.....P/11.....

✓



-11-

20 **Arbitration:** If any difference arises concerning this Agreement, its interpretation on the payment to be made there under, the same shall be settled by mutual consultations and negotiations. If attempts for conciliation do not yield any results within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an arbitral tribunal containing Sole Arbitrator to be appointed by the President, Sahitya Akademi. Such request shall be accompanied with a panel of names of three persons to act as the sole arbitrator. In case of such arbitrator refusing unwilling or becoming incapable to act or his mandate having been terminated under law, another arbitrator shall be appointed in the same manner *from* among the panel of three persons to be submitted by the claimant. The arbitration proceedings shall take place at New Delhi and shall be conducted in English. The provisions of Arbitration and Conciliation Act and the rules framed there under and in force shall be applicable to such proceedings.

21 No compensation shall be payable to the contractor for any damage caused by the lightening, wind storm, flood, tornado, earthquacks or other natural calamity during the execution of work. He shall make good all such damage at his own cost and no claim on this account will be entertained.

22 **Legal jurisdiction:** The agreement shall be deemed to have been concluded in the National Capital Territory of Delhi and all obligations hereunder shall be deemed to be located at the NCT of Delhi and the Court within NCT of Delhi will have jurisdiction to the exclusion of all other Courts.

23 Payment will be released only after submission of all photographs, Videography, open & PDF files for all creatives/ design of International Literature Festival-2025.

(Baburajan S)  
Deputy Secretary i/c (Admn.)

*For uploading on Sahitya Akademi website*