



साहित्य अकादेमी

(राष्ट्रीय साहित्य संस्थान)

रवीन्द्र भवन, 35 फ़ीरोज़शाह मार्ग, नई दिल्ली-110001

दूरभाष : +91-11-23386626-28, फ़ैक्स : +91-11-23382428

ई-मेल : secretary@sahitya-akademi.gov.in

वेबसाइट : <http://www.sahitya-akademi.gov.in>

Sahitya Akademi

(National Academy of Letters)

Rabindra Bhavan, 35 Ferozeshah Road, New Delhi-110001

Phone : +91-11-23386626-28, Fax : +91-11-23382428

E-mail : secretary@sahitya-akademi.gov.in

Website : <http://www.sahitya-akademi.gov.in>

SA.37/HO/ILF-2023/Bhopal/7313

30 June 2023

E-TENDER FOR

Engagement of Event Management Agency for Conceptualization,
Designing, Fabrication and services enlisted in the Scope of Work
for

Unmesha-International Literature Festival, 2023

3-6 August, 2023

Ravindra Bhawan, Bhopal

Madhya Pradesh

Ministry of Culture, Government of India has entrusted the project for organizing the Unmesha-International Literature Festival, 2023 to Sahitya Akademi. The prestigious **Unmesha-International Literature Festival (ILF-2023)** is proposed to be held at **Bhopal, Madhya Pradesh** from **3-6 August, 2023**.

Approx. 500 writers, critics, translators and poets apart from the folk performers are likely to participate from India and abroad. The theme of the event will be 75 years of Indian Independence/Azadi ka *Amrit Mahotsav*.

The event will take place in **Ravindra Bhawan, Polytechnic Chauraha, Bhopal**. The Festival will have paper presentation, talks, audio visual presentation and cultural performances.

The tender will have to be uploaded on the ecpp Portal and in absence of uploading of the tender at ecpp Portal, the bid will not be entertained. However hard copy of the tender along with the necessary enclosures as stated in the tender document are to be submitted to Secretary, Sahitya Akademi, 35 Ferozeshah Road, Rabindra Bhawan, New Delhi on or before the last date i.e. **10 July, 2023 at 6.00 pm**.

Who can Participate

Any agency/ firms/ event management company, having experience in designing, fabricating for festivals and galleries can participate in the tender process.

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

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The Work

1. Theme of Unmesha-ILF-2023: "75 years of Indian Independence/Azadi ka Amrit Mahotsav"
2. Conceptualization, designing, fabrication and related work for the Unmesha- International Literature Festival, 2023 to be held at Ravindra Bhawan, Bhopal, Madhya Pradesh
3. To Provide portable low seater (2 Nos.) with the maximum capacity of 6 persons alongwith the mike, etc. for the welcome musicians outside the Hans Dhawani and Anjani Auditorium.
4. The list of programmes with condition that Sahitya Akademi reserves the right increase or decrease the number of events: -

S. No.	Programme
1.	Inaugural Session
2.	Panel Discussion on Idea of India
3.	Panel Discussion on Ecocriticism
4.	Panel Discussion on Indian Poetics
5.	Panel Discussion on Fantasy & Science Fiction
6.	Panel Discussion on Ocean Literature
7.	In Conversation – Parsi Literature in India
8.	Panel Discussion on Cinema & Literature
9.	Panel Discussion on Poetry, the Expression of Soul
10.	Panel Discussion on Alienation in Indian Plays
11.	Literature, Doctor Prescribed
12.	Panel Discussion on to Global Literature for Globalized World
13.	Panel Discussion on Creativity Boosting Education
14.	Panel Discussion on Epics of India
15.	Panel Discussion on Translation, the driver of progress & critical thinking
16.	Panel Discussion on Yoga Literature
17.	Panel Discussion on Importance of Mother Tongues
18.	Purvottari – Panel Discussion on Exotic North East Literature
19.	Panel Discussion on Literature & Other Arts
20.	Panel discussion on The Role of Journalism in Indian Independence Movement

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S. No.	Programme
21.	Voices from the margin – the rise of the oppressed
22.	Different Strokes – Indian Poetry in different tongues
23.	Rise of Machines - Authorless Literature?
24.	Panel Discussion on Bhakti Literature of India
25.	Panel Discussion on Feminism & Literature
26.	Panel Discussion on e-Literature
27.	The Saga of Indian Folklore
28.	Panel Discussion on Diplomacy and Literature
29.	Panel Discussion on Fantasy & Science Fiction
30.	Panel Discussion on value of Literature
31.	Panel Discussion on Translating Children's Literature in India
32.	Panel Discussion on LGBTQ Literature Today
33.	Panel Discussion on Promoting Indian Literature in Foreign Languages
34.	Yuva Sahiti: Rise of Young India
35.	LGBTQ Writers' Meet
36.	Asmita: Women Story Writers' Meet
37.	Yuva Sahiti – Story Reading
38.	Yuva Sahiti – Poetry Reading
39.	Yuva Sahiti – What Do I Write?
40.	Yuva Sahiti – Contemporary Literary Trends
41.	Panel Discussion on Publishing in Indian Languages
42.	Panel Discussion on Challenges for Translators in Indian Languages
43.	Poetry Sans Borders
44.	Panel Discussion on Cultural Heritage of India
45.	Panel Discussion on Poetry Traditions of India
46.	Panel Discussion on Diplomacy and Literature
47.	Panel Discussion on Soft Power of India
48.	What Poetry Means to Me
49.	Multilingual Poetry Readings (6 sessions)
50.	Tribal Writers' Meet
51.	What Freedom Means to Me
52.	Poetry Reading on India @ 75
53.	Multilingual Short Story Readings (6 sessions)
54.	Tribal Poets' Meet (8 sessions)

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

A. Hansadhwani (fixed Sitting Capacity-1500) (03.08.2023 – Inaugural Function):-

- (i) Back drop in the size of 30 feet X 25 feet
- (ii) Carpet on the stage size 60X 40 feet as per the VVIP protocol
- (iii) Fresh Flower decoration on the outside D of the stage & other areas
- (iv) Podium 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.

B. Anjani Auditorium (fixed Sitting Capacity-512) (06.08.2023 – Valedictory Function):-

- (i) Back drop in the size of 20 feet X 16 feet
- (ii) Carpet on the stage size of 23 feet X 23 feet as per the VIP Protocol
- (iii) Fresh Flower decoration to be changed on daily basis at the outside D of the stage & other areas
- (iv) Podium in the suitable size along with branding of Unmesha
- (v) Centre Table (2 Nos.)
- (vi) Executive Chair for the Guest (10 Nos.)
- (vii) Bouquet for the VVIP Guest (10 Nos.)
- (viii) Any other items on need and requirement basis.

C. Goraanjani Auditorium (fixed sitting capacity – 212) (03.08.2023 to 06.08.2023) :-

- (i) LED in the size of 6 feet X 10 feet
- (ii) Fresh Flower decoration to be changed on daily basis at the outside D of the stage & other areas
- (iii) Podium in the suitable size along with branding of Unmesha
- (iv) Centre Table (1 Nos.)
- (v) Executive Chair for the Guest (10 Nos.)
- (vi) Any other items on need and requirement basis.

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D. Jaijivanti Board Room (fixed mike with round table, sitting capacity – 100 (03.08.2023 to 06.08.2023) :-

- (i) LED in the size of 4 feet X 6 feet
- (ii) Fresh Flower decoration on the outside & Inside Gate of Board Room to be changed on daily basis
- (iii) Podium in the suitable size along with branding of Unmesha
- (iv) Any other items on need and requirement basis.

E. Lalit Kala Art Gallery -1 (sitting 60 – 70, 03.08.2023 to 06.08.2023) :-

- (i) LED in the size of 4 feet X 8 feet
- (ii) Stage to be erected in the size of Height – 2 feet/6 feet x 12 feet
- (iii) Fresh Flower decoration on the outside & Inside Gate of Board Gallery on daily basis.
- (iv) Podium in the suitable size along with branding of Unmesha
- (v) Class room type chair will be set
- (vi) Centre Table (1 Nos.)
- (vii) Executive Chair for the Guest (10 Nos.)
- (viii) Any other items on need and requirement basis.

F. Lalit Kala Art Gallery -2 (sitting 60 – 70, 03.08.2023 to 06.08.2023):-

- (i) LED in the size of 4 feet X 8 feet
- (ii) Stage to be erected in the size of Height – 2 feet/6 feet x 12 feet
- (iii) Fresh Flower decoration on the outside & Inside Gate of Board Gallery on daily basis.
- (iv) Podium in the suitable size along with branding of Unmesha
- (v) Class room type chair will be set
- (vi) Centre Table (1 Nos.)
- (vii) Executive Chair for the Guest (10 Nos.)
- (viii) Any other items on need and requirement basis.

G. Malkosh Board Room (sitting 40-50 with fixed mike on round table, 03.08.2023 to 06.08.2023):-

- (i) LED in the size of 4 feet X 6 feet
- (ii) Fresh Flower decoration on the outside & Inside Gate of Board Room to be changed on daily basis.
- (iii) Podium in the suitable size along with branding of Unmesha
- (iv) Any other items on need and requirement basis.

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H. Kaushiki Banquet Hall & Dining Hall (for serving the food to guest):-

- (i) The size of Hall is 40 feet X 70 feet
 - (ii) Table for Counters for serving the food (30 Nos.)
 - (iii) Round Table with chair for Guest for serving foods (10 Nos. with 5 chair each)
 - (iv) Flower decoration as per requirement to be changed on daily basis.
 - (v) Any other items on need and requirement basis.
6. Fabrication and designing of 10 stalls in the size of 3X4 mtrs. (12 sq. meters) each in the Gallery outside Auditorium. The stall shall have racks for display of approx. 1000 books, 4 tables, lights (6 Nos.), electricity points (2 Nos.), counter with sitting of 2 persons, 2 chairs, Fascia/Name of Publisher, curtain for closing the stall.
 7. 4 iPhone (version 14 with 4/5G Sim enabled).
 8. Erection of Four LED TVs/Screens with Wi-Fi/Bluetooth enabled (in suitable space) in and around the auditorium/venue for multiple live view of the programme held inside the hall.
 9. Creation of link of all programmes for online uploading on the Akademi social media etc.
 10. Live streaming of 5/6 simultaneous sessions on all the days to Akademi's Youtube channel.
 11. Sufficient lightings covering all the stages, auditoriums may be provided at Ravindra Bhawan and at the venue for cultural performances.
 12. 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.
 13. Branded PA system with mics at Podium, Cordless mics/collar mike wherever required should be provided in all the auditoriums, inauguration venue and venue for cultural programmes.
 14. Six photographers with digital cameras and 6 digital video cameras for high quality video coverage and live streaming of the event held all the places at Ravindra Bhawan, Bhopal.

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15. Designing and erecting a Flex Boards/banners (50 Nos.) and Standee (20 Nos.) of the event at prominent places of Bhopal, Hotels where Akademi's guest will be staying etc.
16. Designing and erecting and putting up motifs/sculptures in all the venue for creation of ambiance.
17. Carpeting of all venues as per VVIP/VIP protocol.
18. Creation of Photograph Exhibition, showcasing 7 decades of the Akademi, important achievement of Akademi in the year 2022-2023 and highlights of the Unmesha (ILF) held at Shimla.
19. **The bidder should use the Logo's of MoC, G-20, Sahitya Akademi, AKAM and Unmesha in the arches, flex boards, banners, back drops and all publicity materials without fail.**
20. To provide the following for the Accounts Section with 2 standard size table, 6 chairs, 2 Computers with multifunctional printer and internet connectivity etc.
21. Illumination of the Ravindra Bhawan Building at Bhopal and motifs, sculptures installed at the Venue of the ILF-2023.
22. The provision of Dustbins (Big sizes) with swachh Bharat Mission Logo at all venues
23. Preparation of Plastic Badges for all the participants/staff/Official/Volunteers/Media Persons etc. (800 Nos.) with photograph & Bar Codes and bar code reading machines (4 Nos.)
24. Provision of adequate Power supply and power back-up like generator at all auditorium including Exhibitions/Book fair and all other venues where the event is to be held.
25. Round the clock security of the Venue with minimum 20 guards and 2 supervisors, if required.
26. Arrangement of Housekeeping staff for keeping & maintaining the Venue neat & clean.
27. 20 Fire Extinguishers (2 each) for all the programme venues, Exhibitions/Book fair etc.

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28. The bidder will require to vacate the venue within 24 hrs. after completion of the event.
29. Display for putting up the Session Information on digital standee in Hindi & English.
30. Arrangements for fresh flower Garland/bouquets/bunch of flowers for dignitaries (300 Nos.)
31. High Speed Internet Connectivity at the Programme Venue & at Temporary Camp Office at Ravindra Bhawan, Bhopal.
32. Setting up of Media Centre with necessary infrastructure like table, chair, electricity, Internet etc.
33. Setting up of the 3 Help Desk with 4 volunteers (male, female in equal number) for Registration/ reception and felicitation of the guests/participants/Visitors etc.
34. Any other item required on the need and requirement basis for organizing the ILF-2023
35. Creation of ambience in and around the Ravindra Bhawan, Bhopal about the event giving the corporate look.
36. Erection of the tent for preparation of Food for the event in the designated area of Ravindra Bhawan, Bhopal.
37. The successful bidder will have to submit a hard copy of pictorial report highlighting all sessions, publicity materials, activities undertaken during the UNMESH-2023 in not less than 100 pages to Sahitya Akademi alongwith the bill.
38. To cover the inside Nallah by erecting branding/tent/similar other things from Gate No.6 to the main entrance of the Ravindra Bhawan New Premises.
39. 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.

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Terms and Conditions & the Bidding Process

1. The Bidder must submit Bids in two bid system i.e. Technical Bid and Financial Bid. Both the Technical Bid and Financial Bid will have to be submitted separately in two sealed cover super-scribed as "Technical Bid" and "Financial Bid" with name, address with telephone or mobile number of the Tenderer should also be written legibly in all two sealed envelopes in offline and online modes. Both the bid should be put in another sealed envelope super-scribed as "Bid for International Literature Festival- 2023 at Bhopal" on top of the envelope.

All the Bidders should submit duly filled Tender document on or before **10 July, 2023 by 6:00 p.m.** addressed to the Secretary, Sahitya Akademi, Rabindra Bhavan, 35, Ferozeshah Road, New Delhi - 110001.

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. 2020-21, 2021-22 and 2022-23.	ATTACHED	YES	NO
(vii)	Latest Income Tax Clearance Certificate / Copy of ITR and PAN.	ATTACHED	YES	NO
(viii)	Tender Fee of Rs.25000/- (Rs. Twenty Five Thousand Only) by demand draft payable in favour of Secretary, Sahitya Akademi, New Delhi.	ATTACHED	YES	NO
(ix)	EMD of Rs. 5,00,000/- (Rs. Five 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 authority	ATTACHED	YES	NO

The EMD will be returned to the unsuccessful tenderers at the earliest within a month after the award of the work. **The total cost of the project including all taxes will not be more than 15 to 20 times of the EMD.**

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3. Submission of Tender:

3.1 Tender should be submit in TECHNICAL BID and FINANCIAL BID

3.2 The Financial Bid must contain the following:

(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.			

3.3 A pre-bid meeting to clarify any queries regarding the tender will be held at the Sahitya Akademi's Conference Hall on 3rd Floor on **05 July, 2023 at 11:00 am**.

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

3.5 The Technical Bid will be opened on **12 July, 2023 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.

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

3.7 The Concept/Design of the International Literary Festival 2023 with layout, decoration plan etc. as indicated above must be submitted in 3D hard copy as well as in Pen Drive/External Hard Disk

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

3.9 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.

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Sahitya Akademi

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- 3.10 The decision of the Secretary, Sahitya Akademi who is the Competent Authority in the Sahitya Akademi shall be final and abiding.
- 3.11 The Financial Bids will be opened on **13 July, 2023 at 03.00 pm.**
- 3.12 The Bids (Technical/Financial) shall be valid for a period of 90 days from the date of award of the tender.
- 3.13 The tender document may also be downloaded from Sahitya Akademi's website <http://sahitya-akademi.gov.in>

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, 2023 as per presentation and hard copy submitted.	50
	Concept & Design	30
	Effective Utilization of Space	10
	Innovative ideas for the Photo exhibition, Award ceremony etc. and display of books	10
3	Experience and expertise of key personnel handling the project	20

- 4.3 Financial Bids of only those who get 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)

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- 4.5 The Financial Bids of those will only be opened whose technical bid has 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	$CS = (80\% \times TS) \pm (20\% \times FS)$
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.
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 afore said amount of EARNEST MONEY DEPOSIT (EMD) will stand forfeited to the Sahitya Akademi. No claim shall lay against Sahitya Akademi in respect of erosion in value or interest on Earnest Money Deposit.
7. All the copy rights reserved by Sahitya Akademi.
8. The successful bidder will be liable to deposit within 5 days from the day of issue of work order a Performance Security equivalent to 5% of the value of work/contract/job reduced by amount of EMD by a demand draft in favour of Secretary, Sahitya Akademi, New Delhi, if any.
- 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, the performance security can be forfeited on the approval of the Competent Authority in the Sahitya Akademi.

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- 8.2 On expiry of the contract, such portion of the said security deposit as may be considered by the Competent Authority of the 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 31 July, 2023. The work should be completed by 02 August, 2023 by 12.00 Noon.
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, acts 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 have been 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, the Sahitya Akademi shall be at liberty to take over from the supplier at a price to be fixed by the Competent Authority of the Sahitya Akademi, which shall be final 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 the Sahitya Akademi elect to retain.

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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 the Sahitya Akademi in that event and the security deposit shall also stand forfeited.
15. **Subletting of work:** The tender is not transferrable. 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 the Sahitya Akademi or nominated by the Competent Authority of the 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 materials 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 the 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 the Sahitya Akademi.

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19. **Disclaimer:** The employees of the Sahitya Akademi and their relatives are prohibited from participation in this tender. The near relative s for this purpose are defined as:
 - (a) Members of a Hindu Undivided Family '
 - (b) Theirspouses '
 - (c) 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, sisters and sister's husband.
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 la w, 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, earth quacks 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-2023 and hard copy of pictorial report of the event.


(Krishna R Kimbahune)
Dy. Secretary (I/c Admn.)

For uploading on Sahitya Akademi website