



साहित्य अकादेमी

(राष्ट्रीय साहित्य संस्थान)

रवीन्द्र भवन, 35 फीरोज़शाह 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

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

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21<sup>st</sup> April 2022

### TENDER FOR

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

for

International Literature Festival, 2022

(16-18 June, 2022)

Gaiety Theatre, Town Hall, Ridge, Shimla,  
Himachal Pradesh

Ministry of Culture, Government of India has entrusted the project for conceptualization and organization of the International Literature Festival - 2022 to the Sahitya Akademi. The prestigious **International Literature Festival (ILF-2022)** is proposed to be held at **Shimla, Himachal Pradesh** from **16-18 June, 2022**. Approx. 450 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 **Gaiety Theatre, Town Hall, Ridge and other earmarked available places at Shimla**. The Festival will have paper presentation, talks, audio visual presentation and cultural performances apart from an event dedicated to Tribal Literature.

### 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

Email: [secretary@sahitya-akademi.gov.in](mailto:secretary@sahitya-akademi.gov.in)

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21/4/22



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## The Work

1. Theme of ILF-2022: "75 years of Indian Independence/Azadi ka Amrit Mahotsav".
2. Conceptualization, designing, fabrication and related work for the International Literature Festival to be held at Gaiety Theatre, Town Hall, Ridge at Shimla.
3. The Successful Bidder has to Provide two portable low seater with the maximum capacity of 6 persons for the welcome musicians.
4. The list of programmes with the condition that Sahitya Akademi reserves the right increase or decrease the number of events: -

Sl. No.	Programme
1.	Setting up the stage for Inauguration of International Literature Festival
2.	A Word from the Heart
3.	Literature & Women Empowerment
4.	The Rise of Young India-Yuva Sahiti
5.	LGBTQ Panel Discussion: My First Writing Experience/confronting challenges
6.	Poetry Readings
7.	What Literature Means to me?
8.	Literature and Cinema
9.	Oral Epics in unrecognised languages
10.	Importance of Mother Tongue
11.	Himachali Folk Performance
12.	Discussion on Challenges faced by the Tribal Writers
13.	Cinema & Literature
14.	Weaving a New World: Multilingual Short Story Reading
15.	Emerging Trends in North Eastern Literature
16.	Translation: Uniting the Culture
17.	Panel Discussion: Media, Literature and Independence Movement
18.	Popular World Literature and Indian readership
19.	Jugalbandi (Punjabi & Hindi Poets)
20.	Panel Discussion: Current Literary Trends in Tribal Writings
21.	Poetry Reading
22.	Multilingual Poetry Reading
23.	Transcending Horizons through translations
24.	The Role of Books in Indian Independence Movement
25.	Songs of the soil: Readings from Tribal Languages
26.	Indian Diaspora Literature
27.	Asmita: Women Writers Meet
28.	Short Story Readings
29.	Poetry Means to Me
30.	Why do I write?
31.	Fantasy and Science Fiction
32.	What Freedom means to me?
33.	Panel Discussion: Is Poetry Dying?
34.	Young Writers Reading
35.	Poetry Readings

21/9/22



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36.	Popular Literature of the World and Indian Readershiop
37.	Discussion on Ecocriticism
38.	Signing the Faith: Bhakti Literature in India
39.	Mulakat: Young Writers Meet
40.	What Poetry is to Me?
41.	Panel Discussion: Women Writing in Indian Languages
42.	Celebrating the Legacy: The saga of Indian Folklore
43.	The New Harvest: Yuva Sahiti
44.	Short Story Reading
45.	Indian Literature Abroad (ILA)
46.	Literature & Independence Movment
47.	Discussion-Indian Classics & World Literature
48.	From the Land of Rising Sun-Literature of North East

5. Designing stage/fresh Floral decoration/putting up installations related to the theme/preparation of stage for the inauguration of the International Literature Festival-2022 at Gaiety Theatre, Ridge, Shimla of approx. 400 audiences.
6. Fabrication and designing of Book Corner for display of 3000 books of Sahitya Akademi, creation of counter with seating of 2-3 person, adequate Electricity points etc. The bidder has to make arrangement for one Computer System, printer and internet connectivity.
7. Fabrication and designing of 10 water proof stalls in the size of 3X3 mtrs. (9sq metres) each shall have racks for display of 500 books, adequate lights, sufficient electricity points, creation of counter with seating of 2 persons, 2 chair, Fascia/Name of Publisher, curtain for closing the stall with adequate security in the Night.
8. Creation of 6 auditoriums. 2 auditoriums with a seating capacity of 250 audiences, 1 auditorium with a seating capacity of 150 persons and remaining 3 auditoriums with a seating capacity around 50-60 persons. All 6 auditorium required to be equipped with stage/podium/centre table/Executive chair (5-10 depending upon the programme requirement), carpet in and around the auditorium, fresh flower at Podium, Centre Table, visitor's chairs etc. with air conditioned and sound proof with 4 iPhone (12/13 version with 4/5G Sim enabled).
9. Creation of VIP lounge with sofa sets and chairs in the side galleries of the Gaiety Theatre.
10. Creating 3 Food Courts, one for VIP Guests, one for General public and use of Restaurant of Himachal Tourism (subject to availability) for serving food to participants/dignitaries/officials with the approx. capacity of 800 persons per day.
11. Erection of Six LED TVs/Screens with Wi-Fi/Bluetooth enabled (146") in and around the Ridge for audience to view multiple views of the programme held inside the Gaiety Theatre and Live Web caste of the programmes.

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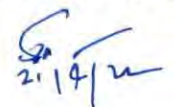
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12. Sufficient lightings covering all the stages, auditoriums may be provided in Gaiety Theatre and at the venue of cultural performances.
13. Creation of Social Media chamber with the set-up such as; 6 charging / plug points on Board. Media room shall contain adequate tables and Six to Eight chairs along with High Speed Internet connectivity/Internet Wagon/Printer with scanner (3 Nos.)/Desktop Computer system (4 Nos.)/Networking of all the Computers and other computer peripherals on need and requirement basis.
14. Branded PA system with mics at Podium and 2 Cordless mics should be provided in all the 6 auditoriums, inauguration venue and venue for cultural programmes.
15. Six photographers with digital camera and 6 video camera for covering the events at each auditorium as well as the place of Book Corner.
16. Designing and putting up the back drop banners for each programme (*in flex or cloth as per the guidelines of Government of Himachal Pradesh*).
17. Designing and erecting a Flex Boards/branding of the event from Chandigarh-Kalka-Solan-Shimla Highway at prominent places highlighting the ILF-2022 as well as branding in Lift at Mall Road, Shimla.
18. Designing and erecting programme Flex, arches in the Gaiety Theatre & other important places of Shimla and putting up motifs/sculptures in all the venue Gaiety Theatre/Town Hall/Ridge/Near Atal and Indira Statue.
19. Carpeting of all auditoriums/venues as per VVIP/VIP protocol.
20. Display material, if any will be provided by the Sahitya Akademi wherever possible to the successful bidder.
21. Creation of Exhibition for Unsung Hero of Indian Literature, Fellows of Akademi, Showcasing important activities of the Akademi etc.
22. **The successful bidder should create an aesthetically appealing common logo for the ILF-2022 and supply the open file to Sahitya Akademi. The bidder should also use them in the arches, flex boards, banners, back drops and at all prominent places alongwith the Ministry of Culture and AKAM Logo.**
23. A separate cabin for Accounts Section with 2 standard size table, 6 chairs, ceiling fan, light and electrical points with 1 Computer with multifunctional printer/internet connectivity etc.

  
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24. Illumination of the Gaiety Theatre/Book Exhibition, installations and other venues of ILF-2022.
25. To provide plants to add a green touch to the Venue along with electrical fittings in the pavilion as per requirements.
26. The provision of Dustbins (Big sizes) with Swachh Bharat Mission Logo at all venues.
27. Soundless 125 kW generator at all Programme Venues including Exhibitions/Book fair.
28. Round the clock security of the Venue with minimum 20 guards.
29. Arrangement of Housekeeping staff for keeping & maintaining the Venue neat & clean.
30. 20 Fire Extinguishers (2 each) for all the programme venues, Exhibitions/Book fair etc.
31. The bidder will require to vacate the venue within 24 hrs. after completion of the event.
32. Ten Electric Kart for Road for taking the participants to the venue from the last dropping point of vehicle entry at Ridge/Mall Road and back.
33. All the stages/dais LED Display for putting up the Session Information and similar information on standee in Hindi & English.
34. Arrangements for fresh flower Garland/bouquets/bunch of flowers for dignitaries
35. 40 Volunteers for the ILF-22 (30 Male & 10 Female).
36. Sufficient/adequate Internet Connectivity at the Programme Venue & at Temporary Camp Office Shimla.
37. Any other item required on the need and requirement basis for organising the ILF-2022
38. Setting up of the Help Desk.
39. Buntings near the Hill view point in the Mall Road, Design and erect backlit panels about the Indian Spiritual Heritage
40. Badges for participants, Akademi officials, dignitaries with photograph & Bar Codes.
41. Designing of the Amphitheatre to be used for storytelling, puppet show, cultural performance with adequate lighting and infrastructure.

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42. Setting up of Media Centre with necessary infrastructure like table, chair, electricity etc.
43. Successful bidder will help in attracting the crowd for the venue as well as help in bringing the audience to the ILF-2022.
44. 24 Indian Language Kiosk & Sahitya Akademi Logo in 15feet (Height)X10 feet width.
45. 4-6 panels displaying History of Indian Literature, Glory of Himachal Pradesh outside the Gaiety Theatre.

2.1.14/11



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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-2022”** on top of the envelope.

All the Bidders should submit duly filled Tender document on or before **27 April, 2022 by 5:00 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 organising 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. 2018-19, 2019-20 & 2020-21	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 <b>demand draft payable in favour of Secretary, Sahitya Akademi, New Delhi.</b>	ATTACHED	YES	NO
(ix)	EMD of Rs. 7,50,000/- (Rs. Seven Lakh Fifty thousand Only) in the form of <b>ONLY demand draft payable in favour of Secretary, Sahitya Akademi, New Delhi.</b>	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.

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### 3. Submission of Tender:

3.1 Tender should be submitted in two separate sealed covers, super-scribed 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 3<sup>rd</sup> Floor on **25 April, 2022 at 11:00 am**.
- 3.4 Any person interested in submitting bids may come for the pre bid conference.
- 3.5 The Technical Bid will be opened on **29 April, 2022 at 03.00 pm** in the presence of the bidders or their authorized representatives in the Sahitya Akademi's Conference Hall at the 3<sup>rd</sup> Floor.
- 3.6 The Committee shall assess the ability of the agencies to carry out the requisite quality work, profile and experience in the field.
- 3.7 The Concept/Design of the International Literary Festival 2022 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.
- 3.10 Financial Bid of only those bidders whose Technical Bid qualify would be opened.
- 3.11 The decision of the Secretary, Sahitya Akademi who is the Competent Authority in the Sahitya Akademi shall be final and abiding.
- 3.12 The Financial Bids will be opened on **02 May, 2022**
- 3.13 The Bids (Technical/Financial) shall be valid for a period of 90 days from the date of award of the tender.
- 3.14 The tender document may be downloaded from Sahitya Akademi's website <http://sahitya-akademi.gov.in>





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### 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:

Sl. 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 Festival of Letters 2020 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 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 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% x TS)+(20% x FS)
2	TS (Technical Score)
3	FS (Financial Score)



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- 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.
7. All the copy rights reserved by Sahitya Akademi. No claim shall lay against Sahitya Akademi in respect of erosion in value or interest on Earnest Money Deposit.
8. The successful bidder will be liable to deposit within 10 days from the day of issue of work order a Performance Security equivalent 10% 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, the 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 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 12 June, 2022 at 8.00 pm. The work should be completed by 15 June, 2022 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.



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(राष्ट्रीय साहित्य संस्थान)

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ई-मेल : secretary@sahitya-akademi.gov.in  
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## Sahitya Akademi

(National Academy of Letters)

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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.
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.

21/11/20



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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.
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:
  - (a) Members of a Hindu Undivided Family'
  - (b) Their spouses'
  - (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 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.

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# साहित्य अकादेमी

(राष्ट्रीय साहित्य संस्थान)

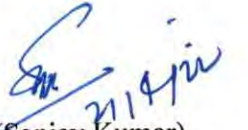
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21. No compensation shall be payable to the contractor for any damage caused by the lightening, wind storm, flood, tornado, earth quacks or other natural calamity during the execution of work. He shall make good all such damage at his own cost and 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-2022.

  
(Sanjay Kumar)  
Dy. Secretary (Admn.)

*For uploading on Sahitya Akademi website*