



साहित्य अकादेमी

(राष्ट्रीय साहित्य संस्थान)

संस्कृति मंत्रालय, भारत सरकार का स्वायत्त संस्थान
रवींद्र भवन, 35, फ़ीरोज़शाह मार्ग, नई दिल्ली-110 001
दूरभाष : +91-11-23386626-28, फ़ैक्स : +91-11-23382428
ईमेल : secretary@sahitya-akademi.gov.in
वेबसाइट : http://www.sahitya-akademi.gov.in

Sahitya Akademi

(National Academy of Letters)

An autonomous organization under Ministry of Culture, Govt. of India
Rabindra Bhavan, 35, Ferozeshah Road, New Delhi-110 001
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SA.37/Admn./ROB/15457

19 December 2024

e-Tender Notice

Sahitya Akademi an autonomous Organization under Ministry of Culture, Govt. of India invites e-tenders on two Bid system from reputed experienced firms/agencies for the conceptualization/ designing/ fabrication/ construction/ interior/ exterior of 384 sqft' covered space (16'x24') for Book Shop at Sahitya Akademi, Regional Office, Opposite Kala Grama, Next to Petrol Pump, Old Outer Ring Road, Mysore Road, Jnanajyoti Nagar, Mallathahalli, Bengaluru - 560 056. The tender document is available on Sahitya Akademi website of <http://sahitya-akademi.gov.in> and on <https://eprocure.gov.in>. The vendors may submit their quotations within 07 days of publication this tender notice on <https://eprocure.gov.in> and should be sent in a sealed cover superscribed "Tender for the conceptualization/ designing/ fabrication/ construction/ interior/ exterior of Book shop at Sahitya Akademi, Regional Office, Opposite Kala Grama, Next to Petrol Pump, Old Outer Ring Road, Mysore Road, Jnanajyoti Nagar, Mallathahalli, Bengaluru - 560 056" containing "Technical Bid" (Annexure-I) and "Financial Bid" (Annexure-II) kept in a separate sealed cover, addressed to the Secretary, Sahitya Akademi, Rabindra Bhavan, 35, Ferozeshah Road, New Delhi-110001 at ecpp portal. **The tender will open for public on 19 December, 2024 and will close on 27.12.2024 at 5.00 pm** The scope of work is as under: -

S.No	DESCRIPTION	UNIT
	A. Flooring	
	Providing & fixing flooring polished Vitrified tile (thickness as per manufacturer's specs) with water absorption less than 0.08% and confirming to IS 15622, of approved make in all colours, shades, to be fixed with cement mortar 1:4 (1 cement :4 coarse sand) 20mm thick, including grouting joints in white cement and colouring pigment to match shade of tile Complete. Skirting too shall be measured in sq. mtr.	
1	Vitrified Tiles (600X600) flooring tiles, 150 mm riser and 300mm tread	Sq.ft.
	B. Wall Cladding	
3	Providing and fixing veneer on all sides of the wall excluding the bookshelves and cabinets (thickness as per manufacturer's specs)	Sq.ft
	C. Furniture	
4	Reception Counter + seat	Nos.
5	Wooden ceiling design - carving design	Nos.
6	Wooden columns	Nos.
7	Lounge Seating (Sofa)	Nos.
8	Cornice moulding, Wooden beadings	running ft
	D. Bookshelves	
9	Wall-mounted Shelves -two 18mm plywood sandwiched together and covered with VENEER	Sq.ft.
10	Veneer for shelves, LOWER CABINETS	Sq.ft.
11	Lower cabinets, - plywood	Sq.ft.
	E. PARTITION WALL	
12	Plywood for partition wall -230 mm thick hollow wall, 900 mm high from FFL	running ft
13	Glass partition- 12 mm sandwiched laminate glass	Sq.ft
14	Glass door	Sq.ft
15	Emissive panel board for display of photos - entrance of the store, top of the partition wall	Sq.ft



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	F. ELECTRICAL	
16	FALSE CEILING	SQFT
17	LIGHT FIXTURES: BASIC LED PANEL LIGHTS	Nos.
18	SINGLE LIGHT POINT CONTROLLED BY 6A SWITCH	Nos.
19	LIGHT FIXTURES: RECESSED SPOTLIGHTS	Nos.
20	1.5 Ton Split AC (WITHOUT INSTALLATION CHARGE)	Nos.
21	Supply and Installtion of 16 AMPS Multi Socket Outlet (FOR AC)	Noss.
	The total cost of the project all inclusive will not be more than Rs.50,00,000/- (Fifty Lakh)	

The terms and conditions of the e-tender would be as under:

1. A demand draft for Rs.5000 drawn in favour of the Secretary, Sahitya Akademi towards cost of the tender document would be deposited alongwith Technical Bid.
2. Earnest Money Deposit by a demand draft is 3% of the total cost of the project drawn in favour of the Secretary, Sahitya Akademi would be deposited alongwith Technical Bid.
3. 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 by the Sahitya Akademi.
4. The successful tenderer will be required to deposit immediately a sum equivalent to 3% of the value of the contract as Performance Security Deposit by demand draft/RTGS in favour of Secretary, Sahitya Akademi, New Delhi. The amount of performance deposit may be reduced by the amount of EMD deposited with Technical Bid.
5. Further, failure on the part of the contractor to complete the job in accordance with the terms and conditions set out and within the time schedule will confer on the Sahitya Akademi the right to get the work done through another contractor, under such circumstances, the entire cost/ damages so incurred by the Sahitya Akademi will have to be borne by the first contractor and also negligence/lapse on the part of the contractor shall be borne by the contractor.
6. The contractor will be responsible for the guarantee of work of constructed/fabricated for a period of one year at no extra cost/ payment from the date of handing over finally to the Sahitya Akademi, the site. Any such work occurring shall be immediately replaced/repared without any cost on Sahitya Akademi.
7. During the period of construction of Sahitya Akademi's Book shop, the contractor shall have to make his own arrangement for various amenities as necessary for the smooth execution of the work.
8. **Incomplete tenders or not uploaded at ecppportal are liable to be rejected.**

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9. Period and terms of Delivery:
The site would be handed over to the contractor immediately after completion of formalities. The work should be completed within 15 days' time and failure to do so will entitle the Sahitya Akademi to impose a penalty of Rs.25,000 per day till the completion of work on the contractor which shall be recovered from any amount payable to the contractor.
10. Storage/Clearance of Materials:
The contractor shall comply with the directions/instructions of the Sahitya Akademi, Regional Office, Opposite Kala Grama, Next to Petrol Pump, Old Outer Ring Road, Mysore Road, Jnanajyoti Nagar, Mallathahalli, Bengaluru - 560 056
12. Terms of Payment:
No advance payment(s) will be made. Payment will be made through PFMS on submission of the bill on successful completion of the work, duly certified/recommended by the Committee constituted for the purpose.
13. Breach of terms and condition:
In case of breach of any of terms and conditions mentioned above, the Secretary being Competent Authority of Sahitya Akademi will have the right to cancel the work order without assigning any reason thereon and nothing will be payable by the Sahitya Akademi in that event and the Earnest Money Deposit and the Performance Security Deposit shall stand forfeited.
14. 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.
15. 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.
16. Access:
Any authorized representative/s of the Sahitya Akademi or nominated by the Secretary, 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 work 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 Secretary, Sahitya Akademi.
17. 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 (s), daughters/daughter's husband, brother/brother's wife, sisters/sister's husband.

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18. 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.

19. 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.

20. No claim shall lay against Sahitya Akademi in respect of erosion in value or interest on Earnest Money Deposit.

21. Only one tender shall be submitted by one tenderer.

22. The decision of the Secretary, Sahitya Akademi in this regard would be final and binding.

23. The Sahitya Akademi and the contractor shall make every effort to resolve amicably by direct informal negotiations, any disagreement or dispute, arising between them under or in connection with the contract. However, any unresolved disputes would be subjected to the jurisdiction of Delhi courts only.

24. The Technical Bids will be opened at 11.30am on 30 December 2024 at Sahitya Akademi, Rabindra Bhavan, 35, Ferozeshah Road, New Delhi-110001. It is open for bidders to attend the Technical Bid opening. The financial bid will be opened on 31 December 2024.

25. Selection Criteria:

- (i) Technical Bid will carry a weightage of 80 marks and the Financial Bid 20 marks.
- (ii) The agencies scoring 80 per cent marks or above in Technical Bid shall be eligible for opening of their Financial Bid.
- (iii) The agency which scores the highest aggregate marks of Technical Bid/Financial
- (iv) Bid will be awarded the contract.

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26. Evaluation Criteria:

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

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

26.1 The criteria for Technical Evaluation is as under:

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

- 26.1 The bids of the 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	TS	= (TBS X HM/TTBM)
2	TS	(Technical Bid score)
3	HM	(Highest marks amongst all evaluated bid)
4	TTBM	(Total Technical Bids Marks)

- 26.2 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.

26.3 Combined Evaluation Score of Technical and Financial Bids.

1	CES	= (80% x TS) + (20% x FS)
2	TS	(Technical Score)
3	FS	(Financial Score)

- 26.4 The Bid of the Bidder who scores the highest CES will be awarded the work.

- 26.5 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 shall be abiding.

(Baburajan S.)

Deputy Secretary (i/c Admn.)

For uploading on Sahitya Akademi website.



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ANNEXURE – I

To,

The Secretary,
Sahitya Akademi
New Delhi – 110001

Subject: Technical Bid

Dear Sir,

In response to the e-Tender notice, I/We submit our Technical Bid for conceptualization/ designing/ fabrication/ construction/ interior/ exterior of 384 sqft' open space (16'x24') for Sahitya Akademi, Regional Office, Opposite Kala Grama, next to Petrol Pump, Old Outer Ring Road, Mysore Road, Jnanajyoti Nagar, Mallathahalli, Bengaluru - 560 056 and enclosed the following documents duly signed and stamped.

1	Tender has been submitted in the prescribed format duly signed	Attached	Not Attached
2	Certified copy of PAN	Attached	Not Attached
3	Certified copy of GST Registration	Attached	Not Attached
4	Documentary evidence for exemption from deposit of tender cost/ EMD	Attached	Not Attached
5	Tender cost deposited by demand draft	Attached	Not Attached
6	Earnest Money Deposit by demand draft	Attached	Not Attached
7	Certificate of firm not blacklisted	Attached	Not Attached
8	Certificate that fabrication work will be completed within the time limit.	Attached	Not Attached
9	Certificate of authorized dealer/brand, if any	Attached	Not Attached
10	Certificate of rates validity period	Attached	Not Attached
11	Certificate of acceptance of terms & conditions	Attached	Not Attached
12	Name and e-mail /mobile number of the authorized person	Attached	Not Attached
13	List of orders executed during the last three years	Attached	Not Attached
14	Hard copy of conceptualization/designing alongwith soft copy	Attached	Not Attached
15	Details of technically competent personnel employed	Attached	Not Attached
16	Details of any awards won for stand design in the past three years.	Attached	Not Attached
17	The bid submitted by the tenders shall be valid for a period of 90 days computed from the date of opening of the bid	Attached	Not Attached
18	Certificate for completing the work within 15 days' time from the date of issue of work order.	Attached	Not Attached

Date.....

Signature of Bidder with Seal



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ANNEXURE –II

To,

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Subject: Financial Bid

Dear Sir,

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1	Vitrified Tiles (600X600) flooring tiles , 150 mm riser and 300mm tread	Sq. ft.
	B. Wall Cladding	
3	Providing and fixing veneer on all sides of the wall excluding the bookshelves and cabinets (thickness as per manufacturer's specs)	Sq. ft
	C. Furniture	
4	Reception Counter + seat	Nos.
5	Wooden ceiling design - carving design	Nos.
6	Wooden columns	Nos.
7	Lounge Seating (Sofa)	Nos.
8	Cornice moulding, Wooden beadings	running ft
	D. Bookshelves	
9	Wall-mounted Shelves -two 18mm plywood sandwiched together and covered with VENEER	Sq. ft.
10	Veneer for shelves, LOWER CABINETS	Sq. ft.
11	Lower cabinets , - plywood	Sq. ft.
	E. PARTITION WALL	



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12	Plywood for partition wall -230 mm thick hollow wall , 900 mm high from FFL	running ft
13	Glass partition- 12 mm sandwiched laminate glass	Sq.ft
14	Glass door	Sq.ft
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	F. ELECTRICAL	
16	FALSE CEILING	SQFT
17	LIGHT FIXTURES: BASIC LED PANEL LIGHTS	Nos.
18	SINGLE LIGHT POINT CONTROLLED BY 6A SWITCH	Nos.
19	LIGHT FIXTURES: RECESSED SPOTLIGHTS	Nos.
20	1.5 Ton Split AC (WITHOUT INSTALLATION CHARGE)	Nos.
21	SUPPLY AND INSTALLATION OF 16 AMPS MULTI SOCKET OUTLET (FOR AC)	Nos.

Signature