



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](mailto:secretary@sahitya-akademi.gov.in)  
वेबसाइट : <http://www.sahitya-akademi.gov.in>

**Sahitya Akademi**

(National Academy of Letters)

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SA.37/HO/ILF/BHOPAL/ 7528

03 July, 2023

**Tender for Catering Services for  
International Literature Festival, 2023  
(03-06 August, 2023)  
Bhopal, Madhya Pradesh**

The second edition of the prestigious UNMESHA – **The International Literature Festival (ILF-2023)** is proposed to be held in **Bhopal, Madhya Pradesh** from **03 - 06 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 **available places at Bhopal**. 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/ firm/ event management company, having experience in catering services/running of the staff canteens/experience in doing the similar nature of work. The Govt. Agencies are encouraged to submit their tender/bid in this regard.

**Sahitya Akademi**

(an autonomous organisation under Ministry of Culture, Govt. of India)

35 Ferozeshah Road, Rabindra Bhavan, New Delhi-110 001

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### WORK REQUIREMENT

In order to provide the Food to approx. 500 guests/VIP/VVIP/LOCAL OFFICIAL & VISITORS from 03.08.2023 to 06.08.2023, the Akademi invites e-tender as well as the hardcopy from experienced, competent and reputed contractors for providing catering services at Rabindra Bhawan, New Delhi. The applicable taxes should be quoted separately.

S.No.	Lunch/High Tea	Person(s) (Approx.)	Running Tea
1	12.30 pm to 3.00 pm (Lunch) (03.08.2023 to 06.08.2023)	800	Stipulated time
2	High Tea on 03.08.2023 (Inaugural Function)	800	
Extra provision for 10% may be made on need and requirement basis			
Menu (Vegetarian food only) will be changed on daily basis			
Any increase will be duly signed by the official deputed at Duty and the bill is to be submitted on daily basis			
Kindly quote your rates on per plate basis along with the Menu & Crockery.			

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### Terms and Conditions of submission of Bid

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 three sealed envelopes. Both the bids should be put in another sealed envelope super-scribed as "**Bid for Catering Service for ILF- 2023**" on top of the envelope.

All the Bidders should submit duly filled Tender document on or before **10 July, 2023 by 5:00 p.m.** addressed to the Secretary, Sahitya Akademi, Rabindra Bhavan, 35, Ferozeshah Road, New Delhi - 110001.

2. **The 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)	Undertaking that the tenderer has never been blacklisted by any Government of India Ministry/ Department/ Authority/ Organization/ Agency etc.	ATTACHED	YES	NO
(v)	Certified financial statement for the last 3 years i.e. 2020-21, 2021-22 & 2022-23	ATTACHED	YES	NO
(vi)	The tender Fee of Rs.5000/- in the form of ONLY demand draft payable in favour of Secretary, Sahitya Akademi, New Delhi exemption allowed as per Govt. rules and regulations on submission of requisite documents.	ATTACHED	YES	NO
(vii)	Latest Income Tax Clearance Certificate / Copy of ITR and PAN.	ATTACHED	YES	NO
(viii)	EMD of Rs.2,00,000/- (Rs. Two Lakh Only) in the form of ONLY demand draft payable in favour of Secretary, Sahitya Akademi, New Delhi exemption allowed as per Govt. rules and regulations on submission of requisite documents.	ATTACHED	YES	NO
(ix)	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 The Bid should be submitted in sealed covers super-scribed CATERING SERVICES FOR ILF-2023 AT Bhopal.
- 3.2 The Bid will be opened on **12 July, 2023 by 11:00 a.m.** in the presence of the bidders or their authorized representatives in the Sahitya Akademi's Conference Hall at the 3<sup>rd</sup> Floor.
- 3.3 The Committee shall assess the ability of the agency to carry out the requisite quality work, profile and experience in the field.
- 3.4 The decision of the Secretary, Sahitya Akademi who is the Competent Authority in the Sahitya Akademi shall be final and abiding.
- 3.5 The tender document may be downloaded from Sahitya Akademi's website <http://sahitya-akademi.gov.in>
4. No advance payment will be made in this regard. Payment will be made through PFMS (Public Financial Management System) on submission of the bill on successful checked out duly certified/recommended by the Committee constituted for this purpose.
5. 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.
6. No claim shall lay against Sahitya Akademi in respect of erosion in value or interest on Earnest Money Deposit.
7. The successful bidder will be liable to deposit 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 within 10 days from the day of issue of work order.
- 7.1 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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11. **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.
12. **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.
13. **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.
14. **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.
15. **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.
16. **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.

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17. The Secretary, Sahitya Akademi reserves the right to either accept or reject any or all the tenders and accept the whole or any part of any tender without assigning any reason.

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

*For uploading on Sahitya Akademi website*