

SA.37/FOL/2022-23/20504

07 February, 2023

**CORRIGENDUM**

Sub: Conceptualization, designing and fabrication of venue for Festival of Letters 2023 to be held from 11.03.2023 to 16.03.2023 at Rabindra Bhawan Lawns, 35, Ferozeshah Road, New Delhi, e-tender ID 2023\_SA\_735751\_1 – reg.

In continuation of the above mentioned subject, the revised schedule for last date and opening of Technical Bid and Financial Bid is as under:

1	Last date of receiving of Tender Document	14.02.2023 at 05:00 PM
2	Opening of Technical Bid	16.02.2023 at 11:00 AM
3	Opening of Financial Bid	17.02.2023 at 05:00 PM

All other terms & conditions shall remain the same.

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

**Matter for placing on Website.**



18 January, 2023

SA.37/FOL/2022-23/ 19788

## Tender Notice

Subject: Conceptualization, Designing and Fabrication of Venue for Festival of Letters, 2023 to be held from 11.03.2023 to 16.03.2023 at Rabindra Bhavan Lawns, 35 Ferozeshah Road, New Delhi-110001

Sahitya Akademi an autonomous organisation under Ministry of Culture, Govt. of India, requires the services of a professional agency having experience in designing/fabrication of exhibitions/events/literary festivals/similar other events etc. at National and International level. The concept of the Festival of Letters 2023, is as given in the introduction.

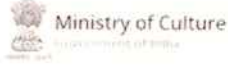
The Tender Fee of Rs. 10,000/- (Rupees Ten Thousand only) and the Earnest Money Deposit would be Rs.3,00,000/- (Rupees Three Lakh only) shall be paid by a demand draft in favour of Secretary, Sahitya Akademi payable at New Delhi.

In the event of any corrigendum, the same shall also be issued on website www.sahitya-akademi.gov.in of the Sahitya Akademi.

The tender document, in a sealed cover, addressed to the Secretary, Sahitya Akademi, Rabindra Bhawan, 35, Ferozeshah Road, New delhi-110 001 may be submitted latest by 07 February 2023 upto 17.00 hrs.

Date of Pre-Bid Conference	27 <sup>th</sup> January, 2023 at 11.00 hrs at Sahitya Akademi's Conference Hall, 3 <sup>rd</sup> Floor
Last date for submission of Bid	07 February, 2023 upto 17.00 hrs
Date of Opening of Technical Bids	09 February 2023 at 11.00 hrs. at Sahitya Akademi's Conference Hall, 3 <sup>rd</sup> Floor
Date of Opening of Financial Bids	13 February 2023 at 11.00 hrs. at Sahitya Akademi's Conference Hall, 3 <sup>rd</sup> Floor

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



## साहित्य अकादेमी

(राष्ट्रीय साहित्य संस्थान)

रवीन्द्र भवन, 35 फीरोजशाह 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)

Rabindra Bhavan, 35 Ferozeshah Road, New Delhi-110001  
Phone: +91-11-23386626-28, Fax: +91-11-23382428  
E-mail: [secretary@sahitya-akademi.gov.in](mailto:secretary@sahitya-akademi.gov.in)  
Website: <http://www.sahitya-akademi.gov.in>

### About Festival of Letters

The Festival of Letters is an annual event of Sahitya Akademi featuring about 350 eminent writers, scholars, critics, poets and translators throughout Country. Every year the Festival is based on a specific theme. For 2023 Festival of Letters, the theme will be **“Indian Literature and Unity of Cultures”**.

The event will take place in the Rabindra Bhavan premises and the Award ceremony will take place at Kamani Auditorium. The Festival will have paper presentation, audio visual presentation and cultural performances apart from an event dedicated to children.

### Who can Participate

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



## The Work

1. Theme: "Indian Literature and Unity of Cultures"
2. Conceptualization, designing and fabrication of Venue for the Festival of Letters 2023, Award Presentation at Kamani and provide other related ancillary services.
3. Setting and sprucing the appropriate Venue for the Inauguration of Sahitya Akademi Annual Exhibition. The Exhibition will feature photographs, messages, captions, slogans that need to be printed in vinyl and erected in aesthetic manner. Providing one or two portable low seater with the maximum capacity of 6 persons for the welcome musicians. The same portable seater has to be deployed in the Kamani Auditorium before the Awards presentation ceremony.
4. Tentative programme list is as follows and the Sahitya Akademi reserves the right to add or remove the programmes:

Sl. No.	Programme	Venue
1.	Inauguration of Akademi Exhibition	Rabindra Bhavan Lawns
2.	Interaction of Sahitya Akademi Award Winners 2022 with Media	Rabindra Bhavan Lawns
3.	Award Presentation and Cultural Programme	Kamani Auditorium
4.	Writers Meet	
5.	Yuva Sahiti	Rabindra Bhavan Lawns
6.	Purvottari-North East & Northern Writers Meet	Rabindra Bhavan Lawns
7.	Symposium on Role of Literature in my Life	Rabindra Bhavan Lawns
8.	Samvastar Lecture	Rabindra Bhavan Lawns
9.	Face to Face Programme	Sahitya Akademi Auditorium
10.	Panel Discussion on World of Letters and my Art	Rabindra Bhavan Lawns
11.	Panel Discussion on Translation	Rabindra Bhavan Lawns
12.	Tribal Writer's Meet	Rabindra Bhavan Lawns
13.	Presentation of Bhasha Samman	Rabindra Bhavan Lawns
14.	Panel Discussion on Playwriting	Rabindra Bhavan Lawns
15.	Seminar on Memories of Epics, Indian Independence Movement and National Building (for 3 days)	Rabindra Bhavan First Floor
16.	LGBTQ Writers' Meet	Rabindra Bhavan Lawns
17.	Panel Discussion on Media & Literature	Rabindra Bhavan Lawns
18.	Panel Discussion on Publishing in India	Rabindra Bhavan Lawns
19.	People and Books	Rabindra Bhavan Lawns
20.	Bal Sahiti- Spin a Tale	Rabindra Bhavan Lawns
21.	Panel Discussion on Education and Creativity	Rabindra Bhavan Lawns
22.	Panel Discussion on Importance of Mother Tongues	Rabindra Bhavan Lawns
23.	Panel Discussion on Literature and Women Empowerment	Rabindra Bhavan Lawns

5. In the Kamani Auditorium, designing stage/Floral decoration/outside area for Award Presentation Ceremony.

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6. Overhead aluminium water proof hanger with fire retarded should be strong enough of sustain high speed wind/rain pressure with 100 mm levelled wooden floor laid/fixed with non-woven carpet in the hanger structure. The hanger structure should be covering the provided area in Rabindra Bhavan Lawns.
7. Fabricate and designing Book Corner for display/exhibition of about 3000 Sahitya Akademi books/publications, creation of counter with sitting of 2-3 person, adequate Electricity & points, store room for keeping the books outside the Lalit Kala Akademi, Gallery with all provision of Water proof and Security Etc.
8. 3 halls with stage and podium with a seating capacity of 150 audiences at Rabindra Bhawan Lawns. All the 3 halls should be Air Conditioned and sound proofed. 150 chairs for the audience and 6 chairs for dais should be provided for each Hall along with other necessary items like lights, backdrop, Sound system etc.
9. Creation of lounge in the Rabindra Bhavan Lawns with sofa sets and chairs etc.
10. Creating Food Courts in the hanger one each for VIP and General separately. About 50 chairs, sufficient number of tables for people to sit or stand and eat.
11. Erection of two LED TVs (146") in the Rabindra Bhavan Lawns area and one outside the Sahitya Akademi Auditorium in the 1<sup>st</sup> Floor of Rabindra Bhavan for audience to view multiple views.
12. Sufficient lightings covering both the stage and auditorium may be provided at the Halls in Rabindra Bhavan and also at Meghdoot Theatre and the place where cultural performances take place.
13. One cabin with 6 charging / plug points on Board for media persons. The Media cabin shall contain one small table and two chairs.
14. One make shift table measuring 4 feet width, 2 feet depth and 3½ feet height draped in white cloth bearing Akademi / Festival of Letters logo and also with three chairs for the reception area in the Rabindra Bhavan Lawns.
15. One mini hall for display of Photographs of Akademi's Programmes & Library Books, with adequate sitting arrangement & basic amenities like electricity etc.
16. Branded PA system with mics in Podium and 2 Cordless mics should be provided in all the Halls and at cultural programmes.
17. Three photographers with digital camera and 3 video camera for covering the events.



18. Designing and putting up the Back drop banners for each programme.
19. Designing and erecting a Flex Board on the eastern wall of the Rabindra Bhavan adjoining the Reception area containing the images of the MILs, important programmes and Publications of the Sahitya Akademi on 01.03.2023.
20. Designing and erecting Five programme Flex on the Copernicus Marg, Ferozeshah Road entrances of the Rabindra Bhavan, back side of LKA Gallery near to Alexandra Puskin statue and on the right corner of Copernicus Marg near Mandi House Circle and at the Wall of NSD on 1 March, 2023.
21. Designing and erecting arches on the Copernicus Marg and Ferozeshah Road entrances of the Rabindra Bhavan gates.
22. Sahitya Akademi will provide the successful bidder/s, 250 to 300 photographs to be displayed, news clippings for display, information for creating highlights/message boards, the photographs of Award-winners, etc.
23. The successful bidder/s should scan, design, print and erect these materials on suitable medium.
24. The successful bidder/s should create an aesthetically appealing common logo for the Festival of Letters 2023 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.
25. A separate cabin for Accounts Section near the VIP Food Court with 2 standard size table, 6 chairs, ceiling fan, lighting and electrical points.
26. Illumination of the Rabindra Bhavan Building and trees with LED & focus lights.
27. The scope of work will cover providing plants to add a green touch to the Venue along with electrical fittings in the pavilion as per requirements.
28. Dustbins (Big sizes) with Swacch Bharat Mission Logo (6 Nos.)
29. Soundless 125 kW generator (as per need and requirement).





30. Round the clock security of the Venue with sufficient guards (2 Security Supervisor & 6 Security Guard).
31. Keeping the Venue neat & clean and to follow the guidelines of Covid-19/Omicron Pandemic.
32. Fire Exit in the Venue. The successful bidder should also provide 12 Fire Extinguisher for the Rabindra Bhavan Lawns.
33. Enough multipurpose work force must be engaged for shifting/change/other miscellaneous work during the Festival of Letters 2023.
34. Provision for closing of Halls and exhibition venue after the events.
35. The main scope of work besides other important areas includes fabrication of Venue for the Festival of Letters 2023 maintenance as well as daily cleaning/sweeping and 24-hour security of the Venue during the event and dismantling of the pavilion after the event within 48 hours. The Lawns must be hand over in the perfect conditions as was given before the start of the work.





## 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 three sealed envelopes. Both the bid should be put in another sealed envelope super-scribed as “**Bid for Festival of Letters 2023**” on top of the envelope.

All the Bidders should submit duly filled Tender document on or before **7 February 2023 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/ Authority/ Organization/ Agency etc.	ATTACHED	YES	NO
(vi)	Certified financial statement for the last 3 years i.e. 2019-20, 2020-21 & 2021-22.	ATTACHED	YES	NO
(vii)	Latest Income Tax Clearance Certificate / Copy of ITR and PAN.	ATTACHED	YES	NO
(viii)	Tender Fee of Rs. 10,000/- (Rs. Ten Thousand Only) by demand draft payable in favour of Secretary, Sahitya Akademi, ND	ATTACHED	YES	NO
(ix)	EMD of Rs. 3,00,000/- (Rs. Three Lakh Only) in the form of 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
(xi)	MSME certificate for exemption of Tender Fee & EMD	ATTACHED	YES	NO
<b>The total cost the work all-inclusive of taxes will not be more than 33 times of the EMD</b>				





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 **27 January 2023 at 11:00 hrs** a.m.

3.4 Any person interested in submitting bids may come for the pre bid conference.

3.5 The Technical Bid will be opened on **9 February 2023 at 11:00 hrs.** 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 Festival of Letters 2023 with layout, decoration plan etc. as indicated above must be submitted in 3D hard copy as well as in Pen Drive.

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 **13 February, 2023**
- 3.13 The Bids (Technical/Financial) shall be valid for a period of 60 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>

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 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 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	<b>CS = (80% x TS)+(20% x FS)</b>
2	<b>TS (Technical Score)</b>
3	<b>FS (Financial Score)</b>

- 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, 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. 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 25 February, 2023. The work should be completed by 8<sup>th</sup> March, 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.



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.
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.



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(राष्ट्रीय साहित्य संस्थान)

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

## Sahitya Akademi

(National Academy of Letters)

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

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. **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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