



साहित्य अकादेमी

(राष्ट्रीय साहित्य संस्थान)

संस्कृति मंत्रालय, भारत सरकार का स्वायत्त संस्थान
रवींद्र भवन, 35, फ़ीरोज़शाह मार्ग, नई दिल्ली-110 001
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Sahitya Akademi

(National Academy of Letters)

An autonomous organization under Ministry of Culture, Govt. of India
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SA.37/HO/9434

09 October 2024

E-tender for Book Fair & Literary Programme (30.11.2024 to 08.12.2024)

Sahitya Akademi is organising Pustakayan, Sahitya Akademi Book Fair & Literary Programmes during 30.11.2024 to 08.12.2024. The theme of the programme will be “**Indian Independence/Amrit Kaal**”.

The Book Fair & Literary Programmes will take place in the Rabindra Bhavan premises. In the Book fair important publishers across India will participate and Book release, literary functions, an event dedicated to children will also be organised.

Who can Participate

Any agency/ firm/ event management company, having experience in designing, fabricating & setting up the book fair and literary programmes can participate in the tender process.

The Work

1. Conceptualization, designing and fabrication of Book Fair & Literary Events at Rabindra Bhawan Compound and providing other related ancillary services.
2. Setting and sprucing the Rabindra Bhawan Compound for arranging the Book Fair & Literary events in Rabindra Bhawan. The structure should be covering the provided area in Rabindra Bhawan Lawns.

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The details of work are as under: -

BOOK FAIR:

<u>A.</u>	Creation of stall in tress with water proofing
<u>B.</u>	50 Stall in the Size 3m x 3m with water proof alongwith Octonorm Table, Octonorm Panel Wall, display racks, LED Metal light, Halogen LED Lights, Wooden platform, Ceiling or Pedestal Fan, 6 tables, 3 chairs, 25 Jalli/ glass racks for display of books, facia with the name of Publisher and padestral fan (on need & requirement basis)
<u>C.</u>	List of participants on Flex on both gates of Rabindra Bhawan one each in Hindi and English.
<u>D.</u>	Installation of banners of 15X15 feet at Copernicus Road, Ferozeshah Road, wall of National School of Drama & near to Mandi House Circle
<u>E.</u>	Indicator/signage's, Hoardings, Vinyl digital print on need and requirement basis, installation of flex banners on the frame over the stalls.
<u>F.</u>	Highlight the Pustakayan (Sahitya Akademi Book Fair) in all the banners, standees with Logos of MOC, AKAM, SAHITYA AKDEMI
<u>G.</u>	Creation of VIP lounge in the Rabindra Bhavan Lawns with sofa sets and chairs etc with the sitting capacity of 15-20 persons along with all furniture etc.
<u>H.</u>	Creation of book fair ambiance in and around Rabindra Bhawan by putting up elements and other items.
<u>I.</u>	Creation of sitting corner for the visitors/public etc.

LITERARY PROGRAMME

<u>J.</u>	Creation of open Hall with stage, podium would have sitting capacity of 150 audiences needs to be covered from the top. The hall should be equipped with 3 seater sofa (4Nos.), Centre Table, 150 chairs for the audience and 8 chairs for dias and Flower Decoration as per the need and requirement basis.
<u>K.</u>	Branded PA system with mics in Podium and 2 Cordless mics should be provided in Hall and where cultural programmes taking place.
<u>L.</u>	Erection of LED TVs (8X4 feet) in the Rabindra Bhavan
<u>M.</u>	Backdrop for all Literary Programmes on LED (10X5 feet)

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4. Sufficient lightings covering auditorium, book fair and Rabindra Bhawan Compound may be provided also at place of organising cultural events.
5. One photographers with digital camera and one person for video recording of the entire event & literary programmes.
6. Designing and putting up the Back drop banners for each programme.
7. Designing and erecting arches on the Copernicus Marg and Ferozeshah Road entrances of the Rabindra Bhavan gates.
8. The successful bidder/s should create an aesthetically appealing common logo for the Book Fair & Literary events 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.
9. Illumination of the Rabindra Bhavan Building and outside area two days before and one day after the book fair.
10. 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.
11. Dustbins (Big sizes) with Swacch Bharat Mission Logo.
12. Round the clock power back up.
13. Round the clock security of the Venue with 8 to 10 guards.
14. Keeping the Venue neat & clean with by deputing the manpower.
15. Fire Exit in the Venue. The successful bidder should also make necessary arrangement for firefighting equipment's like fire-extinguishers, sand, etc.
16. Enough multipurpose work force must be engaged for miscellaneous work during the event
17. Provision for closing of stalls with the cloth/kanat after the events.
18. The Lawns must be hand over in the perfect conditions as was given before the start of the work.

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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 three sealed envelopes. Both the bid should be put in another sealed envelope super-scribed as “**Bid for Book Fair & Literary programme**” on top of the envelope. The Tender should be uploaded on Ecpp Portal and no tender will be entertained without uploading on ecpp portal

All the Bidders should submit duly filled Tender document on or before 22 October, 2024 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. 2021-22, 2022-23 & 2023-24.	ATTACHED	YES	NO
(vii)	Latest Income Tax Clearance Certificate / Copy of ITR and PAN.	ATTACHED	YES	NO
(viii)	Tender Fee of Rs.10000/- (Rs. Ten Thousand Only) by demand draft payable in favour of Secretary, Sahitya Akademi, New Delhi or submit the certificate in exemption	ATTACHED	YES	NO
(ix)	EMD of Rs. 2,50,000/- (Rs. Two Lakh Fifty Thousand Only) in the form of demand draft payable in favour of Secretary, Sahitya Akademi, New Delhi. Or submit the certificate in exemption.	ATTACHED	YES	NO
(x)	GST Registration Certificate issued by the competent authority	ATTACHED	YES	NO
The project cost will not be more than 22 times of the EMD all inclusive				

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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 3rd Floor on **14 October, 2024**.
- 3.4 Any person interested in submitting bids may come for the pre bid conference.
- 3.5 The Technical Bid will be opened on **24 October, 2024** in the presence of the bidders or their authorized representatives.
- 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 Book Fair & Literary Programme with layout, decoration plan etc. as indicated above must be submitted in 3D hard copy as well as in CD and to give the presentation on **24 October, 2024**
- 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 **28 October, 2024**.
- 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 Book Fair, Literary Programme 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	TS =	(TBS 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 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 15 November, 2024. The work should be completed by 28.11.2024 by 6.00 pm..
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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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.

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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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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.

(Baburajan S)

Deputy Secretary (I/c. Admn.)