



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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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
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SA.37/FOL-Catering/2024-25/18585

7 January, 2025

e-Tender for Catering Services for
Festival of Letters, 2025
(07 – 12 March, 2025)
Rabindra Bhawan, New Delhi

The prestigious Festival of Letters, 2025 is proposed to be held at Rabindra Bhawan, New Delhi from 07 to 12 March 2025. Approx. 500 eminent writers, critics, translators and poets apart from the folk performers are likely to participate from across the India. The theme of the event will be **“Indian Literary Tradition: Heritage & Evolution”**.

The event will take place in the Rabindra Bhavan premises and the Award ceremony will take place at Kamani Auditorium. The Festival will have the paper presentations, seminar, symposium, literary forum, 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 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. Preference will be given to the Government organization.

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WORK REQUIREMENT

In order to provide the Food to approx. 1000 guests/VIP/VVIP from 07.03.2025 to 12.03.2025, 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	Lunch with running Tea	1000	Stipulated time
2	High Tea	1000	
3	Snack Box with Tea	As per requirement	
Extra provision for (+) (-) 10% may be made on need and requirement basis			
Menu (Vegetarian food only) will be changed on daily basis			
The bill is to be submitted on daily basis			
Kindly quote your rates on per plate basis along with the menu & crockery. Please quote separate rates for serving in disposable/bone china crockery			
Necessary arrangement for table, tent etc. for serving the food will be made by the successful bidder/s only.			

Terms and Conditions & the Bidding Process

1. The Bidder must submit Bids in **two bid system i.e. Technical Bid and Financial Bid at ecpp portal**. Both the Technical Bid and Financial Bid will have to be submitted separately as “**Technical Bid**” and “**Financial Bid**”.

All the Bidders should upload the tender document at ecpp portal on or before **20 January 2025 by 5:00 p.m.** In absence of submission of e-tender at ecpp portal, the tender will not be considered or liable for rejection.

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

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(vi)	Certified financial statement for the last 3 years i.e.2020-21, 2021-22 and 2022-23	ATTACHED	YES	NO
(vii)	Latest Income Tax Clearance Certificate / Copy of ITR and PAN.	ATTACHED	YES	NO
(viii)	Tender Fee of Rs.10,000/- (Rupees Ten Thousand Only) by demand draft payable in favour of Secretary, Sahitya Akademi, ND	ATTACHED	YES	NO
(ix)	EMD of Rs.2,00,000/- (Rupees Two 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

3. Submission of Tender:

3.1 The Financial Bid must contain the following:

(i)	Must contain the total cost of the 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.			

- 3.2 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 **15 January 2025 at 11:30 am.**
- 3.3 Any person interested in submitting bids may come for the pre bid conference.
- 3.4 The Technical Bid will be opened on **22 January 2025 at 03:00 pm** in the presence of the bidders or their authorized representatives in the Sahitya Akademi's Conference Hall at the 3rd Floor. The marking will be done only on the basis of the experience of the agency/ vendor in executing such works. Preference will be given to the bidders who are regularly working for the government/ state government organization.
- 3.5 The Committee shall assess the ability of the agencies to carry out the requisite quality work, profile and experience in the field.
- 3.6 The Technical Bid would be considered only of those bidders who fulfil the eligibility criteria and have submitted all the documents.

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3.7 The bids would be first evaluated technically on the following para metres: -

S. No.	Particulars
1	Experience in handling the big event. preference will be given to the vendor who has experience of working with the Government Departments.
2	Quality of the food to be served to the guest of Festival of Letters, 2025.
3	Menu richness and items to be served
4	Quality of the crockery.
5	Professionally equipped manpower to handle the big events
6	Turnover of Rs.1 crore in the last two financial years. Documentary evidence to be attached.
7	In case the vendor fails to showcase the quality of food & crockery, the committee has all the rights to reject their bid.
8	FSSAI Certificate

- 3.8 Financial Bid of only those bidders whose Bid qualify the criteria as stated at point no.3.7 would be opened.
- 3.9 The decision of the Secretary, Sahitya Akademi who is the Competent Authority in the Sahitya Akademi shall be final and abiding.
- 3.10 The Financial Bids will be opened on **24 January 2025 at 02:00 pm.**
- 3.11 The Bids (Technical/Financial) shall be valid for a period of 90 days from the date of award of the tender.
- 3.12 The tender document may be downloaded from Sahitya Akademi's website "http://sahitya-akademi.gov.in"
4. 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.
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.

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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 within 10 days from the day of issue of work order a Performance Security equivalent 5% of the value of work/contract/job reduced by amount of EMD by a demand draft in favour of Secretary, Sahitya Akademi, New Delhi.
 - 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.
 - 7.2 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.
8. **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.
 - 8.1 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 unsatisfactory room/services 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.

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9. **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.
10. **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.
11. **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.
12. **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.
13. **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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14. **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.
15. **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.
16. 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.

(Baburajan S)

Dy. Secretary (i/c Admn.)

For uploading on Sahitya Akademi website