



**साहित्य अकादेमी**

(राष्ट्रीय साहित्य संस्थान)

संस्कृति मंत्रालय, भारत सरकार का स्वायत्त संस्थान  
रबींद्र भवन, 35, फ़ेरोज़शाह मार्ग, नई दिल्ली-110 001  
दूरभाष : +91-11-23386626-28, फैक्स : +91-11-23382428  
ईमेल : [secretary@sahitya-akademi.gov.in](mailto: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  
Phone: +91-11-23386626-28, Fax +91-11-23382428  
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Website: <http://www.sahitya-akademi.gov.in>

SA.37/ROK/2024-25/ 22024

28 February, 2025

### e-Tender Notice

**Sub: Conceptualization, Designing, Construction and Fabrication of Bookshop, Committee Room & Auditorium at Sahitya Akademi Regional Office situated at 4 DL Khan Road, Kolkata**

Sahitya Akademi an autonomous organisation under Ministry of Culture, Govt. of India, requires the services of a professional agency having experience in designing/ fabrication/interior decoration experience at National and International level. The Scope of work is given below in the tender document.

The Tender Fee of Rs. 50,000/- (Rupees Fifty Thousand only) and the Earnest Money Deposit would be Rs.3,75,000/- (Rupees Three Lakh Seventy-Five Thousand 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](http://www.sahitya-akademi.gov.in) of the Sahitya Akademi.

The Design part of the above only, in a sealed cover, addressed to the Secretary, Sahitya Akademi, Rabindra Bhawan, 35, Ferozeshah Road, New Delhi-110 001 may be submitted latest by 6<sup>th</sup> March, 2025 upto 17.00 hrs.

Last date for submission of Bid	07 March, 2025 upto 17.00 hrs.
Date of Opening of Technical Bids	10 March, 2025 at 11.00 am. at Sahitya Akademi's Conference Hall, 3rd Floor
Date of Opening of Financial Bids	11 March, 2025 at 03.00 pm. at Sahitya Akademi's Conference Hall, 3rd Floor

(Baburajan S)

Deputy Secretary i/c (Admn.)



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- 2 -

### SCOPE OF WORK

Conceptualization, Designing, Construction and Fabrication of Bookshop, Committee Room & Auditorium at Sahitya Akademi Regional Office situated at 4 DL Khan Road, Kolkata is as under:

S.No.	Particulars/scope of work	Area in Sqft
1	<b>Re-furnishing of the Auditorium (Area 2162 sq. ft.)</b>	
2	Table 6ftX3ft	18
3	Steel Chair for auditorium 90(chair) for audience	120
4	False Ceiling	2000 sq ft.
5	Lighting with sensor inside the false ceiling (as per the requirement)	5
6	Air condition Cassette AC two ton	
7	WBC/wooden Panel used for wall 6inch width panel 10 feet height panne with "U" angal side almunni channel	
8	Decoration of all wall with all Pooty for wall Laveling	
9	Stage for Auditorium with Havey MS Fream use ply wood with red carpet	20ft(W)x6ftX1 ft (H)
10	Wooden Central Table with Glass top (3ft. X 2.5 Ft.)	2 Nos.
11	VIP Chairs	10 Nos.
12	Window Blinders for window	12 Nos.
13	Floring with wooden/floor tiles	2100 sq ft.
14	Carpeting as per the need and requirement basis	
15	Wooden paneling of the pillers inside the Hall	8 Nos.
16	Furnishing of the Washrooms	2 Nos.
17	Dismantalling of the walls as per need and requirement basis	
<b>Sound System Good Quality with AMC for three years</b>		
01	Speaker wall monting	4 Nos.
02	Ceiling speaker	4 Nos.
03	cordless mikes	4 Nos.
04	mixer 16 channel	1 Nos.
05	Collar Mike	1 Nos.
06	Lapper mic	1 Nos.
07	Podium Mike	2 Nos.
08	Good Quality Projector	1 Nos.
09	Screen with full set up in the size of 10X8 feet	1 Nos.

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- 2 -

S.No	DESCRIPTION	UNIT
	<b>A. Flooring</b>	
	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 (1cement :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>B. Wall Cladding</b>	
3	Providing and fixing veneer on all sides of the wall excluding the bookshelves and cabinets (thickness as per manufacturer's specs)	Sq.ft
	<b>C. Furniture</b>	
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
	<b>D. Bookshelves</b>	
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.
	<b>E. PARTITION WALL</b>	
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
	<b>F. ELECTRICAL</b>	
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)	3 Nos.
21	Supply and Installation of 16 AMPS Multi Socket Outlet (FOR AC)	Nos.

2



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- 3 -

<b>COMMITTEE ROOM (10X14 Sq. FEET)</b>		
1	Round table with sitting capacity of 10 persons	1 Nos
2	Executive Revolving chair	10 Nos.
3	Partition in wood on the front side with door	1 Nos.
4	AC Split 1.5 Ton	1 Nos.
5	Floor Tiles	Sq ft
6	Dismantling work & repair work as per need and requirement basis	
7	Labour charges	

## 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 06 March, 2025 upto 17.00 pm. 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
(vi)	Certified financial statement for the last 3 years i.e.2021-22, 2022-23 and 2023-24	ATTACHED	YES	NO
(vii)	Latest Income Tax Clearance Certificate / Copy of ITR and PAN.	ATTACHED	YES	NO
(viii)	Tender Fee of Rs.50,000/- (Rupees Fifty Thousand Only) by demand draft payable in favour of Secretary, Sahitya Akademi, ND	ATTACHED	YES	NO
(ix)	EMD of Rs.3,75,000/- (Rupees Three Lakh Seventy Five Thousand 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

**The total cost of the project all inclusive will not be more than Rs.1,25,00,000/- (One Crore Twenty-Five Lakh inclusive of all)**

Contd. page-4

2



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-4-

### 3. Submission of Tender:

3.1 The bidder is required to submit the 3D design on the actual deliverable not on the assumption basis in the pen drive and also to upload the same at the ecpp portal.

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

3.4 The Technical Bid will be opened on **10 March 2025 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. The representative is responsible to show case the 3D design to the committee members. The marking will be done only on the actual deliverable not on the assumption basis of the concept, design, utilization of the space and experience of the same agency/ vendor in executing such works.

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 Concept/Design with layout, decoration plan etc. as indicated above must be submitted in 3D hard copy as well as in Pen Drive.

3.7 The Technical Bid would be considered only of those bidders who fulfil the eligibility criteria and have submitted all the documents on ecpp portal.

3.8 The bids would be first evaluated technically as specified in the evaluation para.

3.9 Financial Bid of only those bidders whose Technical Bid qualify would be opened.

3.10 The decision of the Secretary, Sahitya Akademi who is the Competent Authority in the Sahitya Akademi shall be final and abiding.

3.11 The Financial Bids will be opened on **11 March, 2025 at 11:00 am**

3.12 The Bids (Technical/Financial) shall be valid for a period of 90 days from the date of award of the tender.

Contd. page-5

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-5-

3.13 The tender document may be downloaded from Sahitya Akademi's website  
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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 for the Festival of letters on the actual deliverable not on the assumption basis and also submit the coloured hard copy of the presentation.	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 bidders will be opened 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)

Contd. page-6



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-6-

- 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 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.
- 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 11 March, 2025. The work should be completed by 20<sup>th</sup> March, 2025.

Contd. page-7

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-7-

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.
13. 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.

Contd. page-8

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-8-

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.

Contd. page-9





## साहित्य अकादेमी

(राष्ट्रीय साहित्य संस्थान)

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## Sahitya Akademi

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-9-

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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