



साहित्य अकादेमी

(राष्ट्रीय साहित्य संस्थान)

संस्कृति मंत्रालय, भारत सरकार का स्वायत्त संस्थान
रवींद्र भवन, 35, फ़ीरोज़शाह मार्ग, नई दिल्ली-110 001
दूरभाष : +91-11-23386626-28, फ़ैक्स : +91-11-23382428
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
Rabindra Bhavan, 35, Ferozeshah Road, New Delhi-110 001
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SA.37/Tender/WBF/2022-23/ 19981

23 January 2023

Tender Notice

Subject: Conceptualization, Designing and Fabrication of stalls for World Book Fair to be held from 25 February-05 March 2023 at Pragati Maidan, New Delhi.

1. The Sahitya Akademi, National Academy of Letters which deals in literature in 24 languages recognized by it and an autonomous organization under Ministry of Culture, Govt. of India to work actively for the development of Indian letters and to co-ordinate literary activities in all Indian languages in India and abroad.
2. The Akademi requires the services of a professional agency having experience in designing/fabrication of exhibitions/events/literary festivals/similar other events at national and international level.
3. The concept of the World Book Fair to be held from 25 February -05 March, 2023 at Pragati Maidan, New Delhi is given in the introduction. The tender document is available on Akademi's website www.sahitya-akademi.gov.in. The Tender shall be opened on 15 February 2023 at 02.30 PM.

The last date for submitting the tender is 13 February 2023 upto 5 PM.


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

Matter for uploading on website

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Introduction

Theme: Azadi ka Amrit Mahotsav, G20 & Indian Literature in Languages

1. Requires the services of a professional agency with 10 years' experience in designing/fabrication of exhibitions/events/literary festivals/similar other events etc. at national and international level.

2. Scope of Work:

2.1 Conceptualization, designing and fabrication of 5 stalls during the World Book Fair 2023 to be held from 25 February-05 March, 2023 at Pragati Maidan and provide other related ancillary services.

2.2 The 4 stalls of 36 sqmtrs. (Bare Space) will have the display area of total 3000 books and 1 stalls of 9 sqmtrs. (Bare Space) 2000 highlighting Akademi's Publication, Writers, AKAM & G20 etc. efforts are required to be made to show how innovatively the **Publications of the Akademi** are displayed which would be the USP of the designs. The requirements are as under:

Sl. No.	Programme	Venue
1	Fabrication of the stalls giving corporate look	4 Stalls measuring
2	Highlighting the centenary celebrated of prominent Indian Writers during the year 2023 & proposed for the year 2024	
3	Display area for 3000 and 1500 books respectively in English Pavilion and Hindi Pavilion	36 sqmtrs. in English Pavilion (Bare Space) and
4	Highlighting Akademi Publications and CD's of documentary films on writers	
5	Special emphasis on Azadi ka Amrit Mahotsav/North East Publication/Culture etc.	9 sqmtrs. in Hindi Pavilion (Bare Space)
6	Showcasing of Akademi's three Literary Journals	
7	Proper Lighting and illumination in and around the stalls	at Pragati Maidan, New Delhi
8	Carpeting in and around the stall	
9	Cleaning and security arrangements of the stalls	
10	Placing of Flower Pots in both the stall locations	
11	Creation of selfie point	

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2.3 The main scope of work besides other important areas includes fabrication of stalls. These stalls must be ready latest by the 24 February 2023 and handed over to the Akademi by 12 noon. The above stalls will have to be dismantled/cleared within the time frame provided by ITPO after 8.00 pm on 05 March 2023.

3. Specification and auxiliary requirement

- 3.1 Erection of Plasma TV one each in the stalls to showcase the documentary films produced by the Akademi.
- 3.2 Sufficient lighting on the books and in and around the stall or as per requirement from time to time.
- 3.3 Provision of Fire Extinguishers in the stalls.
- 3.4 Signage's wherever necessary/required or as per direction.
- 3.5 Provision of keeping the coffee machine, if required
- 3.6 Provision for covered racks/space for storing the books
- 3.7 Provision for Cash Counter in both the stalls with sitting of two persons
- 3.8 Provision/Curtains for closing the stalls after the visiting timings in the Night

4. Submission of Tender

4.1 Tender 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.5000/- (Five Thousand Only) in the form of demand draft payable in favour of Secretary, Sahitya Akademi, New Delhi.	ATTACHED	YES	NO
(ix)	EMD of Rs.20,000/- (Twenty Thousand Only) in the form of demand draft payable in favour of Secretary, Sahitya Akademi, New Delhi	ATTACHED	YES	NO

The EMD will be returned to the unsuccessful tenderers at the earliest within a month after the award of the work. The project cost will not more than 15 times of the EMD (all inclusive).

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- 4.2 The Tender shall be opened on 15th February 2023 at 02.30 PM in the presence of the bidders or his authorized representatives in the Sahitya Akademi's Conference Hall at 3rd Floor.
- 4.3 The bidders are required to present their concept through Power Point.
- 4.4 The tenders shall be scrutinized by the Committee constituted for the purpose.
- 4.5 The Committee shall assess the ability of the agencies to carry out the requisite quality work, profile and experience in the field.
- 4.6 The Concept/Design of the Stalls of World Book Fair 2023 with layout, decoration plan etc. as indicated above must be submitted in 3D Designs as well as on Pendrive.
- 4.7 The tender document may be downloaded from Sahitya Akademi's website <http://sahitya-akademi.gov.in>.

5. Evaluation Criteria:

- 5.1 The Technical Criteria and the Financial Criteria will be evaluated individually.
 - 80% Weightage for Technical Criteria
 - 20% Weightage for Financial Criteria
- 5.2 Combined Evaluation of Technical and Financial Criteria. 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)

- 5.3 The Bid of the Bidder who obtains the highest CES, will be rated as the Best Bid and will be awarded the work.
- 5.4 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 abiding.

6. Terms of Payment:

No advance payment(s) will be paid. Payment will be made through RTGS/NEFT on submission of the bill on successful completion of the work subject to certification/recommended by the Committee constituted for the purpose.

7. 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 aforesaid amount of EARNEST MONEY DEPOSIT (EMD) will stand forfeited to the Sahitya Akademi.

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8. No claim shall lay against Sahitya Akademi in respect of erosion in value or interest on Earnest Money Deposit.

9. **Performance Security**

The successful bidder will be liable to deposit within 03 days from the date of issue of work order, a 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.

9.1 In the event of breach or negligence or non-observance of any condition of contract or for unsatisfactory performance i.e. contrary to the contract, the performance security will be forfeited on the approval of the Competent Authority in the Sahitya Akademi.

9.2 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.

10. **Period and terms of Delivery**

The site would be handed over to the contractor on 23.02.2023 or immediately after getting possession from National Book Trust and the final finished site to be handed over to the Sahitya Akademi by 24 February 2023 by 12.00 noon.

11. **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 bill/dues payable to the successful contractor.

12. **Storage of Materials**

The contractor shall not store any material and debris within the premises other than the Venue/worksite handed over to him.

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13. Force Majeure

13.1 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 with mutual understanding, terminate the contract.

13.2 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.

14. 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.

15. 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.

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16. **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 tenderer.

17. **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 through its authorised officials or as authorised.

18. **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 work 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.

19. **Clearing site on completion**

On completion of the work after all the event is 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.

20. **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:

- Members of a Hindu Undivided Family'
- Their spouses'
- 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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21. 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.

22. 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.