



साहित्य अकादेमी

(राष्ट्रीय साहित्य संस्थान)

रवीन्द्र भवन, 35 फ़ीरोज़शाह मार्ग, नई दिल्ली-110001

दूरभाष : +91-11-23386626-28, फ़ैक्स : +91-11-23382428

ई-मेल : 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

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

SA.37/HO/ILF/Bhopal/ 7530

03 July, 2023

Sahitya Akademi

(an autonomous organisation under Ministry of Culture, Govt. of India)

35 Ferozeshah Road, Rabindra Bhavan, New Delhi-110 001

**Invites Tender for Hiring of Vehicle
for International Literature Festival, 2023
(03-06 August, 2023)
Bhopal, Madhya Pradesh**

The second edition of the prestigious UNMESHA – **The International Literature Festival (ILF-2023)** is proposed to be held in **Bhopal, Madhya Pradesh** from **03-06 August, 2023**. Approx. 500 writers, critics, translators and poets apart from the folk performers are likely to participate from India and abroad. The theme of the event will be '75 years of Indian Independence/Azadi ka Amrit Mahotsav'. The Festival will have paper presentation, talks, audio visual presentation and cultural performances apart from an event dedicated to Tribal Literature.

Who can Participate

Any agency/ registered firm/ proprietorship/partnership/travel agents who have experience in Travel Agency/Firm/Company/ having experience in executing such work or experience in providing Vehicles in India. The Government Agencies are encouraged to submit their Tender through ecpp portal.

Requirement of work

The tender is invited from reputed parties/agencies particularly Travel Agency for providing vehicle on Hire-basis for official use of guest of Sahitya Akademi during the ILF from 03 to 06 August, 2023 for pick and drop of Guests/Participants/Dignitaries from Hotel in and around Bhopal area to venue of the event at Rabindra Bhawan and any other place as per requirement of the event. Details of Vehicles to be hired are as under

S.No.	Category of Vehicle	No of Vehicle required	Period	Usages	Rate in Rs. Km/Per vehicle	
1	Innova or equivalent	50	02-08.2023 to 07.08.2023	Pick and drop of the Guest from Hotel to Venue		
2	Desire or equivalent	10				
3	Tempo Traveller	05				
Any other vehicle required on the need and requirement basis.						

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Terms and Conditions of submission of Bid

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 bids should be put in another sealed envelope super-scribed as “**Bid for Hiring of Vehicle for ILF 2023 at Bhopal**” on top of the envelope.

All the Bidders should submit duly filled Tender at ecpp portal and submit the Hard copy on or before **10 July, 2023 by 5:00 p.m.** addressed to the Secretary, Sahitya Akademi, Rabindra Bhavan, 35, Ferozeshah Road, New Delhi - 110001.

2. **The 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)	Undertaking that the tenderer has never been blacklisted by any Government of India Ministry/ Department/Authority/ Agency Organization etc.	ATTACHED	YES	NO
(v)	Certified financial statement for the last 3 years i.e. 2020-21, 2021-22 & 2022-23	ATTACHED	YES	NO
(vi)	Latest Income Tax Clearance Certificate / Copy of ITR and PAN.	ATTACHED	YES	NO
(vi)	GST Registration Certificate issued by the competent authority	ATTACHED	YES	NO

3. **Submission of Tender:**

- 3.1 The Bid should be submitted in sealed covers super-scribed TENDER FOR HIRING OF VEHICLE.
- 3.2 The Bid will be opened on **12 July, 2023 at 11.00 a.m.** in the presence of the bidders or their authorized representatives in the Sahitya Akademi’s Conference Hall at the 3rd Floor.

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- 3.3 The Committee shall assess the ability of the agencies to carry out the requisite quality work, profile and experience in the field.
- 3.4 The decision of the Secretary, Sahitya Akademi who is the Competent Authority in the Sahitya Akademi shall be final and abiding.
- 3.5 The tender document may be downloaded from Sahitya Akademi's website <http://sahitya-akademi.gov.in>
4. No advance Payment will be made through PFMS (Public Financial Management System) on submission of the bill on successful checked out duly certified/recommended by the Committee constituted for this purpose.
5. The contract for providing vehicles will be given to the lowest bidder who fulfils all the terms Conditions given in the tender document. To safeguard against failure by the successful Service provided in providing requisite number of Vehicles, this office may empanel other Service providers who are capable to provide service as per the same terms and conditions as that of L-1(Firm who has quoted the lowest rates).
6. This office reserves the right to revise the requirements of vehicles being hired depending upon the actual requirement. A daily Record indicating time and mileage for each vehicle shall be maintained in a log-book which Should be submitted to the Sahitya Akademi for scrutiny and payment of bills.
7. The vehicles should have all necessary permission from the Transport department including the Pollution certificates issued by the Competent Authority.
8. The vehicles shall be exclusive use of this office and shall be made available 24X7 for 3 to 6 August, 2023 or as per requirement basis.
9. In case of any breakdown of vehicle on duty, the service provider shall make arrangement for providing another vehicle.
10. The driver(s) deputed on duty should carry valid driving license and do not have any Police Records/criminal cases against them.
11. 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.

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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 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.
13. **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.
14. **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.
15. 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.


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

For uploading on Sahitya Akademi website