



## 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  
Phone: +91-11-23386626-28, Fax +91-11-23382428  
E-mail: secretary@sahitya-akademi.gov.in  
Website: http://www.sahitya-akademi.gov.in

SA.37/HO/FOL/2022-23/ 19776

18 January, 2023

### e-TENDER FOR HIRING OF VEHICLE FOR Festival of Letters (11-16 March, 2023)

Sahitya Akademi is an autonomous organisation under Ministry of Culture, Government of India has organising the **Festival of Letters, 2023** at New Delhi in which approx. 350 writers, critics, translators and poets apart from the folk performers are likely to participate from India.

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 Festival of Letters from 10 to 17 March, 2023 for pick and drop of Guests/Participants/Dignitaries from Hotel in and around New Delhi 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	10	10-17 March, 2023	Pick and drop of the Guest from Hotel to Venue	
2	Desire or equivalent	05			
Any other vechile required on the need and requirement basis.					

### Who can Participate

Any agency/ registered firm/ proprietorship/partnership/travel agents who have experience in booking/providing Vehicles in India. The Government Agencies are encouraged to submit their quotations.

Contd. on Page-2



## 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  
Phone: +91-11-23386626-28, Fax +91-11-23382428  
E-mail: secretary@sahitya-akademi.gov.in  
Website: http://www.sahitya-akademi.gov.in

- 2-

### 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 bid should be put in another sealed envelope super-scribed as “**Bid for Hiring of Vehicle for Festival of Letters 2023**” on top of the envelope.

All the Bidders should submit duly filled Tender document on or before **07 February 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. 2019-20, 2020-21 & 2021-22	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

Contd. on Page-3



## 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  
Phone: +91-11-23386626-28, Fax +91-11-23382428  
E-mail: secretary@sahitya-akademi.gov.in  
Website: http://www.sahitya-akademi.gov.in

- 3 -

### 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 09 February, 2023 at **11.30 am.** in the presence of the bidders or their authorized representatives in the Sahitya Akademi's Conference Hall at the 3<sup>rd</sup> Floor.
- 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), tenderer.
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 10 to 17 March, 2023 or on need and requirement basis.
9. In case of any breakdown of vehicle on duty, the service provider shall make arrangement for providing another vehicle.



## 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  
Phone: +91-11-23386626-28, Fax: +91-11-23382428  
E-mail: secretary@sahitya-akademi.gov.in  
Website: http://www.sahitya-akademi.gov.in

- 4 -

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.
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. **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.

Contd. on Page-5



## 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  
Phone: +91-11-23386626-28, Fax +91-11-23382428  
E-mail: secretary@sahitya-akademi.gov.in  
Website: http://www.sahitya-akademi.gov.in

- 5 -

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. **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.
18. **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.
19. **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.

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

*For uploading on Sahitya Akademi website*