



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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SA.37/Quotation/WBF/2022-23/20799

16 February, 2023

Quotation

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

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

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 Book Fair/Book Exhibitions and similar other events at National and International level.
3. The World Book Fair to be held from 25 February, 2023 to 05 March, 2023 at Pragati Maidan, New Delhi.
4. **Scope of Work:**
 - 4.1 Conceptualization, designing and fabrication of 5 stalls during the World Book Fair 2023 to be held from 25 February, 2023 to 05 March, 2023 at Pragati Maidan and provide other related ancillary services.



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- 4.2 The 4 stalls of 36 sqmtrs. each will have the display area of total 3000 books and 1 stall of 9 sqmtrs. 1500 highlighting Akademi's Publication & Writers etc. High 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	
2	Highlighting the centenary celebrated of prominent Indian Writers during the year 2023 & proposed for the year 2024	4 Stalls measuring
3	Display area for 3000 and 1500 books respectively in English Pavilion and Hindi Pavilion	36 sqmtrs. in Hall No. 5 Stall No. 376-379
4	Highlighting Akademi Publications and CD's of documentary films on writers	and
5	Special emphasis on Azadi ka Amrit Mahotsav G20 & Indian Literature in Languages	1 Stall measuring
6	Showcasing of Akademi's three Literary Journals	9 sqmtrs. in Hall No. 2 Stall No. 257
7	Proper Lighting and illumination in and around the stalls	
8	Carpeting in and around the stall	at Pragati Maidan, New Delhi
9	Cleaning and security arrangements of the stalls	
10	Placing of Flower Pots in both the stall locations	
11	Creation of selfie point	

- 4.3 The 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, 2022.

5. Specification and auxiliary requirement
- 5.1 Erection of Plasma TV one each in the stalls to showcase the documentary films produced by the Akademi.
 - 5.2 Sufficient lighting on the books and in and around the stall or as per requirement from time to time.
 - 5.3 Provision of Fire Extinguishers in the stalls.
 - 5.4 Signage's wherever necessary/required or as per direction.

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- 5.5 Provision of keeping the coffee machine, if required
 - 5.6 Provision for covered racks/space for storing the books
 - 5.7 Provision for Cash Counter in both the stalls with sitting of two persons
 - 5.8 Provision/Curtains for closing the stalls after the visiting timings in the Night
6. 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 24th February, 2023 by 12.00 noon.
 7. Penalty
In case of delay, a penalty @ Rs. 5,000/- per hour would be imposed and the same would be deducted from the bill/dues payable to the successful contractor.
 8. Storage of Materials
The contractor shall not store any material and debris within the premises other than the Venue/worksite handed over to him. All the fixtures and fittings will have to be removed after 08.00 PM on 05.03.2023.
 9. The last date for submitting the quotation both technical & financial including design etc. is 20 February, 2023 at 11.00 AM.
 10. The quotation shall be opened on 21 February, 2023 at 11.00 AM.


(Krishna R. Kimbahune)
DS /c Admn.

Matter for uploading on website