



# साहित्य अकादेमी

(राष्ट्रीय साहित्य संस्थान)

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## Sahitya Akademi

(National Academy of Letters)

Rabindra Bhavan, 35 Ferozeshah Road, New Delhi-110001

Phone: +91-11-23386626-28, Fax: +91-11-23382428

E-mail: secretary@sahitya-akademi.gov.in

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

SA. 76A/NDWBF/2019-20/ २३१५५

Dated: 02 December, 2019

## Tender Notice

**Subject:** Conceptualization, Designing and Fabrication of bare space of 72 sq. meters (54 sq. metre in Hall NO.8-11 and 18 Sq. Metre in Hall No.12-12A) at NDWBF, 2020 At Pragati Maidan, New Delhi.

Sahitya Akademi an autonomous organization under Ministry of Culture, Govt. of India requires the services of a professional agency and having experience in designing/fabrication of stall/similar other events etc. at national and international level. The concept of the NDWBF 2020 is as given in the introduction.

The Tender Fee of Rs.500/- (Rupees Five Hundred only) and the Earnest Money Deposit would be Rs.50,000/- (Rupees Fifty Thousand only) shall be paid by a demand draft in favour of Secretary, Sahitya Akademi, New Delhi.

The tender document, in a sealed cover, addressed to the Secretary, Sahitya Akademi, Rabindra Bhavan, 35, Ferozeshah Road, New Delhi – 110001 may be submitted latest by 23 December 2019 upto 17:00 hrs.

Last date for submission of Bid	23 December 2019 upto 17:00 hrs.
Date of Opening of Technical Bids	24 December 2019 at 11:00 hrs. at Sahitya Akademi's Conference Hall, 3 <sup>rd</sup> Floor
Date of Opening of Financial Bid	24 December 2019 at 16:00 hrs. at Sahitya Akademi's Conference Hall, 3 <sup>rd</sup> Floor



(S. Rajmohan)

Deputy Secretary (Admn.)

Tel: 011-23386088



## About NEW DELHI WORLD BOOK FAIR

The New Delhi World Book Fair (NDWBF) from 4-12 January, 2020 is organised by National Book Trust, India at Pragati Maidan, New Delhi in Hall No7ABCDE, Hall NO.8-11, Hall NO.12-12A. The Book Fair is participated by publishers/distributors from accross India as well by foreign publishers. This year, the theme of the Book Fair is "*Gandhi: The Writers Writer*".

The Akademi requires the services of a professional agency and having experience in designing/fabrication of exhibitions/events/literary festivals/similar other events at national and international level to fabricate its stall measuring 72 sq. metre spread over in Hall No.8-11 and Hall No.12-12A. The tender document is available on Akademi's website [www.sahitya-akademi.gov.in](http://www.sahitya-akademi.gov.in). The Tender shall be opened on 24 December 2019 at 11.00 AM.

The Sahitya Akademi, National Academy of Letters which deals in literature in 24 languages recognised 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.

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## The Work

1. **Theme: "Gandhi: The Writers Writer".**
2. Conceptualization, designing and fabrication of Akademi stall measuring 54 sq metre in Hall NO.8-11 and 18 Sq. Metre in Hall No.12-12A, total area is 72 sq metre

### Scope of Work:

3. Conceptualization, designing and fabrication of stalls measuring 72 sq metre during the World Book Fair 2020 to be held from 04-12 January, 2020 at Pragati Maidan and provide other related ancillary services.
4. The World Book Fair 2020 will have the display area 54 sq metre of stall in Hall NO.8-11 and 18 sq metre in in Hall NO.12-12A,, highlighting Akademi's Publication & writers, ere action of stall with wooden which have display racks of displaying approx.. 3000 titles in Hall No.8-11 and 1500 titles in Hall No.12-12A with corporate look of the stalls etc. flower decorations. High efforts are required to be made to show how innovatively these are displayed which would be the USP of the designs.
5. The main scope of work besides other important areas includes fabrication of stalls of the World Book Fair, 2020 and the stall will be ready by the 3rd January, 2020 Noon, and dismantling of the stalls after 8.00 pm on 12.01.2020 within the time frame provided by ITPO.

### The following work is required in the stall in Hall NO.8-11:-

Sl. No.	Requirement	Venue
1	Fabrication of the stall giving corporate look with Special emphasis on Gandhi & Literature, Gandhi Statue/Picture, Gandhi Corner etc.	Stalls measuring 54 sq mtrs  Hall No.8-11 Pragati Maidan New Delhi
2	Highlighting the proposed centenary celebrations of prominent writers in the year 2020 in English	
3	Provision for Display area for 3000 with wooden racks, running table and storage space under the bottom of racks	
4	Photograph on the large print/Banners – flex/vinyal, standee, language plates, Akademi, Ministry and Gandhi Logo's, Signage Boards, as per requirement	
5	Highlighting Important Akademi Publications and Journals	
6	Highlighting CD's of documentaries produced by Akademi	
7	Space for Billing counter with drawer and sitting space for 2-3 staff members at the counter.	
8	Wooden flooring, Carpeting in the stall, Use of Glass panels	
9	Proper Lighting arrangement in and around the stalls with arrangement for Power points for using computer, TV/Coffee machine/ etc.	
10	Arrangement of Glass Conference table with 4 chairs in each stalls in addition to counter chair	
11	Arrangement for Flower pots/Cleaning/Security/Plasma TV/Fire Extinguishers of the stall during the fair	
12	Sufficient lighting on the books and in and around the stall or as per requirement from time to time.	
13	Any other items on the spot on need and requirement basis	

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**The following work is required in the stall in Hall NO.12-12A:-**

Sl. No.	Requirement	Venue
1	Fabrication of the stall giving corporate look with Special emphasis on Gandhi & Literature, Gandhi Statue/Picture, Gandhi Corner etc.	Stalls measuring 18 sq mtrs  Hall No.12-12A Pragati Maidan New Delhi
2	Highlighting the proposed centenary celebrations of prominent writers in the year 2020 in Hindi	
3	Provision for Display area for 1500 books respectively with wooden racks and storage space under the bottom of racks	
4	Photographs/Banners – flex/vinyal, standee, Akademi and Ministry Logo's, signage Boards, as per requirement	
5	Highlighting Important Hindi Publications and Journals	
6	Highlighting Hindi CD's of documentaries produced by Akademi	
7	Space for Billing counter with drawer and sitting space for 2-3 staff members at the counter.	
8	Wooden flooring, Carpeting in the stall, Use of Glass panels	
9	Proper Lighting arrangement in and around the stalls with arrangement for Power points for using computer, TV/Coffee machine/ etc.	
10	Arrangement of Glass Conference table with 4 chairs in each stalls in addition to counter chair	
11	Arrangement for Flower pots/Cleaning/Security/Plasma TV/Fire Extinguishers	
12	Sufficient lighting on the books and in and around the stall or as per requirement from time to time.	
13	Any other items on the spot on need and requirement basis	

**6. Akademi will provide following material/inputs:-**

S. No.	Particulars/items
1	Cover of important Publications, CD, Journals for highlighting them as per need and requirement in both the stalls and Photographs Open file.
2	Open files of Akademi, Ministry and Gandhi Logos.
3	Write up about the writers centenary celebrations to be highlighted
4	Possession of stall will be handed over to the contractor on 1 <sup>st</sup> January, 2020
5	Akademi will provide entry and exit passes for the staff and vehicle of the contractor/fabricator subject to issue by NBT/ITPO.
6	Write up about Akademi events to be highlighted at the stalls, like Akademi Awards, Important Publications, information regarding Festival of Letters, 2020 etc.

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## Terms and Conditions & the Bidding Process

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 New Delhi World Book Fair" on top of the envelope.

All the Bidders should submit duly filled Tender document on or before 23 December 2019 by 17:00 p.m. addressed to the Secretary, Sahitya Akademi, Rabindra Bhavan, 35, Ferozeshah Road, New Delhi - 110001.

2. The Technical Bid must contain the following:

(i)	Profile of the Agency/Company	ATTACHED	YES	NO
(ii)	Track record/detail of similar events handled/executed	ATTACHED	YES	NO
(iii)	Undertaking that the tenderer has never been blacklisted by any Government of India Ministry/Department/ Authority/Organization/Agency etc.	ATTACHED	YES	NO
(iv)	Certified financial statement for the last 3 years i.e. 2016-17, 2017-18&2018-19.	ATTACHED	YES	NO
(v)	Latest Income Tax Clearance Certificate / Copy of ITR and PAN.	ATTACHED	YES	NO
(vi)	Tender Fee of Rs.500/- (Rs. Five Hundred Only) by demand draft payable in favour of Secretary, Sahitya Akademi, New Delhi.	ATTACHED	YES	NO
(vii)	EMD of Rs.50,000/- (Rs. Fifty Thousand) in the form of demand draft payable in favour of Secretary, Sahitya Akademi, New Delhi.	ATTACHED	YES	NO
(viii)	GST Registration Certificate issued by the competent authority			

The EMD will be returned to the unsuccessful tenderers at the earliest within a month after the award of the work.

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**3. Submission of Tender:**

3.1 Tender should be submitted in two separate sealed covers super-scribed TECHNICAL BID and FINANCIAL BID.

3.2 The Financial Bid must contain the following:

(i)	Must contain the total cost of the Fabrication 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 The Technical Bid will be opened on 24 December 2019 at 11:00 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.

3.4 The Concept/Design of the New Delhi World Book Fair 2020 with layout, decoration plan etc. as indicated above must be submitted in 3D hard copy as well as in CD.

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

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

3.7 The Financial Bids will be opened on 24 December 2019 at 04.00 pm

3.8 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 of the New Delhi World Book Fair 2020 as per hard copy submitted.	50	
	Concept & Design		30
	Effective Utilization of Space		10
	Innovative ideas for the Photo and display of books	10	
3	Experience and expertise of key personnel handling the project	20	

- 4.3 Financial Bids of only those who gets minimum 70 marks to qualify technically.
- 4.4 The bids of bidders who have cleared the Minimum Qualification Scores 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 bidders shall be derived as under:

1	TS 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)

- 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.

*S. Prasad*





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.
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. **Period and terms of Delivery:** The site would be handed over to the contractor on 1 January 2020. The work should be completed by 3 January 2020 by 12:00 noon.
9. **Penalty:** In case of delay, a penalty @ Rs. 5,000/- 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.
10. **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 there for and nothing will be payable by the Sahitya Akademi.
11. **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.
12. **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.
13. **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 ITPO.
14. **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.

*Handwritten signature and date: 12/12/12*





15. **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.
16. **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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