



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

SA.37/Tender/WBF/2023-24/ 22184

23 January 2024

e-Tender Notice

Sub: Conceptualization, Designing and Fabrication of stalls for World Book Fair to be held from 10 February-18 February 2024 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 10 February-18 February 2024 at Pragati Maidan, New Delhi is given in the introduction. The tender document is available on Akademi's website www.sahitya-akademi.gov.in.

Last date for submission of Bid	29 January, 2024 upto 05:00 pm
Date of Opening of Technical Bids	31 January 2024 at 11.00 am at Sahitya Akademi's Conference Hall, 3 rd Floor
Date of Opening of Financial Bids	01 February 2024 at 03.00 pm at Sahitya Akademi's Conference Hall, 3 rd Floor


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

Matter for uploading on website

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Theme: Akademi's publication in 24 Indian Languages and Indian Literature

1. Requires the services of a professional agency with 3 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 10 stalls during the World Book Fair 2024 to be held from 10-18 February, 2024 at Pragati Maidan and provide other related ancillary services.

2.2 The 8 stalls of 72 sqmtrs. (Bare Space in English Publishers) will have the display area of total 4000 books, 2 stalls of 18 sqmtrs. (Bare Space in Hindi Publishers) will display area of 1500 books. Both the stalls will be erected by giving the corporate look with the provision of installation of tea/coffee machine to be provided by the successful bidder. In both the stalls Akademi's Publications, programmes, festival of letters 2024, centenary celebration of the prominent writers. 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 celebration of the prominent Indian Writers during the year 2024 & proposed for the year 2025	
3	Display area for 4000 and 1500 books respectively in English Pavilion and Hindi Pavilion	
4	Highlighting Akademi Publications and CD's of documentary films on writers	8 Stalls measuring 72 sqmtrs. in English Pavilion (Bare Space)
5	Special emphasis on Akademi's publication in 24 Indian Languages and Indian Literature.	
6	Showcasing of Akademi's three Literary Journals	&
7	Proper Lighting and illumination in and around the stalls	
8	Carpeting in and around the stall	2 Stalls measuring 18 sqmtrs. in Hindi Pavilion (Bare Space)
9	Cleaning and security arrangements of the stalls	
10	Flower Pots in both the stall for giving green touch to the stalls	
11	Creation of selfie point, author's corner for book release, literary programmes alongwith the sound system, mic etc.	
12	Sitting arrangement is to be created for visitor in the Akademi's stall and necessary arrangement of chairs may be made as per requirement.	

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13	Erection of 42" TV one each in the stalls to showcase the documentary films produced by the Akademi.	8 Stalls measuring 72 sqmtrs. in English Pavilion (Bare Space) & 2 Stalls measuring 18 sqmtrs. in Hindi Pavilion (Bare Space)
14	Sufficient lighting on the books and in and around the stall or as per requirement from time to time.	
15	Provision of Fire Extinguishers in the stalls.	
16	Signage's wherever necessary/required or as per direction.	
17	Provision for storing for storage the books.	
18	Cash Counter in both the stalls with sitting of two-three persons.	
19	Curtains for closing the stalls after the visiting timings in the Night.	
20	To provide tea/coffee machine alongwith the material to be served to the 150 guests on daily basis in each stall.	
21	Additional charges for electricity etc., if any will be paid by the successful bidder.	

Terms and Conditions & the Bidding Process

1. The Bidder must submit Bids in **two bid system i.e. Technical Bid and Financial Bid at ecpp portal. Both the Technical Bid and Financial Bid will have to be submitted separately as "Technical Bid" and "Financial Bid"**.

All the **Bidders** should upload the tender document at ecpp portal on or before **29 January 2024 by 5:00 pm** In absence of submission of e-tender at ecpp portal, the tender will not be considered or liable for rejection.

2. **The Technical 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)	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 2020-21, 2021-22 & 2022-23.	ATTACHED	YES	NO
(vii)	Latest Income Tax Clearance Certificate / Copy of ITR and PAN.	ATTACHED	YES	NO
(viii)	Tender Fee of Rs.10000/- (Ten Thousand Only) in the form of demand draft payable in favour of Secretary, Sahitya Akademi, New Delhi.	ATTACHED	YES	NO
(ix)	EMD of Rs.25,000/- (Twenty Five 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 24 times of the EMD (all inclusive).



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3. Submission of Tender

3.1 The bidder is required to submit the 3D design in the pen drive and also to upload the same at the ecpp portal.

3.2 The Financial Bid must contain the following:

(i)	Must contain the total cost of the project 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 **31 January 2024 at 11:00 am** in the presence of the bidders or their authorized representatives in the Sahitya Akademi's Conference Hall at the 3rd Floor. The representative is responsible to show case the 3D design to the committee members. The marking will be done only on the basis of the concept, design, utilization of the space and experience of the same agency/vendor in executing such works.

3.4 The Committee shall assess the ability of the agencies to carry out the requisite quality work, profile and experience in the field.

3.5 The Concept/Design of the World Book Fair 2024 with layout, decoration plan etc. as indicated above must be submitted in 3D hard copy as well as in Pen Drive.

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

3.7 The bids would be first evaluated technically as specified in the evaluation para.

3.8 Financial Bid of only those bidders whose Technical Bid qualify would be opened.

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

3.10 The Financial Bids will be opened on **01 February 2024 at 03.00 pm.**

3.11 The Bids (Technical/Financial) shall be valid for a period of 70 days from the date of award of the tender.

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3.12 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 World Book Fair 2024 as per presentation and hard copy submitted.	50	
	Concept & Design		30
	Effective Utilization of Space		10
	Innovative ideas for display of the Akademi's book, corporate look of the stall and readers friendly etc.	10	
3	Experience and expertise of key personnel handling the project	20	

4.3 Financial Bids of only those bidders will be opened who gets minimum 70 marks to qualify technically.

4.4 The bids of bidders who have cleared the Minimum Qualification Score 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 bidder shall be derived as under:

1	TS = (TBS 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)

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- 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.
5. **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.
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 aforesaid 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. **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.
 - 8.1 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.
 - 8.2 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.
9. **Period and terms of Delivery**
The site would be handed over to the contractor on 07.02.2024 or immediately after getting possession from National Book Trust and the final finished site to be handed over to the Sahitya Akademi by 09 February 2024 by 12.00 noon.

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10. **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.
11. **Storage of Materials**
The contractor shall not store any material and debris within the premises other than the Venue/worksite handed over to him.
12. **Force Majeure**
 - 12.1 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.
 - 12.2 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.
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.



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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 in that event and the security deposit shall also stand forfeited.
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 tenderer.
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 through its authorised officials or as authorised.
17. **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.
18. **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.
19. **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.

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20. **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.

21. **Insurance**

The vendor will be responsible for the insurance of the stall alongwith the cost of books, electric item and furniture of the Sahitya Akademi alongwith the furniture and fittings used by them for the period 08.02.2024 to 20.02.2024 and submit the copy of the same to the Akademi for records.

22. 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.

23. All the copy rights reserved by Sahitya Akademi.

24. **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.
