

**SAHITYA AKADEMI**  
**Autonomous organization,**  
**Ministry of Culture, Government of India**  
**35, Ferozeshah Road, New Delhi-110001**  
**E-mail: [sahityaakademisale@yahoo.com](mailto:sahityaakademisale@yahoo.com)**  
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### **LIMITED TENDER NOTICE**

Sahitya Akademi Autonomous Organization under Ministry of Culture, Govt. of India invites Limited Tender Enquiry from experienced and reputed agency working in the field of designing and fabrication. In this connection, Sahitya Akademi invites sealed tender for conceptualization the design of interior and exterior of Sahitya Akademi Metro Book Shop at Vishwavidyalaya Metro Station at Gate No.4. Size of the area is 22.42 SQ. MTRS. Items to be required for the Book Shop are given at Annexure `A`. Non-refundable tender amount of Rs.500/- should be paid by DD in favour of Secretary, Sahitya Akademi.

Terms and Conditions of the job can be obtain from the Deputy Secretary (Sales) Sahitya Akademi, Swati Building, Mandir Marg, New Delhi-110001 on any working day between 9.30 a.m. to 5.00 p.m. The Limited tenders shall be accepted in the office of the Secretary, Sahitya Akademi, 35, Ferozeshah Road, Rabindra Bhawan, New Delhi-110 001 up to 2.00 p.m. on 10.6.2015 (Wednesday) and the **Conceptualization of design, interior and exterior will be opened in the presence of their representatives** on the same day i.e. 10.6.2015 at 3:00 p.m. (Wednesday) in the Conference Room of the Sahitya Akademi, 35 Ferozeshah Road, Rabindra Bhawan, New Delhi-110 001 . The Secretary, Sahitya Akademi reserves the right to accept/reject any or all the Tenders without assigning any reasons thereof.

**Material to be used as per the specifications given at Annexure V**

**Site may be visited before furnishing the concept, designing and rates.**

(Renu Mohan Bhan)  
Deputy Secretary (Admn.)

**SAHITYA AKADEMI**  
**Autonomous organization,**  
**Ministry of Culture, Government of India**  
**35, Ferozeshah Road, New Delhi-110001**  
**CONSTRUCTION OF SAHITYA AKADEMI BOOK SHOP AT GATE NO.4,**  
**VISHWAVIDYALAYA METRO STATION , DELHI**

**TERMS AND CONDITIONS**

1. The tender shall be submitted with conceptualization, design in hard as well as soft copy along with the rates.
2. If the cover of the Tender is not sealed and marked, the Sahitya Akademi will assume no responsibility for the Tender's misplacement or premature opening.
3. The Tender should clarify whether the individual signing the Tender or other documents in connection with the tender signs as:
  - 3.1 A "sole proprietor" of the firm or constituted attorney of such sole proprietor, or
  - 3.2 A partner of the firm if it be a partnership in which case he must have authority to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or a power of attorney. In the alternative, the tender should be signed by all the partners, or
  - 3.3 Constituted Attorney if it is a company.
- 3.4 The tender should be signed either by the proprietor or by his authorized representative. In case of the later, an authority letter should be enclosed with the tender.
4. Incomplete tender are liable to be rejected..
5. The quantities mentioned in the schedule may either be increased or reduced at the discretion of the Sahitya Akademi. However, for the reduced quantity no claim shall be entertained and if considered necessary, any item could be dropped completely.
6. The tender should fill the rates both in figures as well as in words. The tender form may be filled in English and all entries must be handwritten in ink. Overwriting of rates is not permitted. Corrections, if any, should be authorised by the tenderer/bidder with his initials.

7. If there is a discrepancy in rates between words and figures, the amount in words will prevail.
8. When deemed necessary, the Sahitya Akademi may seek clarification on any aspect from the tenderer. However, that would not entitle the tenderer to change or cause any change in the price quoted. The Sahitya Akademi may, if so desired, ask the Tenderer to give presentation for the purposes of clarification of the tender. All expenses for this purpose as also for the preparation of documents and other meetings will be borne by the tenderer.
9. The minimum turnover of the contractor should be at least Rs.50.00 (Fifty lacs) per annum during the last three years.
10. The Sahitya Akademi will examine the tender to determine whether the same are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the tenders are generally in order.
11. A tender determined as not substantially responsive will be rejected by the Sahitya Akademi and may not subsequently be made responsive by the tenderer by correction of the non-conformity.
12. The Sahitya Akademi may waive any minor infirmity or non-conformity in the tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of other tender. The decision of the Sahitya Akademi in this regard will however be final.

13. **Liquidated Damages**

Work must be completed by 26 June 2015 upto 11.00 a.m. in all respect from the date of receipt of work order. **Failure to do so will entitle the Sahitya Akademi to impose a penalty of Rs.5,000.00 per hour on the contractor and he may be blacklisted for future work.** In addition to it the Performance Guarantee deposits shall stand forfeited. Further, failure on the part of the contractor to complete the job in accordance with the terms and conditions set out and within the time schedule will confer on the Sahitya Akademi the right to get the work done through another contractor, under such circumstances, the entire cost/ damages so incurred by the Sahitya Akademi will have to be borne by the first contractor.

14. The contractor shall engage technically competent personnel for executing the work.
15. The Sahitya Akademi will award the contract to the tenderer whose tender has been determined to be substantially responsive and has been determined as the lowest evaluated bid, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

16. Before award of the contract the successful tenderer will be required to deposit Performance Security (refundable) a sum equivalent to 10% of the value of the contract in the form of a Demand Draft drawn in favour of Secretary, Sahitya Akademi payable at Delhi. The Performance Security deposit shall be released by the Sahitya Akademi after successful completion of the contract in all respects.
17. The security money shall be forfeited in the event the contractor either fails to complete the job within the stipulated time or if the job is not done satisfactorily as per the specifications. **If the successful tenderer backs out after award of the contract, Performance Guarantee is liable to be forfeited.**
18. During the period of construction of Sahitya Akademi's Book shop, the contractor shall have to make his own arrangement for various amenities necessary for the smooth execution of his work.
19. The contractor will be responsible for the up-keep and maintenance of the entire structure of Sahitya Akademi Shop constructed at Metro Station, for which no extra payment shall be made. Breakage and damages, if any, shall immediately be replaced/repared without any extra cost by contractor.
20. The payment of the billed amount will be made subject to a physical verification by the officers of the Sahitya Akademi.
21. **Documentary evidence of the tender being a registered/approved contractor and of his having done work of a similar nature in India and abroad.**
22. Income tax shall be deducted at source as applicable under the rules. **Permanent Account Number (PAN) allotted by the Income Tax Authorities must be quoted in Annexure 1** , without which the tender is liable to be rejected.
23. The Sahitya Akademi reserves the right to accept or reject any tender, and to annul the tender process and to reject all bids at any time prior to the award of the contract, without thereby incurring any liability to the affected tender or tenders on the grounds for Sahitya Akademi action.
24. The decision of the Sahitya Akademi in this regard would be final and binding.
25. The Sahitya Akademi and the contractor shall make every effort to resolve amicably by direct informal negotiations any disagreement or dispute, arising between them under or in connection with the contract. However, any unresolved disputes would be subjected to the jurisdiction of Delhi courts only.
26. Any loss to the Sahitya Akademi due to the negligence/lapse on the part of the contractor shall be borne by the contractor. Alternatively, the amount of loss will be deducted from the amounts payable to the contractor.

27. All bidders should submit a **self undertaking** that they have never been blacklisted by any Government of India Ministry/ Department/ Authority/ Organisation/ Agency.
28. **Details of any awards** won for stand design in the past three years.
29. The Sahitya Akademi reserves the right to accept/reject any/all the tenders without assigning any reason.

#### **Arbitration**

30. That it has been mutually agreed between the Secretary, Sahitya Akademi and the Firm/Supplier that any dispute arising out of this acceptance shall be referred to for Arbitration to the Secretary, Sahitya Akademi address and his decision shall be binding on the Firm/Vendor. The Firm/Vendor shall not raise any question of competence of Secretary, Sahitya Akademi do act as sole Arbitrator.

#### **Legal Jurisdiction**

31. Any legal dispute will be subject to jurisdiction of Delhi Courts and no other Court shall have the jurisdiction.

#### **Validity of the bid**

1. The bid submitted by the tender's shall be valid for a minimum period of 90 days computed from the date of opening of the bid.

#### **2. Selection Criteria**

- 2(i) Conceptualization of design, interior and exterior will carry a weight age of 70 marks, financial bids will carry weightage of 30 marks. The agencies scoring 70 per cent marks (49 marks) or above in Conceptualization of design, interior and exterior shall be eligible for opening of their financial bids.

- 2(ii) The financial bids of **only** those agencies that score 70 per cent mark (49 marks) or above in Conceptualization of design, interior and exterior will be opened in the presence of their representatives. The date and time of opening of the financial bids will be conveyed to the selected agencies. Financial evaluation will carry a weight age of **30 Marks**.

- 2(iii) The agency which scores the highest aggregate marks on the basis of Conceptualization of design, interior and exterior and financial evaluation (after adding the scores of the both the submission) will be awarded the contract for Conceptualization of design, interior and exterior.

**2(iv) Without tender amount of Rs.500/-, tender will be rejected.**

**For any query please contact:**

Sh. Pradip Chhabra (Deputy Secretary) – 23364207, 23364204

email: [dssales@sahitya-akademi.gov.in](mailto:dssales@sahitya-akademi.gov.in)

I/We undertake to abide and be bound by the terms and conditions of the tender/contract.

Date:

Signature:

Place:

Name:

Address:

PAN :

## ANNEXURE- A

Conceptualisation of design, interior and exterior will be based on the following items required in the Metro Book Shop (**SIZES of the area : 22.42 SQ. MTRS.**)

Sl. No.	Items
1	<b>Walls &amp; Fascia</b> All Backwalls, side walls & fascias will be made of ply Board fire retarted with finish 2.5mtr.(8 ft approx.). Detachable wooden flooring in 2' X2' size. False ceiling to be done. Front wall, Main entry Glass gate, fascia, logos and digital graphics prints on self-stand ply board. Cash counters. <b>Book display racks</b> - Wall to wall books display along with their light fit/ install area. (All Book Racks will be fitted with light). 13ft x 6ft - 12mm glass will be used on the main display window.
2	<b>Furniture</b> - i) 4 Meeting Chairs, & Centre Table,
3	<b>Electrical and lighting requirements</b> : Arm Spot lights/Concealed 75 W spot lights 35 watts above every Book rack/ graphic, Fans etc. and electrical wiring from 0.0. the DMRC to main MCB, only XLPS insulated armored copper conduction LSZH cables should be used. Low voltage switch board with MCBs and ELCBs of required capacity with Electronics Static Energy Meters having provision of MDI, TOD etc. of required capacity conforming to relevant BIS standards and of approved make along with test certificate should be provided. The load applied for is 3 KW.  <b>Electrical sockets near office/ information counter</b>
4	<b>Flower pots</b> - 5 flower pots Other Elements: Dustbin - 2pc, Water Dispenser, Foot-mat
5	Fire Extinguishers 2 pc
6	Taxes/Vat or any other charges, if any
7	<b>Total (in words)</b> (Quoted amount inclusive of all taxes, services, vats, permission charges etc.)

- **Material to be used as per the specifications given at Annexure V**
- **Site may be visited before furnishing the concept, designing and rates.**

Signature

## Material Specification for renovation/ refurbish of premises

Approved - vendors – list		
Sl. No.	Items/Products	Approved Vendors
1	VITRIFIED TILES	Kajaria
		H&R Johnson (India)
		Naveen
		Somany
		Orient
		R K Ceramics
		Restile Ceramics Limited
		Asian Grando India Ltd
		Oasis (Maaarbomax Group)
		Euro Tiles
		Oracle Granito Limited (Marbita Vitrified Tiles
		Nitco
2	CERAMIC TILES/ PORCELAIN TILES	Kajaria
		Bell Ceramaics
		H&R Johnson (India)
		Mitco
		Regency Ceramics Ltd
		Somany
		Orient
		Kanzai Ceramic
		Raja Tiles
		Mridul Enterprises
		Italia
		Euro Tiles
Hindustan Tiles		
3	TERRAZZO TILES	Nitco
		Hindustan Tiles
4	TACTILE	Pelican Ceramic Industries Pvt Limited
		UniStone Products (India) Pvt Ltd
		Nimco Pretab Ltd
5	PVC FLOORS	Arnrstrong World Industries (India) Pvt Ltd
		Gerfloor India
		Tarken
		VeeKay Polycoats Limited
6	RAISED FLOORS	Hewelson/Kingspan Access Floors



Annexure -V

S.No.	Item	Approved Makes
1.	GI Conduit Pipes	BEC, AKG, NIC, Steel Craft -- ISI Marked
2.	GI Conduit Accessories	Confirming to BIS as per approved samples
3.	Copper Conductor FRLS, PVC insulated wires	National, Ecko, Finolex, Havells, Grandly, NICCO, Asian, Poly Cab
4.	Copper Conductor FRLSZH , PVC insulated wires	Polycab, Ducab Dubai, Cords Cables, KEI.
5.	FRLS Cables	Fort Gloster, NICCO, Finolex, Asian/RPG, KEI, Havells, Polycab, CCI, Universal
6.	FRLSZH , PVC Cables	Polycab, Ducab Dubai, Cords Cables, KEI, Rashi Cables.
7.	Switches & Socket outlets	Crabtree, Anchor, MDS, LK (Schneider)
8.	MCB, RCCB (ELCB)	L&T Hager, MDS, Siemens, GE, Merlin-Gerin, ABB, Schnieder
9.	Distribution Boards	L&T Hager, MDS, Siemens, ABB, INDO, ASIAN, Havells, GE, Schnieder
10.	Energy Meters with MDI/TOD (pre-paid)	L&T, Secure, Ducati.
11.	Luminaries	Philips / Schrader / Osram / Bajaj / Thorn / Crompton

Table: 1 -- Rating of Electric Items

Annexure - V

	Power Requirement (KVA)	Rating of MCB (A, 10kA)	Rating of ELCB (A, mA)	Cable Size Copper (Sq.mm.) DB to Licensee premises
ELEVATED STATION	0 - 0.1	0.5	16, 30	1.5
	0.1 - 0.2	1	16, 30	1.5
	0.2 - 0.5	2	16, 30	1.5
	0.5 - 0.7	3	16, 30	1.5
	0.7 - 0.9	4	16, 30	1.5
	0.9 - 1.2	5	16, 30	1.5
	1.2 - 1.4	6	16, 30	1.5
	1.4 - 2.3	10	16, 30	2.5
	2.3 - 3.7	16	16, 30	4
	3.7 - 4.6	20	25, 30	4
	4.6 - 7.4	32	32, 30	6
	7.4 - 9.2	40	40, 30	10
	9.2 - 10.0	50	63, 30	16
UNDER GROUND STATIONS	0 - 0.1	0.5	16, 30	3 Core x 4 Sq. mm (for single phase)
	0.1 - 0.2	1	16, 30	3 Core x 4 Sq. mm (for single phase)
	0.2 - 0.5	2	16, 30	3 Core x 4 Sq. mm (for single phase)
	0.5 - 0.7	3	16, 30	3 Core x 4 Sq. mm (for single phase)

1. Licensee is required to prepare all the plans/drawings for Electrical & Fire work to be carried by them and obtain prior approval of DMRC before execution. The work is required to be executed as per IE rules and through a licensed Sub Contractor. All costs associated with provision of electricity shall be borne solely by the Licensee. The Licensee hereby voluntarily and unequivocally agrees not to seek any claim, damages, compensation or any other consideration whatsoever on account of time and cost associated in making provision of electricity.
2. For Elevated station load up to 10 KVA shall be given in single phase & in case of underground stations load up to 5 KVA shall be given. Load above this it shall only be given in three phase. Licensee is required to balance load at his end so that no unbalancing occurs at DMRC end.
3. Cables up to 6 Sq.mm. shall be of copper conductor and above 6 Sq.mm. Aluminum conductors may be used. However in case of underground station use of Aluminum conductor cable is not allowed. Cables for single phase shall be three core, with one core as earth. For three phase load four core cable along with separate 2 nos. of 8 SWG GI wires shall be used for earthing. For underground stations 2 separate earth wire of 8 SWG copper conductor shall be used.
4. For elevated stations all wires shall be FRLS. Cables shall be armoured, XLPE, FRLS. In case of Underground stations all wires and cables shall be armoured, XLPE FRLSZH and conform to NFPA-70, BS-6724 and BS6724.
5. The meter along with MCB & ELCB box shall be metallic and without any holes. DP MCB & ELCB is required for single phase supply. TPN MCB and ELCB are required in case of three phases. ELCB, cables, MCB rating for main connection shall be as per below table-1.
6. Use of any PVC material is not permitted in the underground stations.
7. Licensee shall provide a separate protection for their electric requirement with proper discrimination with upstream breaker.
8. All materials specification must follow standards, codes and specification as used by DMRC in the E&M works.
9. In case, the Licensee draws power more than the sanctioned load, electricity connection may be disconnected. The electricity connection shall be restored on first occasion only when Licensee pays necessary penalty as per DERC norms and removes excess load. On the subsequent occasion, DMRC reserves the rights to revoke the license and forfeited the interest free security deposit.