



SA.37/FOL-Hotel/2025-26/ 21498

27 February 2026

**e-Tender for Hotel Rooms for**

Festival of Letters 2026

(30 March - 4 April 2026)

Rabindra Bhawan, New Delhi

Sahitya Akademi is an autonomous organisation under Ministry of Culture, Government of India has organising **Festival of Letters, 2026** at Rabindra Bhawan, New Delhi in which approx. 700 writers, critics, translators and poets apart from the folk performers are likely to participate. In order to accommodate the guests from 29.03.2026 (Noon) to 05.04.2026 (Noon), the Akademi requires approx. 1400 (+) (-)20% night's stay as per the following within the 08-10 km radius of Mandi House, New Delhi with Breakfast + Dinner + taxes (MAPAI).

S.No.	Category of Hotel (*)	No of Rooms	Occupancy	No of Days
1	3 Star	150	100 Single 50 Double	29.03.2026 (Noon) to 05.04.2026 (Noon)
2	4 star	150	100 Single 50 Double	
	Total	300		

Kindly quote rates on per night basis. No retention will be paid except in exceptional circumstances.

**Who can Participate**

Any agency/ firm/ Hotel who have experience in booking/providing Hotel Accommodation in India. The Government Agencies are encouraged to submit their tender in this regard.

Sahitya Akademi

(an autonomous organisation under Ministry of Culture, Govt. of India)

Rabindra Bhavan,

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New Delhi-110 001

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Email: [secretary@sahitya-akademi.gov.in](mailto:secretary@sahitya-akademi.gov.in)

Website: [www.sahitya-akademi.gov.in](http://www.sahitya-akademi.gov.in)

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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 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 **12 March 2026 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.2022-23, 2023-24 and 2024-25	ATTACHED	YES	NO
(vii)	Latest Income Tax Clearance Certificate / Copy of ITR and PAN.	ATTACHED	YES	NO
(viii)	Tender Fee of Rs.10,000/- (Rupees Ten Thousand Only) by demand draft payable in favour of Secretary, Sahitya Akademi, ND	ATTACHED	YES	NO
(ix)	EMD of Rs.2,00,000/- (Rupees Two Lakh Only) in the form of demand draft payable in favour of Secretary, Sahitya Akademi, New Delhi.	ATTACHED	YES	NO
(x)	GST Registration Certificate issued by the competent authority	ATTACHED	YES	NO
(xi)	MSME certificate for exemption of Tender Fee & EMD	ATTACHED	YES	NO

3. **Submission of Tender:**

- 3.1 The Financial Bid must contain the following:

(i)	Must contain the total cost of the work 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.			

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- 3.2 A pre-bid meeting to clarify any queries regarding the tender will be held at the Sahitya Akademi's Conference Hall on 3<sup>rd</sup> Floor on **10 March 2026 at 1:00 pm.**
- 3.3 Any person interested in submitting bids may come for the pre bid conference.
- 3.4 The Technical Bid will be opened on **16 March 2026 at 01:00 pm** in the presence of the bidders or their authorized representatives in the Sahitya Akademi's Conference Hall at the 3<sup>rd</sup> Floor.
- 3.5 The Committee shall assess the ability of the agencies to carry out the requisite quality work, profile and experience in the field.
- 3.6 The Technical Bid would be considered only of those bidders who fulfil the eligibility criteria and have submitted all the documents.
- 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 **17 March 2026 at 1:00 pm.**
- 3.11 The Bids (Technical/Financial) shall be valid for a period of 90 days from the date of award of the tender.
- 3.12 The tender document may be downloaded from Sahitya Akademi's website "<http://sahitya-akademi.gov.in>"
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

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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. Preference will be given to the agencies who are associated with the Government organization	30
2	Quality of accommodation provided by the vendor to the guest of Sahitya Akademi along with the list of Hotels	30
3	Experience and expertise of key personnel handling the project	30
4	Providing the additional services like free pick up drop to the venue	05
5	Waving of retention, if any.	05

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 "TBS" of the bidder shall be derived as under:

1	TS	= (TBS X HM/TTBM)
2	TBS	= (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 Score of Technical and Financial Bids. The total score of the bidder will be determined as under:

1	CEs = (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, bid with the Highest Technical Score (TS) will be rated as the best bid and the decision of the Secretary, Sahitya Akademi will be abiding.

5. 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.

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6. No claim shall lay against Sahitya Akademi in respect of erosion in value or interest on Earnest Money Deposit.
7. The successful bidder will be liable to deposit within 10 days from the day of issue of work order a Performance Security equivalent 5% of the value of work/contract/job reduced by amount of EMD by a demand draft in favour of Secretary, Sahitya Akademi, New Delhi.
  - 7.1 In the event of breach of contract or negligence or non-observance of any condition of contract or for unsatisfactory performance i.e. contrary to the contract, the performance security can be forfeited on the approval of the Competent Authority in the Sahitya Akademi.
  - 7.2 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.
8. An advance of 20% of the total approx. cost of the booking will be paid subject to confirmation of the booking of the rooms in writing by the respective Hotels. Balance 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.
9. **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.

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- 9.1 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.
10. **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.
11. **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.
12. **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.
13. **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.
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<sup>3</sup>  
(b) Their spouses<sup>7</sup>  
(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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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.

(N. Suresh Babu)

Deputy Secretary i/c (Admn.)

*For uploading on Sahitya Akademi website*