



# साहित्य अकादेमी

(राष्ट्रीय साहित्य संस्थान)

रवीन्द्र भवन, 35 फीरोज़शाह 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  
Phone: +91-11-23386626-28, Fax: +91-11-23382428  
E-mail: secretary@sahitya-akademi.gov.in  
Website: http://www.sahitya-akademi.gov.in

SA.37/Tender/WBF/2017-18/

32498

06 December 2017

### Tender Notice

Subject: Conceptualization, Designing and Fabrication of stalls for World Book Fair to be held at Pragati Maidan, New Delhi.

- 1.1 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. 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. The concept of the World Book Fair to be held from 6-14 January, 2018 at Pragati Maidan, New Delhi at is as given in the introduction. 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 15 December 2017 at 2.30 PM.

The last date for submitting the tender is 13 December 2017 upto 5 PM.

(Renu Mohan Bhan)  
Deputy Secretary (Admn.)  
Tel:011-23386626

Copy to : PO (KKT) for uploading on website

Introduction

2. Theme : Akademi Publications and prominent Indian writers.
3. Requires the services of a professional agency, with an average annual turnover of Rs.1.00 crore and above during the last 3 financial years and experience in designing/fabrication of exhibitions/events/literary festivals/similar other events etc. at national and international level.
4. Scope of Work:
  - 4.1 Conceptualization, designing and fabrication of stalls during the World Book Fair 2018 to be held from 6-14 January, 2018 at Pragati Maidan and provide other related ancillary services.
  - 4.2 The World Book Fair 2018 will have the display area of 4000 books at stall in Hall NO.8-11 and 2000 books in stall in Hall NO.12-12A, creation of authors corner, highlighting Akademi's Publication & writers, corporate look of the stalls etc. with flower decorations. High efforts are required to be made to show how innovatively these are displayed which would be the USP of the designs.
  - 4.3 The main scope of work besides other important areas includes fabrication of stalls of the World Book Fair, 2018 and the stall will be ready by the 5<sup>th</sup> January, 2017 Noon, and dismantling of the stalls after 8.00 pm on 14.01.2018 within the time frame provided by ITPO.

Sl. No.	Programme	Venue
1	Fabrication of the stalls giving corporate look	Stalls measuring 72 sqmtrs in Hall No.8-11 and 36 sqmtrs in Hall No. 12-12A at Pragati Maidan, New Delhi
2	Highlighting the proposed centenary celebrations of prominent writers in the year 2018	
3	Display area for 4000 and 2000 books respectively	
4	Author's corner with sitting capacity for 20 people	
5	Highlighting Important Akademi Publications	
6	Highlighting CD's of documentaries produced by Akademi	
7	Special emphasis on North East Publication/Culture	
8	Showcasing of Akademi's Journals	
9	Separate corner for discounted books	
10	Proper Lighting arrangement in and around the stalls	
11	Arrangement of sound system/ fibre podium in authors' corner	
12	Different backdrops for author's corner as per programme	

5. Specification and auxiliary requirement
  - 5.1 Erection of Plasma TV one each in the stalls to showcase CD's 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 Signages wherever necessary/required.

6. Submission of Tender

6.1 Tender 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. 2014-15, 2015-16& 2016-17.	ATTACHED	YES	NO
(vii)	Latest Income Tax Clearance Certificate / Copy of ITR and PAN.	ATTACHED	YES	NO
(viii)	Tender Fee of Rs.500/- (Five Hundred Only) in the form of demand draft payable in favour of Secretary, Sahitya Akademi, New Delhi.	ATTACHED	YES	NO
(ix)	EMD of Rs.20,000/- (Twenty 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.				

- 6.2 The Tender shall be opened on 15th December 2017 at 2.30 PM in the presence of the bidders or his authorized representatives in the Sahitya Akademi's Conference Hall at 3<sup>rd</sup> Floor. The bidders are expected to present their concept through Power Point.
- 6.3 The tenders shall be scrutinized by the Committee constituted for the purpose.
- 6.4 The Committee shall assess the ability of the agencies to carry out the requisite quality work, profile and experience in the field.
- 6.5 The Concept/Design of the Stalls of World Book Fair 2018 with layout, decoration plan etc. as indicated above must be submitted in hard copy as well as on CD
- 6.6 The tender document may be downloaded from Sahitya Akademi's website <http://sahitya-akademi.gov.in>.

7. Evaluation Criteria:

- 7.1 The Technical Criteria and the Financial Criteria will be evaluated individually.
- 80% Weightage for Technical Criteria
  - 20% Weightage for Financial Criteria
- 7.2 Combined Evaluation of Technical and Financial Criteria. 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)

- 7.3 The Bid of the Bidder who obtains the highest CES, will be rated as the Best Bid and will be awarded the work.

- 7.4 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 abiding.
8. Terms of Payment:  
No advance payment(s) will be made. Payment will be made through RTGS/NEFT on submission of the bill on successful completion of the work, duly certified/recommended by the Committee constituted for the purpose.
9. 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.
10. No claim shall lay against Sahitya Akademi in respect of erosion in value or interest on Earnest Money Deposit.
11. Performance Security  
The successful bidder will be liable to deposit within 05 days from the day of issue of work order a performance security equivalent 10% of the value of work/contract/job reduced by amount of EMD by a demand draft in favour of Secretary, Sahitya Akademi, New Delhi.
- 11.1 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 can be forfeited on the approval of the Competent Authority in the Sahitya Akademi.
- 11.2 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.
12. Period and terms of Delivery  
The site would be handed over to the contractor on 03.01.2017 or immediately after receipt of the possession from National Book Trust and the final finished site to be handed over to the Sahitya Akademi by 5<sup>th</sup> January 2018 by 12.00 noon.
13. 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 payment due to the contractor.
14. Storage of Materials  
The contractor shall not store any material and debris within the premises other than the Venue/worksite handed over to him.



15. Force Majeure

15.1 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 for a period exceeding 60 days, either party may at lists option, terminate the contract.

15.2 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.

16. 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.

17. 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.

18. 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.



19. **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.
20. **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.
21. **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.
22. **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.
23. **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.



सहित्य अकादेमी  
SAHITYA AKADEMI  
RABINDRA BHAVAN  
35, FERZESHAH ROAD, NEW DELHI

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.