



साहित्य अकादेमी

रवीन्द्र भवन, 35 फीरोज़शाह मार्ग, नई दिल्ली-110 001
तार : साहित्यकार, दूरभाष : 2338 6626-28
फैक्स : 091-11-2338 2428

Sahitya Akademi

(National Academy of Letters)

Rabindra Bhavan, 35 Ferozeshah Road, New Delhi-110 001

Gram : Sahityakar, Phone : 2338 6626-28

Fax : 091-11-2338 2428

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

website : <http://www.sahitya-akademi.gov.in>

SA.37/Admn

10th January 2017

NOTICE

Sub- Conceptualization, Designing and Fabrication of Venue for Festival of Letters 2017 to be held from 21.02.2017 – 26.02.2017 at Rabindra Bhavan Lawns, 35 Ferozeshah Road, New Delhi- 110001- reg.

This is in continuation to Tender Notice dated 7th December 2016, the last date for submission of Tender with regard to above mentioned subject is further extended upto 14th January 2017 by 5pm.

Sd/-

(Renu Mohan Bhan)
Deputy Secretary (Administration)



साहित्य अकादेमी

(राष्ट्रीय साहित्य संस्थान)

रवीन्द्र भवन, 35 फीरोजशाह मार्ग, नई दिल्ली-110001

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SA.37/Admn

02nd January 2017

NOTICE

Sub- Conceptualization, Designing and Fabrication of Venue for Festival of Letters 2017 to be held from 21.02.2017 – 26.02.2017 at Rabindra Bhavan Lawns, 35 Ferozeshah Road, New Delhi- 110001- reg.

This is in continuation to Tender Notice dated 7th December 2016, the last date for submission of Tender with regard to above mentioned subject is further extended upto 6th January 2017 by 5pm.

Sd/-

(Renu Mohan Bhan)

Deputy Secretary (Administration)



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SA.37/Admn

21st December 2016

NOTICE

Sub- Conceptualization, Designing and Fabrication of Venue for Festival of Letters 2017 to be held from 21.02.2017 – 26.02.2017 at Rabindra Bhavan Lawns, 35 Ferozeshah Road, New Delhi- 110001- reg.

This is in continuation to Tender Notice dated 7th December 2016, the last date for submission of Tender with regard to above mentioned subject is further extended upto 30th December 2016 by 5pm.

(Renu Mohan Bhan)

Deputy Secretary (Administration)



SAHITYA AKADEMI
Rabindra Bhavan, 35, Ferozeshah Road,
NEW DELHI – 110 001

Email: secretary@sahitya-akademi.gov.in

Website: www.sahitya-akademi.gov.in

Dated: 7th December, 2016

Tender Notice

Conceptualization, Designing and Fabrication of Venue for Festival of Letters 2017 to be held from 21.02.2017 to 26.02.2017 at Rabindra Bhawan Lawns, 35 Ferozeshah Road, New Delhi – 110001.

Sahitya Akademi is an autonomous organization under Ministry of Culture, Govt. of India requires the services of a professional agency, with an average annual turnover of Rs.4.00 crore and above during last 3 financial years and having previous experience in handling works of literary festivals, exhibitions and events etc., of other similar nature viz. conceptualization, designing and fabrication at national and international level.

The concept of the **Festival of Letters 2017** is given in the introduction.

The tender fee of Rs.500/- (Rupees Five Hundred only) and the Earnest Money for the tender of Rs.50,000/- (Rupees Fifty Thousand only) shall be payable in favour of Secretary, Sahitya Akademi, New Delhi by demand draft.

In the event of any corrigendum, the same will be issued on the website www.sahitya-akademi.gov.in

The tender documents in a sealed cover addressed to Secretary, Sahitya Akademi, Rabindra Bhawan, 35 Ferozeshah Road, New Delhi - 110001 may be submitted latest by 21st December, 2016 at 17.00 hrs.

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



TENDER FOR CONCEPTUALIZATION, DESIGNING AND FABRICATION OF VENUE FOR FESTIVAL OF LETTERS 2017 TO BE HELD FROM 21.02.2017 TO 26.02.2017.

DATE OF ISSUE	7th December, 2016
DATE OF PRE-BID CONFERENCE	9th December, 2016 at 11.00 hrs. at 3rd floor Conference Hall
LAST DATE FOR SUBMISSION	21st December, 2016 upto 17.00 hrs.
DATE OF OPENING	26th December, 2016, at 11.00 hrs at 3rd floor conference Hall



**SAHITYA AKADEMI
NEW DELHI**

NOTICE INVITING TENDER

Subject: Tender for Conceptualization, Designing and Fabrication of Venue for Festival of Letters 2017 to be held from 21.02.2017 to 26.02.2017 at Rabindra Bhawan, New Delhi

Introduction

1. Sahitya Akademi is an autonomous organization under Ministry of Culture, Govt. of India requires the services of a professional agency, with an average annual turnover of Rs.4.00 crore and above during last 3 financial years and having previous experience in handling works of literary festivals, exhibitions and events etc., of other similar nature viz. conceptualization, designing and fabrication at national and international level.

2. Scope of Work:

2.1 Conceptualization, designing and fabrication of Venue for **Festival of Letters 2017** and provide other related ancillary services for the same.

2.2 The **Festival of Letters 2017** will highlight the showcasing of the important events/activities of the Sahitya Akademi for the last one year through photo exhibitions, book exhibition etc., designing of the Venue for the award presentation ceremony with flower decorations and Award Winner Authors' gallery.

Programme	Venue
Decoration of Reception Area	Rabindra Bhawan Lawns
Inauguration of Akademi Exhibition	Rabindra Bhawan Lawns
(i) Sahitya Akademi Exhibition 2016 (ii) Sahitya Akademi publications (iii) Journals (IL, SBS & Samskrit Pratibha) (iv) Library Books	Rabindra Bhawan Lawns
Sahitya Akademi Award Presentation	Kamani Auditorium
Writers Meet	Rabindra Bhawan Lawns
Samvastar Lecture	Rabindra Bhawan Lawns
Face to Face Programme	Rabindra Bhawan Lawns
Young Writers Meet	Rabindra Bhawan Lawns
North East and Northern Writers Meet	Rabindra Bhawan Lawns
Spin-a-tale (A Programme on Children's Literature)	Rabindra Bhawan Lawns
National Seminar	Sahitya Akademi, Ist Floor Auditorium
Cultural Programmes (Evening)	Rabindra Bhawan Lawns



Specification and auxiliary requirement

3.3.1

1. Overhead aluminium hanger with water proofing and fire retarded should be strong enough of sustain high speed wind/rain pressure with 100 mm levelled carpeted wooden flooring.
2. Photo exhibition of about 250 programmes/events of Sahitya Akademi held during the last year.
3. Designing, display and exhibition of about 3000 Sahitya Akademi books including journals, library books etc., in the Venue.
4. Sitting capacity for 100-150 visitors.
5. Creations of lounge in the Venue facing sofa sets etc.
6. Creating Food Courts in the hanger one each for VIP and General separately.
7. Erection Plasma TV outside the 1st floor auditorium in Rabindra Bhawan and in the exhibition hall in the lawns.
8. Arrangement of sufficient lighting to focus various exhibit, stage or as per requirement.
9. Laying and fixing of non-woven carpet in the hanger structure.
10. Arrangements for simultaneous recording, videography and photography of all the events.
11. PA system with Branded Microphone cordless mikes etc.
12. Light and Sound System for cultural programmes in the evening.
13. Illumination of the Rabindra Bhawan with LED lights.
14. Dustbins (Big sizes) with Swacch Bharat Mission Logo.
15. Soundless 125 kW generator.
16. Security with sufficient guards.
17. Proper arrangements for keeping the Venue neat & clean.
18. To keep enough work force shifting/change of sitting arrangements etc., during the **Festival of Letters 2017**.
19. Provision for closing of events after the official timings.
20. Floral decoration of stage at Kamani Auditorium
21. Preparations for arrangements, with the scope of the work order, anytime during the **Festival of Letters 2017**.

3.3.2

The main focus of the **Festival of Letters 2017** would be showcasing photo exhibitions, books exhibitions, award presentation ceremony, gallery of Award Winners photographs etc. So high efforts are required to be made to show how innovatively these are displayed which would be the USP of the designs.

3.3.3

The Festival of Letter 2017 pavilion should have:

- Visible and prominently located reception area at the entrance.
- Pavilions for panel discussions and programmes, a raised platform can be created for such events.
- A sitting space with chairs for audience during such programmes.



- Good backdrops for various theme discussions.
- Proper lighting facility highlighting displayed photographs, books etc.
- Signage System wherever required.
- Display facility of around 3000 Sahitya Akademi books in various Indian languages in different locations within the Venue.

3.3.4 The main scope of work besides other important areas includes fabrication of Venue for **Festival of Letters 2017** Venue well in time, maintenance as well as daily cleaning/sweeping and 24 hours security of the Venue during the event and dismantling of the pavilion after the event within 24 hours. The Lawns must be hand over in the perfect conditions as was given before the start of the work.

3.3.5 The scope of work will cover providing plants to add a green touch to the Venue alongwith electrical fittings in the pavilion as per requirements.

4. Submission of tender:

Tender should be submitted in two sealed envelopes viz. **TECHNICAL BID** (Envelope- I) and **FINANCIAL BID** (Envelope- II).

4.1 The **Technical Bid** (Envelope-I) shall contain following documents:

- (i) Details of the Tenderer
 - (a) Profile of the Agency / Company.
 - (b) Details of Technical Manpower and Staff available in – house.
 - (c) Track record - detail of similar events handled/executed.
 - (d) Specific experience relating to the event of such nature (Literary Events).
 - (e) Documentary evidences of all the above needs to be provided.
- (ii) The Technical Bid should contain a self-undertaking that the tenderer has never been blacklisted by any Government of India Ministry/ Department/ Authority/Organization/Agency etc.
- (iii) Statement signed by a statutory auditor/ Chartered Accountant, indicating turnover of the company during the last 3 financial years i.e. 2013-14, 2014-15 & 2015-16.
- (iv) Latest Income Tax Clearance Certificate / Copy of ITR and PAN.
- (v) Demand draft for Rs.**500/- (Rupees Five Hundred Only)** may be enclosed towards tender fee payable in favour of Secretary, Sahitya Akademi, New Delhi.
- (vi) **EMD for Rs.50,000/- (Rupee Fifty Thousand Only)** must be submitted alongwith **Technical Bid** in the form of demand draft payable in favour of Secretary, Sahitya Akademi, New Delhi. The EMD will be returned to the unsuccessful tenderers at the earliest after final expiry of the tender validity and latest on or before the 30th day after the award of the work.



- 4.2 **FINANCIAL BID** (Envelope-II) shall contain the cost of the project and should include the cost of all items as at 3.3.1. to 3.3.5.
- 4.2.1 The contractors should quote in figures as well as in the words the rates and amount tendered by them in the financial bid. The rates quoted in the financial bid shall be inclusive of all taxes, levies etc. except service Tax which shall be paid as applicable from time to time. Nothing extra shall be payable over and above the tendered/accepted rate as per the Price Schedule mentioned in the Financial Bid.
- 4.3 Tender placed in a sealed cover superscribed on the top of the envelop the name of the project **“Tender for Conceptualization, Designing and Fabrication of Venue for the Festival of Letter 2017 to be held from 21.02.2016 to 26.02.2016”** shall contain two envelopes viz. **TECHINICAL BID** (Envelope-I) and **Financial BID** (Envelope-II) with the name of the project written on each envelope. The tender addressed to Secretary, Sahitya Akademi, Rabindra Bhawan, 35, Ferozshah Road- 110001 may be submitted latest by 21st **December, 2016 upto 5 P.M.**
- 4.4 The Technical Bid shall be opened on 26th **December, 2016 at 11.00 hrs.** in the presence of the tenderer or his authorized representatives in the Sahitya Akademi Conference Hall at the 3rd Floor. The technical bids shall be scrutinized by the Committee constituted for the purpose. The Committee shall assess the ability of the agencies to carry out the requisite quality work, profile and experience in the field. The bidders are expected to PowerPoint presentation of their concept for **Festival of Letters 2017** on 9th **December, 2016 at 11.00 hrs.** The bids would be first evaluated technically as specified in the evaluation para. Financial bid of only those technically qualify would be opened. The decision of the Secretary, Sahitya Akademi who is the Competent Authority in this regard shall be final and abiding. The Financial bids will be opened on the same day.
- 4.5. The tender may be downloaded from the website www.sahitya-akademi.gov.in of the Sahitya Akademi. The schedule of tender process is as under:

S. No	Tender Schedule	Date and time
1	Issue of tender	7 th December, 2016
2	Date of Pre-Bid conference	9 th December, 2016
3	Last Date of submission of tender	21 st December, 2016
4	Presentation of concept/design	26 th December, 2016
5	Date of opening of Technical Bid	26 th December, 2016
6	Date of opening of Financial Bid	26 th December, 2016

5. Evaluation Criteria:

- 5.1 The Technical Bids and the Financial Bids will be evaluated individually.
- **80% Weightage for Technical Bid**
 - **20% Weightage for Financial Bid**



5.2. First, the Technical Bid would be considered only of those who fulfil the eligibility criteria and have submitted all the documents spelt out in Para 4.

5.3 The **criteria for Technical Evaluation is as under: -**

S.No.	Criteria	Scoring
1	Organizational strength of the company and its experience in executing such works at national and international level.	30 Marks
2	Overall Concept and Design of the Festival of Letters 2017 as per presentation and hard copy submitted.	A. Concept & Design : 30 Marks B. Effective Utilization of Space : 10 Marks C. Innovative ideas for the Photo exhibition, Award ceremony etc. and display of books : 10 Marks Total : 50 Marks
	Experience and expertise of key personnel handling the project	: 20 Marks

The Concept / Design of the **Festival of Letters 2017** with layout, decoration plan etc. as indicated above **must be submitted in hard copy as well as on CD**

PHASE I: TECHNICAL BID

Minimum marks required to qualify technically is 70. Financial Bids of only those who qualify technically would be opened. 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:

$$TS = (TTBM/HM)$$

TS (Technical Bid score)

TTBM (Total Technical Bids Marks)

HM (Highest Marks amongst all evaluated bid)

PHASE II: FINANCIAL BID

The Financial Bids will be declared opened only of those whose “Technical Qualified Bids” and shall be evaluated as under:

$$FS = (FL/PQ),$$

FS (Financial Score)

FL (Lowest Financial Bid)

PQ (price quoted)



PHASE III: Combined Evaluation of Technical and Financial Bids

The total score of the bidder will be determined as under.

$$CE (CES) = (80\% \times TS) + (20\% \times FS)$$

CES = Combined Evaluation Score

TS = Technical Score

FS = Financial Score

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

6. Terms of Payment:

No advance payment(s) will be made. Payment will be made on successful completion of the work on submission of the bill through RTGS/NEFT, duly certified/recommended by the Committee constituted for the purpose.

7. Pre- Bid meeting

A pre-bid meeting to clarify any queries regarding the tender will be held at the Sahitya Akademi's Conference Hall on 3rd Floor of Rabindra Bhawan on 9th December, 2016 at 11.00 hrs. Any person interested in submitting bids may come for the pre bid conference.

8. Earnest Money Deposit

- 8.1 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 will stand forfeited to the Sahitya Akademi.
- 8.2 The tenders without Earnest Money Deposit will be summarily rejected.
- 8.3 No claim shall lay against Sahitya Akademi in respect of erosion in value or interest on Earnest Money Deposit.

9. Validity of bids

The Bids (Technical/Financial) shall be valid for a period of 60 days from the date of opening of the tenders. This has to be so specified by the tenderer in the financial bid.



10. Performance Security

The successful bidder will be liable to deposit performance security equivalent 10% of the value of work/contract/job by demand draft in favour of Secretary, Sahitya Akademi, New Delhi within 10 days from the day of issue of work order. The Earnest Money Deposit i.e. **Rs.50,000/- (Rupees Fifty Thousand only)** shall be adjusted against the Performance Security pay by the successful bidder. The performance security can be forfeited by order of the Competent Authority of the Sahitya Akademi 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. 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.

11. Period and terms of Delivery

The site would be handed over to the contractor on 10th February, 2017 onward. The work should be completed by 19th February, 2017 by 12.00 noon and handed over.

12. 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.

13. Storage of Materials

The contractor shall not store any material and debris within the premises other than the Venue/work site handed over to him.

14. Force Majeure

- 14.1 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.



14.2 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.

15. 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.

16. 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.

17. 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.

18. 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.

19. 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.

**20. 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.

21. 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.

22. 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.

23. 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.

--End--