



साहित्य अकादेमी

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Sahitya Akademi

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27 November 2017

Tender Notice

Subject: Conceptualization, Designing and Fabrication of venue for Festival of Letters 2018.

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 **Festival of Letters 2018** to be held from 26.02.2018 to 03.03.2018 at Rabindra Bhawan Lawns, 35, Ferozeshah Road, New Delhi – 110001 is as given in the introduction. The tender document is available on Akademi's website www.sahitya-akademi.gov.in.

PRE-BID CONFERENCE	30 November, 2017 at 3 PM	3 rd floor
OPENING OF TECHNICAL BID	18 December, 2017 at 2 PM	Confere-
OPENING OF FINANCIAL BID	19 December, 2017 at 2 PM	nce Hall
LAST DATE FOR SUBMISSION OF BID	15 December, 2017 upto 5 PM	

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

Introduction

1. Theme : 70 years of India's Independence
2. Requires the services of a professional agency, with an average annual turnover of Rs.4.00 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.
3. Scope of Work:
 - 3.1 Conceptualization, designing and fabrication of Venue for Festival of Letters 2018 and provide other related ancillary services.
 - 3.2 The Festival of Letters 2018 will highlight the showcasing of the important events/activities of the Sahitya Akademi held during the last one year through Photo exhibition/Book exhibition/Award Winner Authors' gallery/Designing of venue for the award presentation ceremony with flower decorations etc. 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 The main scope of work besides other important areas includes fabrication of Venue for Festival of Letters 2018 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.

Sl. No.	Programme	Venue
1	Decoration of Reception Area	Rabindra Bhawan Lawns
2	Inauguration of Akademi Exhibition	
3	Writers Meet	
4	Samvastar Lecture	
5	Face to Face Programme	
6	Yuva/Bal Sahiti	
7	Purvottari	
8	Spin-a-tale (A Programme on Children's Literature)	
9	Tribal Writers Meet	
10	Symposium on Unwritten Languages	
11	Symposium on Translations	
12	Symposium on Publishers' Role in Indian Literature	
13	Cultural Programmes	
14	National Seminar	Akademi's Ist Floor Auditorium
15	Sahitya Akademi Award Presentation	Kamani Auditorium

4. Specification and auxiliary requirement
 - 4.1 Overhead aluminium water proof hanger with fire retarded should be strong enough of sustain high speed wind/rain pressure with 100 mm levelled wooden floor laid/fixed with non-woven carpet in the hanger structure.
 - 4.2 Photo exhibition of about 250 programmes/events of Sahitya Akademi held during the last year.
 - 4.3 Designing/display/exhibition of about 3000 Sahitya Akademi books/publications.
 - 4.4 Designing Kamani Auditorium stage/Floral decoration/outside area for Award Presentation Ceremony.
 - 4.5 Sitting capacity for 100-150 visitors.

- 4.6 Creations of lounge in the Venue facing sofa sets etc.
- 4.7 Creating Food Courts in the hanger one each for VIP and General separately.
- 4.8 Erection Plasma TV one each in the Venue/Exhibition Hall in the lawns and outside the Sahitya Akademi's 1st Floor Auditorium.
- 4.9 Sufficient lighting to focus various exhibits/stage or as per requirement from time to time.
- 4.10 Simultaneous recording/videography/photography of all the events.
- 4.11 Light and Sound System for cultural programmes in the evening etc. (Branded PA system with Microphone/Cordless mics).
- 4.12 Illumination of the Rabindra Bhavan with LED lights.
- 4.13 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.
- 4.14 Dustbins (Big sizes) with Swacch Bharat Mission Logo.
- 4.15 Soundless 125 kW generator.
- 4.16 Round the clock security of the venue with sufficient guards.
- 4.17 Keeping the Venue neat & clean.
- 4.18 Fire Exit in the Venue.
- 4.19 Enough multipurpose work force during the Festival of Letters 2018 for shifting/change/other miscellaneous work etc.
- 4.20 Provision for closing of events after the official timings.

5. The Festival of Letter 2018 pavilion should have:

- 5.1 Visible and prominently located reception area at the entrance.
- 5.2 A raised platform for Pavilions for panel discussions and programmes.
- 5.3 A sitting space with chairs for audience during such programmes.
- 5.4 Backdrops during such programmes for various theme discussions.
- 5.5 Proper lighting facility highlighting displayed photographs/books etc.
- 5.6 Signages wherever necessary/required.

6. Submission of Tender

6.1 Tender should be submitted in two separate sealed covers superscribed TECHNICAL BID and FINANCIAL BID.

6.2 The Technical Bid must contain the following:

6.3

(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.50,000/- (Fifty 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.

6.4 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.			

- 6.5 A pre-bid meeting to clarify any queries regarding the tender will be held in the Sahitya Akademi's Conference Hall at 3rd Floor on 30th November 2017 at 12 noon.
- 6.6 Any person interested in submitting bids may come for the pre bid conference.
- 6.7 The Technical Bid shall be opened on 18th December 2017 at 2 PM in the presence of the bidders or his authorized representatives in the Sahitya Akademi's Conference Hall at 3rd Floor. The bidders are expected to present their concept through Power Point.
- 6.8 The technical bids shall be scrutinized by the Committee constituted for the purpose.
- 6.9 The Committee shall assess the ability of the agencies to carry out the requisite quality work, profile and experience in the field.
- 6.10 The Concept/Design of the Festival of Letters 2018 with layout, decoration plan etc. as indicated above must be submitted in hard copy as well as on CD
- 6.11 The Technical Bid would be considered only of those bidders who fulfil the eligibility criteria and have submitted all the documents spelt out in Para 5.2.
- 6.12 The bids would be first evaluated technically as specified in the evaluation para.
- 6.13 Financial bid of only those bidders would be opened whose technical bid qualify.
- 6.14 The decision of the Secretary, Sahitya Akademi who is the Competent Authority shall be final and abiding.
- 6.15 The Financial bids will be opened on 19th December 2017.
- 6.16 The Bids (Technical/Financial) shall be valid for a period of 60 days from the date of opening of the tenders.
- 6.17 The tender document may be downloaded from Sahitya Akademi's website <http://sahitya-akademi.gov.in>.

7. Evaluation Criteria:

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

7.2 The criteria for Technical Bid Score is as under: -

S. 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 Festival of Letters 2017 as per presentation and hard copy submitted.	50
	Concept & Design	30
	Effective Utilization of Space	10
	Innovative ideas for the Photo exhibition, Award ceremony etc. and display of books	10
3	Experience and expertise of key personnel handling the project	20

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

7.4 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	=	$(TBS \times HM / TTBM)$
2	TBS		(Technical Bid score)
3	HM		(Highest marks amongst all evaluated bid)
4	TTBM		(Total Technical Bids Marks)

7.5 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.

7.6 Combined Evaluation of Technical and Financial Bids. The total score of the bidder will be determined as under:

1	CS	=	$(80\% \times TS) + (20\% \times FS)$
2	TS		(Technical Score)
3	FS		(Financial Score)

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

7.8 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 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 10 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 1st February, 2018 and the final finished site to be handed over to the Sahitya Akademi by 24th February, 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/work site 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.

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.