



SA.37/HO/ILF/Patna/ 9741

6 August, 2025

**e-TENDER for Hiring of Vehicle
for Unmesha-International Literature Festival, 2025
to be held from 25-28 September, 2025, Patna, Bihar**

Ministry of Culture, Government of India has entrusted the project for conceptualization and organization of the Unmesha- International Literature Festival - 2025 to Sahitya Akademi. The prestigious **International Literature Festival (ILF 2025)** is proposed to be held in **Patna, Bihar** from **25-28 September, 2025**. Approx. 600 writers, critics, translators and poets apart from the folk performers are likely to participate from India and abroad.

Requirement of work

The tender is invited from reputed parties/agencies particularly Travel Agency for providing vehicles on Hire-basis for official use of guest of Sahitya Akademi during the Unmesha-ILF-2025 from 24 to 29 September, 2025 for pick and drop of Guests/Participants/Dignitaries from Hotel in and around Patna area to the venue of the event at the Ashoka Convention Centre, Patna, Bihar. Airport, Railway Station pick-up and drop, besides, any other place as per requirement of the event. Details of vehicles to be hired are as under:

S.No.	Category of Vehicle	No of Vehicle required	Period	Usages	Rate in Rs. Km/Per vehicle (all inclusive)
1	Innova or equivalent	40	24.09.2025 to 29.09.2025	Pick and drop of the Guests from Hotel to Venue	
2	Desire or equivalent	10			
3	Tempo Traveller	05			
(+) (-) 20% of the vehicle required on the need and requirement basis over and above.					

Who can Participate

Any agency/ registered firm/ proprietorship/partnership/travel agents who have experience in Travel Agency/Firm/Company/ having experience in executing such work or experience in providing vehicles in India. The Government Agencies are encouraged to submit their Tender through ecpp portal.

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Terms and Conditions of submission of Bid

1. The Bidder must submit Bids in **two way bid system, i.e., Technical Bid and Financial Bid**. All the Bidders should upload the tender document at ecpp portal on or before 19.08.2025 2025 by 5:00 p.m. In absence of submission of e-tender at ecpp portal, the tender will not be considered or liable for rejection.

2. **The 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)	Undertaking that the tenderer has never been blacklisted by any Government of India Ministry/Department/Authority/Agency/ Organization etc.	ATTACHED	YES	NO
(v)	Certified financial statement for the last 3 years, i.e., 2021-22, 2022-23 & 2023-24	ATTACHED	YES	NO
(vi)	Latest Income Tax Clearance Certificate / Copy of ITR and PAN.	ATTACHED	YES	NO
(vii)	GST Registration Certificate issued by the competent authority	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.1,00,000/- (Rupees One 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 Technical Bid will be opened on 21.08.2025 at 11.00 am. in Sahitya Akademi's Conference Hall at the 3rd Floor and the Financial bid will be opened on 22.08.2025 at 4.00 pm.
- 3.2 The Committee shall evaluate the ability of the agencies to carry out the requisite quality work, profile and experience in the field.
- 3.3 The decision of the Secretary, Sahitya Akademi, who is the Competent Authority in the Sahitya Akademi, shall be final and abiding.

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- 3.4 The tender document may be downloaded from Sahitya Akademi's website
<http://sahitya-akademi.gov.in>
4. No advance Payment will be made. Payment will be made only after successful completion of the work on submission of the bill.
5. The contract for providing vehicles will be given to the lowest bidder who fulfils all the terms Conditions given in the tender document.
- 5.1 To safeguard against failure by the successful bidder, by providing requisite number of vehicles, this office may empanel other service providers who are capable to provide service as per the same terms and conditions as that of L-1(Firm who has quoted the lowest rates).
6. This office reserves the right to revise the requirements of vehicles being hired depending upon the actual requirement. A daily Record indicating time and mileage for each vehicle shall be maintained in a log-book which Should be submitted to Sahitya Akademi for scrutiny and payment of bills.
7. The vehicles should have all necessary permissions from the Transport department including the Pollution certificates issued by the Competent Authority.
8. The vehicles shall be exclusive use of this office and shall be made available 24X7 for 24 to 29 September, 2025 or as per requirement basis.
9. In case of any breakdown of vehicle on duty, the service provider shall make arrangement for providing another vehicle.
10. The driver(s) deputed on duty should carry valid driving license and do not have any Police Records/criminal cases against them.
11. 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.
- 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 work at national and international level. Preference will be given to the agencies who are associated with the Government organization	40
2	Quality of vehicle to be provided by the Bidder to the guests of Sahitya Akademi.	40
3	Experience and expertise of the bidder to handle such works.	20

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

1	TS	= (TBS X HM/TTBM)
2	TS	= (Technical Bid score)
3	HM	= (Highest marks amongst all evaluated bids)
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 of Technical and Financial Bids. 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)

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.

4.9 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 afore said amount of EARNEST MONEY DEPOSIT (EMD) will stand forfeited to Sahitya Akademi.

4.10 No claim shall lay against Sahitya Akademi in respect of erosion in value or interest on Earnest Money Deposit.

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- 4.11 The successful bidder will be liable to deposit Performance Security equivalent to 3% of the value of the work/contract/job reduced by amount of EMD by a demand draft in favour of Secretary, Sahitya Akademi, New Delhi within 03 days from the day of issue of work order.
- 5 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 Sahitya Akademi.
- 5.1 On expiry of the contract, such portion of the said security deposit as may be considered by the Competent Authority of 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.
6. **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 list option, terminate the contract.
- 7 Provided also that if the contract is terminated under this clause, Sahitya Akademi shall be at liberty to take over from the supplier at a price to be fixed by the Competent Authority of 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.
8. **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 Sahitya Akademi shall have the power to terminate the contract without previous notice.

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10. **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.
11. **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.
12. **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.
12. **Disclaimer:** The employees of 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.
13. **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.
14. **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.

(Baburajan S)

Dy. Secretary (i/c Admn.)

For uploading on Sahitya Akademi website