



Dr Devendra Kumar Devesh
Regional Secretary

Speed Post/e-mail

SAE.191/Godown-CWC/

To
M/s _____

Subject: Quotation for setting up an office and toilet at Godown No. 5E, CWC Garden Reach

Dear Sir/Madam,

Sahitya Akademi, Regional Office Kolkata is inviting sealed quotation from eligible bidders for executing the work of setting up setting up an office and toilet at its new Godown at Godown No. 5E, CWC, Garden Reach, Kolkata – 700 043. Your **sealed quotation** addressed to The Regional Secretary, Sahitya Akademi, Eastern Region, 4 D. L. Khan Road, Kolkata 700025 should reach by 05:00 PM on 30 May 2026. The **scope of work** will be as per the specification mentioned below:

OFFICE SET-UP

1. **Size:** preferably 150 sq. ft. (as per availability of space) sufficient enough for two or more staff members.
2. **Interior:** Ply Board walling with Sunmica pasting, with glass window for keeping an eye on the Godown, False Ceiling, vitrified tiled floor and one Plywood table (5ft by 3ft)
3. **Door:** 7ft. x 4 ft.

TOILET SET-UP

1. **Size:** preferably 40 sq. ft. (as per availability of space)
2. **Interior:** False Ceiling, tiled floor, Wash Basin, Commode, Health faucet, 2 taps
3. **Wall:** High-Pressue Laminate (HPL) / Compact laminate
4. **Door:** 7ft. x 3 ft.

The following Terms and Conditions may kindly be noted by the bidding vendor:

1. Only Sealed quotations will be accepted, which should be super-scribed with "Quotation for setting up an office and toilet at Godown No. 5E, CWC Garden Reach".
2. The vendor shall perform any other related or incidental work assigned by the Organization related to electric points, with no extra cost to the Organization.
3. The Vendor/Agency should quote their rate on a per sq ft. basis. As well as the detailed cost break-up and total cost must be indicated. The quoted rate should be inclusive of GST and all other charges.
4. Vendors/agencies having GST Number, Trade License, PAN, Income Tax Certificate of last three years and undertaking with regard to blacklisting/ non-debarment (format enclosed) may submit their quotations with copy of each document duly self-certified and a list of previous experience with details of previous works done. For any clarification kindly contact our office.
5. The sealed quotation will be opened on 01 June 2026 at 11:00 AM in the conference room in the first floor of the office. The bidders are requested to be physically present to see the quotation opening process.
6. No advance payment(s) will be paid. Payment will be made through PFMS on submission of the bill upon successful completion of the work subject to certification/recommendation by the Committee constituted for the purpose.
7. 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.
8. 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.
9. 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.

Thanking you,

Yours faithfully,


(Dr Devendra Kumar Devesh)

साहित्य अकादेमी
क्षेत्रीय कार्यालय
4 डी. एल. खान रोड, कोलकाता 700 025
दूरभाष : (033) 24191683, 24191706
ई-मेल : rs.rok@sahitya-akademi.gov.in
वेबसाइट : http://www.sahitya-akademi.gov.in

Sahitya Akademi

(National Academy of Letters)

REGIONAL OFFICE

4 D. L. Khan Road, Kolkata 700 025
Phone : (033) 24191683, 24191706
E-mail : rs.rok@sahitya-akademi.gov.in
Website : http://www.sahitya-akademi.gov.in

20 May 2026

UNDERTAKING REGARDING DEBARMENT/ BLACKLISTING

(To be submitted on Contractor's Letter Head)

I / We, (name and post of authorized signatory) on behalf of (name of firm) do here by solemnly affirm and declare as follows:

- (i) Our firm is not restrained/debarred/ blacklisted by AAI or Central / State Govt. Depts./ PSUs/World Bank/ ADB etc. and the debarment is not in force as on last date of submission of proposal.
- (ii) None of Proprietor/Partners/ Board Members/ Directors of M/s (Name of firm) has remained Proprietor / Partner / Board Members/ Director in any firm which stand debarred/ blacklisted by AAI of Central / State Govt. Depts. / PSUs/World Bank/ ADB etc. and the debarment is not in force as on last date of submission of proposal.
- (iii) Our firm understands that at any stage, if above statement are found to be false, our firm shall be liable for debarment from bidding in AAI, apart from any other appropriate contractual legal action including debarment/ blacklisting, termination of the contract etc. as deemed fit.

Date:

(Signature and name of the

Authorized signatory of the firm)

Place:

Note:

This declaration shall be on company's letter head with seal and signature.