



# साहित्य अकादेमी

(राष्ट्रीय साहित्य संस्थान)

रवीन्द्र भवन, 35 फ़ीरोज़शाह 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  
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SA.37/FOL/2020-21/ 1493

03 March 2021

Subject: Inviting Quotation for Conceptualization, Designing and Fabrication of Venue for the Translation Prize Presentation Ceremony 2019 and provide other related ancillary services.

Sahitya Akademi is an autonomous organization under the Ministry of Culture, Government of India invite Quotations for Conceptualization, designing and fabrication of venue for the Translation Prize Presentation Ceremony 2019 and provide other related ancillary services. The reputed firms engaged in the business of putting exhibition/designing etc. may submit their quotation in response to this quotation letter as uploaded on Akademi's web site [www.sahitya-akademi.gov.in](http://www.sahitya-akademi.gov.in). The scope of work is as under:

1. In the Kamani Auditorium conceptualization, designing and fabrication of Venue including designing stage/floral decoration/outside area for Translation Prize Presentation Ceremony 2019 including display of photographs of Translation Prize Winners.
2. Setting and sprucing the appropriate space for the Inauguration of Sahitya Akademi Annual Exhibition.
3. The Exhibition will feature photographs, messages, captions, slogans that need to be printed in vinyl and erected in aesthetic manner covering the activities during COVID-19 pandemic, both in English and Hindi.
4. Designing and putting up the Back Drop Banner for Samvatsar Lecture.
5. Designing and putting up the Back Drop Banner for Writers Meet programme.
6. Designing and erecting two programme Flex on the Copernicus Marg and Ferozeshah Road entrances of the Rabindra Bhavan.
7. Installations to be placed in front of Lalit Kala Galleries.
8. Signage and standees as per requirement.
9. Sahitya Akademi will provide the photographs to be displayed, news clippings for display, information for creating highlights/message boards, the photographs of Translation Prize winners, etc.

The other Terms and Conditions are as under:

- i. The quotations should be submitted on or before 05 March 2021 by 5:00 p.m. addressed to the Secretary, Sahitya Akademi, Rabindra Bhavan, 35, Ferozeshah Road, New Delhi - 110001.
- ii. Interested venders may contact for any clarification or queries regarding the quotation/scope of work on any working day between 10am to 5pm.
- iii. The quotations will be opened on 08 March 2021 at 11:00 hrs. in Sahitya Akademi's Committee Room at the 2<sup>nd</sup> Floor.

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- iv. The Committee shall assess the ability of the agencies to carry out the requisite quality work, profile and experience in the field.
- v. No advance payment(s) will be made. Payment will be made through PFMS (Public Financial Management System) on submission of the bill on successful completion of the work, duly certified/recommended by the Committee constituted for the purpose.
- vi. The successful vender will be required to complete the work on 11 March 2021 by 12:00 noon.
- vii. The Competent Authority of Sahitya Akademi will have the right to call upon information regarding status of work/job at any point of time.

(Dr. S Rajmohan)

Deputy Secretary (Admn.)

*Matter for placing on Sahitya Akademi Web Site*