

SAHITYA AKADEMI

**Rabindra Bhawan, 35, Ferozeshah
Road, NEW DELHI - 110 001**

Email: secretary@sahityaakademi.gov.in

Website: www.sahitya-akademi.gov.in

Dated: 31 December 2015

Tender Notice

**Conceptualization, designing and fabrication of venue for Festival of Letters 2016
to be held 15-20 February, 2016**

Sahitya Akademi is an autonomous organization under Ministry of Culture, Govt. of India requires the services of a professional agency with an annual turnover of Rs.1.00 crore and above and with previous experience in handling works of similar nature at national and international level viz. exhibitions and events etc.

The concept of the Festival of Letter 2016 is given in chapter 1.

The tender document addressed to Secretary, Sahitya Akademi, Rabindra Bhavan, 35, Ferozeshah Road, New Delhi – 110001 may be submitted latest by 13th January, 2016 upto 5pm.

The tender fee of Rs.500/- (**Rupees Five hundred only**) towards and the **Earnest Money for the tender is Rs. 50,000/- (Rupees Fifty thousand only)** shall be payable by Demand Draft drawn in favour of Secretary, Sahitya Akademi, New Delhi.

In the event of any corrigendum, the same will be issued on the above mentioned website.

**Deputy Secretary (Admn.)
Tel:011-23386088**

**TENDER FOR CONCEPTUALIZATION, DESIGNING AND FABRICATION OF VENUE
FOR FESTIVAL OF LETTERS 2016 TO BE HELD 15-20 FEBRUARY, 2016**

S. No	Tender Schedule	Date and time
1	Issue of tender	31 st December 2015
2	Date of Pre-Bid conference	5 th January 2016 at 11:00 Hrs
3	Last date of submission of tender	13 th January 2016 till 17:00 Hrs
4	Date of opening of Technical Bid	14 th January 2016 at 11:00 Hrs
5	Presentation of concept/design	14 th January 2016 14:00 Hrs
6	Date of opening of Financial Bid	15 th January 2016 at 11:00 Hrs

**SAHITYA AKADEMI NEW
DELHI**

NOTICE INVITING TENDER

Subject: Tender For Conceptualization, Designing And Fabrication Of Venue For Festival Of Letters 2016 To Be Held 15-20 February, 2016

Chapter 1

1. Sahitya Akademi is an autonomous organization under Ministry of Culture, Govt. of India requires the services of a professional agency with an annual turnover of Rs. 1.00 crore and above and with previous experience in handling works of similar nature at national and international level viz. exhibitions and events etc.

2. Scope of Work:

2.1

Conceptualization, designing and fabrication of venue for Festival of Letters 2016 and provide other related ancillary services for the same.

2.2

The Festival of Letters 2016 will highlight the showcasing the important events/activities through photo exhibitions held during the last year, designing of the venue for the award presentation ceremony with floral decoration and Award Winner's photo gallery.

Programme	Venue
Inauguration of Akademi Exhibition	Rabindra Bhawan Lawn
Writers Meet	Rabindra Bhawan Lawn
Decoration of Reception area	Rabindra Bhawan Lawn
Sahitya Akademi Award Presentation	FICCI Auditorium
Samvatsar Lecture	Rabindra Bhawan Lawn
Face to Face with Writers	Rabindra Bhawan Lawn
Young Writers Meet	Rabindra Bhawan Lawn
North East and Northern Writers Meet	Rabindra Bhawan Lawn
Spin-a-Tale (A Programme on Children's Literature)	Rabindra Bhawan Lawn
Seminar on Translation	Rabindra Bhawan Lawn
National Seminar	Sahitya Akademi Auditorium
Book exhibition of Sahitya Akademi books	Rabindra Bhawan Lawn
Tribal Language Poetry Festival	Rabindra Bhawan Lawn
Evening Cultural Programmes (3-4 days)	Rabindra Bhawan Lawn

3. Specification and auxiliary requirement

3.3.1

1. Overhead Pillarless space frame structure, water proof and fire retarded 1030 sqmts approx. should be strong enough to sustain high speed wind/rain pressure with 100mm levelled wooden flooring.
2. Digital Photo blow up of about 150 to 200 programs/events of Sahitya Akademi held during the last year.
3. Designing and display/exhibition of about 3000 Sahitya Akademi books in the lawn
4. To provide space for sitting capacity of 100-150 visitors with comfortable chairs.
5. PA sound system with branded microphone etc on pillar less overhead structures and Rabindra Bhavan.
6. Arrangement for adequate sufficient lighting to focus various exhibits, stage or as per requirement
7. 125 KWA soundless generator with armour cable with circuit distribution.
8. Application of electronic devices and erection of plasma TV outside auditorium in Rabindra Bhawan and exhibition hall.
9. Laying of synthetic carpet, sofa set etc.
10. Creation of lounge for Festival of Letters 2016 venue at Rabindra Bhawan Lawns
11. Arrangements for simultaneous recording, and screening, videography of all the events
12. Provision for closing of events after the official timings
13. Putting up of dustbins (big sizes) in the Festival of Letters 2016 venue sites
14. Floral decoration at all the venue including FICCI Auditorium
15. Creating food court in the at the venue site.
16. Laying of non-woven carpet in hanger structure.
17. Illuminations effects of Rabindra Bhavan building from 14th to 20th February 2016
18. Provide sound and professional lightning during cultural programme at Rabindra Bhawan lawn.
19. Cordless mic.

3.3.2

The main focus of Festival of Letters 2016 would be digital photo exhibitions, books exhibitions, award presentation ceremony, gallery of Award Winners photographs Section of Award Winning Books 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 Letters 2016 pavilion should have:

- Visible and prominently located reception area at the entrance
- A raised platform area for panel discussion and programme or such events
- A sitting space for audience for such programs.
- A good backdrop for theme discussions
- Proper lighting facilities for highlighting display
- Good signage system as per requirement
- Display/exhibition of around 3000 Sahitya Akademi publications in different Indian languages

3.3.4

The scope of work will also include fabrication of pavilion well in time at the venue of the Festival of Letters 2016, maintenance as well as daily cleaning/sweeping of the venue during the course of the Festival of Letters 2016 and events and dismantling of the pavilion after the event.

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 or the venue as per requirements,

4. Submission of tender:

4.1

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

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 inhouse.
 - (c) Track record - details of involvement in similar events.
 - (d) Specific experience in the relating field of such nature (attach documentary evidence)
- (ii) All bidders should submit a self-undertaking that they have never been blacklisted by any Government department/Authority/Organization/Agency.
- (iii) Statement signed by a statutory auditor/ Chartered Accountant indicating turnover of the company during the last financial year i.e. 2014-15
- (iv) Latest Income Tax Clearance Certificate / Copy of ITR and PAN.
- (v) Demand draft of **Rs.500/-** (Rupees Five Hundred only) **towards tender fee drawn** in favour of Secretary, Sahitya Akademi, New Delhi may be enclosed.
- (vi) **EMD of Rs.50,000/-** (Rupee fifty thousand only) in the form of Demand Draft drawn in favour of Secretary, Sahitya Akademi will be submitted.
- (vii) EMD will be returned to the unsuccessful tenderers at the earliest after award of the work contract.

4.2

Financial Bid (Envelope-II) shall contain the financial bid for the project and should include the cost of all following:

- (a) Designing and conceptualization
- (b) Fabrication of venue for Festival of Letters 2016
- (c) All material and artefacts to be used in the construction of Festival of Letters 2016
- (d) Decoration and display within pavilion
- (e) Carpeting, lighting, panelling if required
- (f) Transportation of the materials
- (g) Signage system
- (h) Expenditure on other activities as listed in the scope of work in chapter- 1.
- (i) Should also include the cost of items/requirement as in Technical Bid.

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 as applicable from time to time. Nothing extra shall be payable over and above the accepted rate as per the price schedule mentioned in the Financial Bid.

4.3

Tender placed in a sealed cover with the name of the project "**Tender For Conceptualization, Designing and Fabrication of Venue for Festival Of Letters 2016 to be held 15-20 February, 2016**" written on the top which shall contain two envelopes viz. TECHNICAL 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

Bhavan, 35, Ferozeshah Road, New Delhi - 110001 may be submitted latest by 13th January, 2016 upto 5pm.

4.4

The Technical Bid shall be opened on 14th January 2016 at 11:00 Hrs in the presence of the tenderer or their authorized representatives at the Sahitya Akademi Conference Hall on the 3rd Floor of the Rabindra Bhawan. 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 work with regard to their profile and experience in the field.

4.5

The bidders are expected/required to give presentation of their concept for Festival of Letters 2016 on 14th January 2016 at 14:00 Hrs.

4.6

The bids would be first evaluated technically as specified in the evaluation criteria in para 5.3. Financial bid of only those technically qualified would be opened.

4.7

In this regard, the decision of the Secretary, Sahitya Akademi, the competent authority, shall be final and binding on all. The Financial bids will be opened on the 15th January 2016 at 11:00 hrs.

4.8

Tender can be obtained from the office of Secretary, Sahitya Akademi, Rabindra Bhavan, 35, Ferozeshah Road, New Delhi-110001 as per schedule below:

S. No	Tender Schedule	Date and time
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5. Evaluation Criteria:

5.1

The evaluation of the tender shall base on both Technical Bid and Financial Bid.

5.2.

First, the Technical Bid would be opened. 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:-

Sl. No.	Criteria	Scoring
1	Organizational strength of the company and its experience in executing such works nationally and internationally	10 marks

2	Overall Concept and design of the Festival of Letters 2016	<p style="text-align: center;">50 Marks</p> <p>A. Concept & Design - 30 Marks</p> <p>B. Effective Utilization of Space - 10Marks</p> <p>C. Innovative ideas for the Photo exhibition, Award ceremony etc and display of books -10 Marks</p>
3	Experience and expertise of key personnel handling the project	<p style="text-align: center;">10 Marks</p> <p style="text-align: center;">(Total 70 Marks)</p>

The Concept / Design of the Festival of Letters 2016 with layout, decoration plan, etc. as indicated above must be submitted in hard copy as well as softcopy

Minimum marks required to qualify technically is 49. Financial Bids of those who qualify technically would be opened.

5.4 Financial Score would be as follows:

The marking would be done for all the presentations by the selection committee on the parameters. The vendors who secure minimum 70% marks (49 out of 70 marks) in technical presentations will be short listed and their financial bids shall then be opened. Financial bid will carry a maximum of 30 marks. The calculation of marking will have the following method:

L1 = 30 marks

L2 = $30 \times \frac{L1}{L2}$ (the cost quoted by L1)/L2 (the cost quoted by L2) and similarly

L3, L4 ----- (depending on no. of parties)

After the financial marks are obtained the technical and financial marks will be added up and the bidder scoring highest aggregate marks will stand selected.

Selection Committee reserves the right to accept or reject any or all the bids at any time prior to award of contract/order, without assigning any reasons and without incurrance of any liability on Competent Authority of Sahitya Akademi also reserves the right to negotiate the prices with the selected bidder.

5.5

The Preferred Bidder would be selected as per criteria mentioned above. However, the Akademi reserves the right to:

- a. Declare as Preferred Bidder whose Technical Score is highest among such Bidders who have secured exactly the same Composite Score.
- b. Invite fresh Proposals from these Bidders, or take any such measure as may be deemed fit in its discretion, including annulment of the bidding process.

6. Terms of Payment:

No advance payments will be made. Payment of the total contract amount will be made by electronic transfer on successful completion of work pertaining to the Festival of Letters 2016 programme duly certified 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 conference hall on 3rd Floor on 5th January, **2016 at 11:00 Hrs.** Any person interested in submitting bids may come for the pre bid conference

8. Earnest money

8.1

Earnest Money of Rs.50,000/-(Rupees Fifty Thousand only) should be submitted in the form of a Demand Draft/ pay order along with Technical bid of their tender.

8.2

Tenderer shall not be permitted to withdraw his 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 will be forfeited to the Sahitya Akademi

8.3

The tenders without Earnest Money Deposit will be summarily rejected.

8.4

No claim shall lie against Sahitya Akademi in respect of erosion in value or interest on the amount of Earnest Money Deposit.

9. Validity of Bids

The bids 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 bidder would have to deposit a performance guarantee equivalent to the value of 10% of the basic value of contract in the form of DD in favour of Secretary, Sahitya Akademi, New Delhi within 5 days from the day of issue of the work order. The earnest money i.e. Rs.50,000/- (Rupees Fifty Thousand only) shall be adjusted against the performance security to be submitted by the successful bidder. The performance security can be forfeited by order of the competent authority in the Sahitya Akademi in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or non-observation of any condition of contract. On expiry of the contract, such portion of the said security deposit as may be considered by the competent authority in the Sahitya Akademi sufficient to cover any incorrect or excess payments made on the bills to the firm shall be retained until the final audit report on the 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 08 February 2016 onward. The work is to be completed by 14th February 2016 by 12.000hrs.

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 payment due to the contractor.

13. Storage of Materials

The contractor shall not store any material/s 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 in the Sahitya Akademi which shall be final. All unused, undamaged and acceptable materials, bought out components and stores during the course of fabrication/display which may be in possession of the contractor at the time of such termination or such portion thereof as the competent authority in the Sahitya Akademi may deem fit, except such materials, bought out components and stores, the contractor may with the concurrence of the competent authority in 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 in 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 in the Sahitya Akademi will have the right to cancel the work order without assigning any reason thereof 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 transferable. 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 in the 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 in 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 the material is being obtained, and the contractor shall give every facility 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 permission of the competent authority in the Sahitya Akademi.

20. Clearing site on completion

On completion of the works the contractor shall clear away and remove from the site all surplus materials or rubbish or debris or temporary works of every kind and will leave the whole of the site/venue clean and in a workmanlike condition to the satisfaction of the Sahitya Akademi. The rate quoted by the contractor shall include all such contingencies.

21. Disclaimer

The employees of the Sahitya Akademi and their near 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.