



Ministry of Culture
Government of India

साहित्य अकादेमी

(राष्ट्रीय साहित्य संस्थान)

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Sahitya Akademi

(National Academy of Letters)

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Website : http://www.sahitya-akademi.gov.in

SAE.191/OSEPA/2025-26

06 May 2026

e-Tender Notice

Subject: Packing and Delivery of Books to 30 Districts in Odisha under Library Grant, Samagra Shiksha & PMSHRI – 2025-26, Odisha

Sahitya Akademi, an autonomous organisation under the Ministry of Culture, Govt. of India, requires the services of a professional agency having experience in packing and transportation of goods all over India especially in the state of Odisha.

The Tender Fee of Rs. 1,000/- (Rupees One Thousand only) shall be paid by a demand draft in favour of Secretary, Sahitya Akademi payable at New Delhi subject to MSME or any other exemption on submission of documentary evidence.

In the event of any corrigendum, the same shall also be issued on website www.sahitya-akademi.gov.in of the Sahitya Akademi. Interested parties may upload the tender on ecpp portal and the hard copy of the same may also be submitted to Secretary, Sahitya Akademi, Rabindra Bhawan, 35, Ferozeshah Road, New Delhi-1, as per details given below:

Last date for submission of Bid	5.00 pm – 15.05.2026
Date of Opening of Technical Bids	11.00 am – 18.05.2026
Date of opening of Financial Bids	03.00 pm – 20.05.2026

(N Suresh Babu)

Deputy Secretary i/c (Admn)



About Packing & Transportation

Sahitya Akademi, an autonomous organisation under the Ministry of Culture, Government of India, invites Tender for Hire of Transport Services along with packing of books for delivery of Sahitya Akademi Publications across 30 districts of Odisha as per the list of districts mentioned in Annexure "A". The transporters/authorised dealers engaged in the business of transportation for more than five years and preferably well versed with the locations/ area of Odisha.

Who can Participate

Any agency/firms/Transporter, having experience in the transportation and packing of books school wise throughout the India, preference will be given to those who is having knowledge of geographical area of Odisha.

Scope of the Work

1. Total 62016 Books, comprising 12 Titles, to be transported across 5168 schools in 30 districts of Odisha.
2. The agency/firm/transporter will be responsible for packing of books school category wise sets, i.e., each set will comprise the total no. of books as referred in Annexure "B" and deliver the sealed packets to the O/o District Project Coordinators situated in all district headquarters of Odisha. For quantities of sets/packets to be delivered in each district, kindly refer to Annexure "A"
3. The agency/firm/transporter will be responsible for the transportation of the book packets from Bhubaneswar to 30 districts all over Odisha.
4. The packing and delivery of books shall be completed within a period of 20 days from the date of the work order.
5. The agency/firm/transporter will have to execute the packaging work at their own Godown, the Akademi will not provide any space for executing the packaging work
6. The Total Weight of the Consignment will be approx. 25000 kgs.
7. The agency/firm/transporter will be liable to obtain acknowledgements duly signed and rubber-stamped for the delivery of books from the officials as mentioned in the delivery letter/challan issued by the Sahitya Akademi.
8. The successful bidder will be liable to enter into an agreement with Sahitya Akademi about the hire of Transport Service/Delivery of Books/Obtaining Acknowledgements duly signed and rubber-stamped.
9. The successful transporter will be liable/responsible for damages of consignment or loss by theft, fire or otherwise.
10. The rates should hold good up to 60 days from the date of receipt of the work order.



11. Short supply/damaged supply will be the sole responsibility of the Transporter and will be charged @ 5% of the value of the consignment, which will be deducted from the bill/s.
12. The safety of men or materials or tools, etc., used by the transporter will be his sole responsibility. In no case, Akademi will be responsible/liable for the safety of the men or materials or tools, etc., used by the transporter.

Terms and Conditions & the Bidding Process

1. The Bidder must submit Bids in a **two-bid system**, i.e. **Technical Bid** and **Financial Bid at ecpp Portal**. In the absence of non-submission of bids at the e-Procurement portal, the tender is liable for rejection or not considered for opening the bid.
2. All the Bidders should submit the tender at the ECPPP Portal on or before 15.05.2026 by 5:00 p.m.
3. The **Technical Bid** must contain the following:

(i)	Profile of the Agency/Company	ATTACHED	YES	NO
(ii)	Details of in - house Manpower/Staff	ATTACHED	YES	NO
(iii)	Track record/detail of similar work ATTACHED YES NO handled/executed	ATTACHED	YES	NO
(iv)	Specify experience relating to the supply of the orders at Block level	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 financial years	ATTACHED	YES	NO
(vii)	Latest Income Tax Clearance Certificate / Copy of ITR and PAN.	ATTACHED	YES	NO
(viii)	Tender Fee of Rs. 1,000/- (Rupees One Thousand Only) by demand draft payable in favour of Secretary, Sahitya Akademi, ND MSME certificate for exemption of Tender Fee.	ATTACHED	YES	NO
(ix)	GST Registration Certificate issued by the competent authority	ATTACHED	YES	NO



4. Submission of Tender:

4.1 Tender should be submitted in two separate sealed covers super-scribed TECHNICAL BID and FINANCIAL BID at ecpp Portal.

4.2 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.			

4.3 The Technical Bid will be opened on 18.05.2026 at 11:00 am in the presence of the bidders or their authorized representatives in the Sahitya Akademi's Conference Hall at the 3rd Floor.

4.4 The Technical Bid would be considered only for those bidders who fulfil the eligibility criteria and have submitted all the documents.

4.5 The bids would be first evaluated technically as specified in the evaluation paragraph.

4.6 Financial Bid of only those bidders whose Technical Bid qualifies would be opened.

4.7 The decision of the Secretary, Sahitya Akademi who is the Competent Authority in the Sahitya Akademi shall be final and abiding.

4.8 The Bids (Technical/Financial) shall be valid for a period of 120 days.

4.9 The tender document may be downloaded from Sahitya Akademi's website <http://sahitya-akademi.gov.in>

5. Evaluation Criteria:

5.0 The Technical Bids and the Financial Bids will be evaluated individually.

80% Weightage for Technical Bid

20% Weightage for Financial Bid

5.1 The criteria for Technical Evaluation is as under:

Sl.No.	Criteria	Marks
1.	Experience in executing orders under Samagra Shiksha Abhiyan and various other Govt. Schemes where delivery at District Level is to be made.	20
2.	Experience for Execution of Govt. orders.	40
3.	Experience and expertise of key personnel handling the District level delivery in India	20
4.	Manpower, timely availability of vehicles and pickup and delivery of consignments from 24 Hrs. no entry Zone	20



- 5.2 Financial Bids of only those who gets minimum 70 marks to qualify technically.
- 5.3 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 X HM/TTBM)
2	TS (Technical Bid score)
3	HM (Highest marks amongst all evaluated bid)
4	TTBM (Total Technical Bids Marks)

- 5.4 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.
- 5.5 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)

- 5.6 The Bid obtains the highest CES, will be rated as the Best Bid and will be awarded the work.
- 5.7 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 will be abiding.
6. 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.
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 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 the Sahitya Akademi.
9. 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 constituted in this regard on account of firm's bill has been received and examined.
10. **Period and terms of Delivery:** The Books will be packed and delivered within 20 days of the handing over the consignment.



11. **Penalty:** In case of delay, a penalty @ Rs. 10,000/- per day would be imposed by the Competent Authority in the Sahitya Akademi and the same would be deducted from the amount payable to the contractor.
12. **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, 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 its option, terminate the contract.
13. **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.
14. **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.
15. **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.
16. **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.



17. **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 packets/parcels are being packed for the assigned job and also to any place where the packets 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.
18. **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.
19. **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 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.
20. **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.