



साहित्य अकादेमी

(राष्ट्रीय साहित्य संस्थान)

रवीन्द्र भवन, 35 फीरोजशाह मार्ग, नई दिल्ली-110001
दूरभाष : +91-11-23386626-28, फैक्स : +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
E-mail: secretary@sahitya-akademi.gov.in
Website: http://www.sahitya-akademi.gov.in
08 July 2022

SA.37/Regional Office, Kolkata/Paper Purchase/ 5540

**Subject: e-Tender Notice for Public Procurement of Printing Paper (Preference to Make in India)
at Sahitya Akademi's Regional Office, Kolkata**

Sahitya Akademi is an autonomous organization under the Ministry of Culture, Government of India invites e-Tender for public procurement of printing paper (Preference to Make in India) for Sahitya Akademi's Regional Office, Kolkata and in accordance with Public Procurement (Preference to Make in India), Order, 2017 and subsequent revision Order No. P-45021/2/2017-PP(BE-II) dated: 16.09.2020 issued by Department of Promotion of Industry and Internal Trade (Public Procurement Section), Ministry of Commerce and Industry, Government of India for its Regional Office, Kolkata from the wholesale dealers/authorized distributors as per Annexure-II for printing of its publications/books on two Bid system. Both the bids should be separately sealed and superscribed "Technical Bid" and "Financial Bid" and kept in another separate sealed cover. The tender document may be downloaded from Akademi's website www.sahitya-akademi.gov.in. The tenders as uploaded on <https://eprocure.gov.in> and complete in all respect may be sent to the Secretary, Sahitya Akademi, Rabindra Bhavan, 35, Ferozeshah Road, New Delhi-110001 within 21 days of publication of the tender. The terms and conditions of the procurement are as under: -

1. Tenders not submitted in the prescribed proforma are liable for rejection.
2. Technical Bid shall contain all self-certified documentary evidences as per Annexure-I.
3. The Annexure- I and II are to be stamped and duly signed by the authorized signatory on each page.
4. The Earnest Money Deposit of Rs.50,000/- (Rupees Fifty Thousand only) shall be payable by demand draft in favour of Secretary, Sahitya Akademi, New Delhi.
5. Tenders not accompanied by Earnest Money Deposit shall be liable to be rejected.
6. The parties exempted from deposit of Earnest Money should enclose documentary/MSME Certificate.
7. Tender Fee of Rs.5,000/- (Rupees Five Thousand Only) shall be payable in favour of Secretary, Sahitya Akademi, New Delhi.
8. The Mills using only Wood Pulp for manufacturing all their paper varieties under Make in India will be eligible or dealers/sellers of such mills will be eligible to participate in the tender.
9. The bidder Mill should have integrated Pulp & Paper manufacturing facility under Make in India.
10. The paper being offered should be free of any Dye/Colour.
11. Maplitho paper should carry mill certification for s.no. 8, 9 and 10 on mill's letterhead and should be submitted in original along with tender document physically.
12. The quantity of paper may increase or decrease or dropped depending upon the requirement of the Sahitya Akademi at any time without assigning any reason.
13. The rate must be quoted per ream or per sheet basis inclusive of GST and cartage, if any **repeat per ream or per sheet basis inclusive of GST & cartage, if any. Rates quoted in other format shall summarily amount to be rejected of the Financial Bid.**
14. The rates should hold good upto 90 days from the last date of receipt of quotations.

Contd. on page-2/-

Handwritten signature and date: 08/07/22



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15. The supply shall be made, as per details mentioned in the Financial Bid from the fresh lots in original mill packing within 30 days' time from the date of issue of the work order at the following address or as directed:

| | |
|---|---|
| 1 | Regional Secretary, Regional Office, Sahitya Akademi, 4, Debendra Lal Khan Road, Kolkata-700 025 or the place as may be directed. Ph: 033-24191683/24191706, e-mail: rs.rok@sahitya-akademi.gov.in |
|---|---|

16. In case of short supply of reams/sheets/less gsm or any other deviation in quality or specifications, the entire ream/lot liable to rejection or to be replaceable by the firm/supplier before payment of the bill.
17. In case the failure to supply the ordered paper within the time limit, the earnest money is liable to be forfeited. Thereafter, the Sahitya Akademi shall get the required quantities/paper from any other source without any notice.
18. The complete supply of ordered paper will be tested for gsm in presence of the representative of the firm/supplier.
19. The Bills/Invoices will be accepted along with proof of delivery duly acknowledged by the official concerned at Sahitya Akademi's Regional Office, Kolkata.
20. The sealed tender containing the "Technical Bid" and "Financial Bid" as uploaded on e-procure in the prescribed format should also be sent to the Secretary, Sahitya Akademi, Rabindra Bhavan, 35 Ferozeshah Road, New Delhi-110001.
21. The "Technical Bid" shall be opened on **01-08-2022** at **12.00 Noon** by the Paper Purchase Committee in the Committee Room of the Sahitya Akademi, New Delhi.
22. The "Financial Bids" shall be opened on **05-08-2022** at **11.00 am** of those who qualify their "Technical Bids".
23. The Secretary, Sahitya Akademi reserves the right to either accept or reject any or all the tenders and accept the whole or any part of any tender without assigning any reason.
24. Any legal dispute will be within the jurisdiction of Hon'ble High Court of Delhi.
25. Sahitya Akademi GST: Registration Number : 07AAETS3607B1ZU
26. Sahitya Akademi PAN: AAETS3607B


(Sanjay Kumar)
Dy. Secretary (Admn.)

For uploading on Sahitya Akademi website

(on the company letter head)

ANNEXURE – I

The Secretary,
Sahitya Akademi
New Delhi – 110001

Subject: Technical Bid

Dear Sir,

In response to the e-Tender notice, I/We submit our Technical Bid for supply of paper and enclosed the following documents duly signed and stamped.

| | | | |
|-----|---|----------|--------------|
| 1. | Tender has been submitted in the prescribed format | Attached | Not Attached |
| 2. | Certified copy of PAN | Attached | Not Attached |
| 3. | Certified copy of GST Registration | Attached | Not Attached |
| 4. | Documentary evidence for exemption from deposit of tender cost/ EMD | Attached | Not Attached |
| 5. | Earnest Money Deposit by demand draft | Attached | Not Attached |
| 6. | A 4 size Paper samples 3 each of each brand with manufacturing paper mill name duly mentioned and signed/stamped # | Attached | Not Attached |
| 7. | Copy of documents uploaded on e-Procure | Attached | Not Attached |
| 8. | Certificate of firm not blacklisted | Attached | Not Attached |
| 9. | Certificate that tendered quantity will be supplied within the time limit | Attached | Not Attached |
| 10. | Certificate of authorised dealer/brand | Attached | Not Attached |
| 11. | Certificate from the MILL on its letterhead in original that the Mills using only Wood Pulp for manufacturing all their Maplitho paper varieties-Preference to Make in India. | Attached | Not Attached |
| 12. | Certificate from the MILL on its letterhead in original that the Mill have integrated Pulp & Paper manufacturing facility-Preference to Make in India. | Attached | Not Attached |
| 13. | Certificate from MILL on its letterhead in original that the paper being offered is free of any Dye/Colour. | Attached | Not Attached |
| 14. | Certificate of rates validity period | Attached | Not Attached |
| 15. | Certificate of acceptance of terms & conditions | Attached | Not Attached |
| 16. | Name and e-mail /mobile number of the authorised person | Attached | Not Attached |

A 4 size Sample/s with specification/brand and manufacturing paper mill name duly stamped and certified.

Date.....

Signature of Bidder with Seal

(on the company letter head)

ANNEXURE – II

The Secretary,
Sahitya Akademi
New Delhi – 110001

Subject: Financial Bid

Dear Sir,

In response to the e-Tender notice, I/We submit our Financial Bid for supply of paper as under:

Must be filled in the proforma given below

| SUPPLY AT REGIONAL OFFICE, KOLKATA OR AS DIRECTED | | | | No. of sheets per ream and per packet | Rate inclusive of GST & cartage, if any |
|---|-----------------|--|----------|---------------------------------------|---|
| 1 | 23"x36"-80 gsm | White Maplitho Indian Mill Pack (Preference to Make in India) | 250 Ream | | Per Ream |
| 2 | 23"x36"-120 gsm | White Maplitho Indian Mill Pack (Preference to Make in India) | 20 Ream | | Per Ream |
| 3 | 20"x30"-58 gsm | Natural Shade Paper Indian Mill Pack (Preference to Make in India) | 985 Ream | | Per Ream |
| 4 | 20"x30"-80 gsm | White Maplitho Paper Indian Mill Pack (Preference to Make in India) | 123 Ream | | Per Ream |

***Separate sheet/table must be used for each variety of paper**

****NO PAPER SAMPLE SHOULD BE SUBMITTED ALONGWITH FINANCIAL BID**

Date.....

Signature of Bidder with Seal