



Krishna R. Kimbahune
Dy. Secretary (Admn I/c)

SAE. OSEPA/2022-23/ 559

साहित्य अकादेमी

(राष्ट्रीय साहित्य संस्थान)

संस्कृति मंत्रालय, भारत सरकार का स्वायत्त संस्थान
रवींद्र भवन, 35, फ़ीरोज़शाह मार्ग, नई दिल्ली-110 001
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Sahitya Akademi

(National Academy of Letters)

An autonomous organization under Ministry of Culture, Govt. of India
Rabindra Bhavan, 35, Ferozeshah Road, New Delhi-110 001
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18-04-2023

**Subject: E-Tender Notice for printing and supply
Akademi's Publications on unit cost basis with paper FOR (Freight on Road)**

Sahitya Akademi, an autonomous organization under the Ministry of Culture, Govt. of India invites e-Tender for printing and supply of books on unit cost basis with paper FOR as per following details.

| Sl. No. | Number of titles | Material to be provided | Format | Size of the book | Total quantity of books | Brand and paper quality to be used by press as mentioned in Annexure-II |
|---------|------------------|--|-----------------------|------------------|-------------------------|--|
| 1 | 24 | Negatives/Tracing/Soft copies of text and cover of 27 titles (as per Annexure III) | 23"x36"/16 | 5.5" x 8.5" | 67,700 | For Text Printing: White Maplitho, 80 GSM For Cover Printing: For Perfect Binding without sewing; Lamination: Matte: Gloss Art Board, 250 GSM (Indian) C2S Gloss For Board Binding with sewing; Lamination: Matte: Gloss Art Paper, 130 GSM (Indian) C2S Gloss |
| 2 | 3 | | 20"x30"/8 | 7.25" x 9.5" | 17,400 | |
| | | | Total number of books | | | |

Highlights:

- Annexures I (A & B), & II are related to Technical Bid and Annexure III for Financial Bid.
- Materials for printing will have to be collected by the press from Sahitya Akademi Eastern Regional Office, 4 D. L. Khan Road, Kolkata 700025. These materials are to be returned in good condition before submitting the bills.
- Paper for text and cover printing as mentioned at Annexure III, will have to be procured by the press.
- Tender fee Rs.5,000/- (Rupees Five Thousand Only) shall be payable in favour of Secretary, Sahitya Akademi, New Delhi.
- The Earnest Money Deposit (EMD) of Rs.1,00,000/- (Rupees One Lakh Only) shall be payable by demand draft in favour of Secretary, Sahitya Akademi, New Delhi.
- Performance Security Deposit (PSD) @3% of total value of work order will be payable by the successful bidder in form of Demand Draft in favour of Secretary, Sahitya Akademi, New Delhi within 03 days of agreement.
- Exemption from deposit of tender cost/EMD on submission of requisite documents only.
- Technical bids will have opened on 04 May 2023 at 11.00 a.m.

(Krishna R. Kimbahune)

For uploading on eCPP portal and Akademi's Website

INSTRUCTIONS TO THE TENDERERS

1. **Two Bid System:** The tenders are invited under two bid systems i.e. Technical Bid and Financial Bid. Annexures I (A & B) & II are related to Technical Bid and Annexures III for Financial Bid. 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 15 days of publication of the tender (i.e; upto 02 May 2023). The interested printing presses/agencies/firms are requested to submit two separate sealed envelopes superscribing "Technical Bid", and a second envelope superscribing "Financial Bid" containing the bid of the publication. Both sealed envelopes (Technical Bid & Financial Bid) should be kept in a third envelope superscribing "Tender for printing of Sahitya Akademi's Publications". EMD of the requisite amount is to be kept in a separate envelope along with the Technical Bid documents.
2. The Technical Bids will be opened on 04 May 2023 at 11.00 a.m. and evaluated by the Screening Committee. The Financial Bid of only technically qualified Bidders will be opened for further evaluation and ranking before awarding the contract. Technically qualified prospective bidders will be informed separately to be present at the time of opening of the Financial Bid.
3. Sample copy may be examined by Regional Secretary, Sahitya Akademi Eastern Regional Office, 4 D. L. Khan Road, Kolkata 700025 as mentioned in the work order.
4. Detailed Rates be quoted as per the given specifications for the printing of publication in Annexure III.
5.
 - (i) Should be an Indian Printing Press/Firm engaged in printing of books with Press Declaration.
 - (ii) Should have a minimum turnover of Rs. 10 lakhs per annum during each of the last three years (valid and certified proofs are to be attached).
 - (iii) Should have a minimum three years of experience in the printing of publications
 - (iv) Should not have been blacklisted by any Govt. of India Departments/Ministries. Declaration as per (Annexure I-B) is to be submitted.
6.
 - (i) An amount of Rs 1,00,000/- (rupees one lakh only) should be deposited as Earnest Money. Deposit (EMD) along with technical bid documents and should be kept in a separate sealed envelope superscribing E.M.D. The value of DD should not be mentioned on the cover. Tenders received without EMD or lesser amounts will be summarily rejected.
 - (ii) Performance Security Deposit (PSD) @3% of total value of work order will be payable by the successful bidder in form of Demand Draft in favour of Secretary, Sahitya Akademi, New Delhi within 03 days of agreement.
 - (iii) EMD will be forfeited if the bidders withdrew after submission of the bids or opening of the tenders.
 - (iv) EMD will be refunded to the unsuccessful bidders within 30 days.
7. No interest will be payable on the amount of EMD/PSD.
8. PSD will be released after satisfactory supply of the books by the Printer. The same can be withheld or forfeited in full or in part, in case the supply order is not executed within the stipulated time period.

9. For bidding, the firms are required to submit the following documents duly stamped and self-attested (on each page). Bids without the required documents will not be considered.
- (A) Press Declaration;
 - (B) Copy of GST Registration Certificates;
 - (C) Copy of PAN Card;
 - (D) Copies of Income Tax Returns filed for the last 3 financial years (i.e. 2019-20, 2020-21 & 2021-22);
 - (E) Balance Sheet of the last three financial years (i.e. 2019-20, 2020-21 & 2021-22); showing minimum turnover of Rs.10 lacs per annum;
 - (F) Proof of minimum 3 years' experience of printing work having similar kinds of jobs; A list of Clients, etc. to be submitted.
 - (G) Declaration regarding acceptance for submission of Performance Security Deposit (PSD) at the time of agreement and issuing work order and non-blacklisting [Annexure-I(A)& II(B)]
 - (H) EMD duly filled Proforma as mentioned at (Annexure-II)
10. Hard copy of the tenders uploaded on <https://eprocure.gov.in> may also be submitted to the Secretary, Sahitya Akademi, 35, Ferozeshah Road, Rabindra Bhavan, New Delhi-110001.
11. The tender not uploaded in eCPP Portal will be rejected.
12. Tenders received after last date will be summarily rejected.
13. This tender is non-transferable
14. Secretary, Sahitya Akademi, reserves the right to extend the last date for submission of the Tender and such extension shall be binding.

TERMS & CONDITIONS

1. The rates should be quoted in Indian Rupees (in both words and figures) only.
2. Prices should be quoted F.O.R. to at Sahitya Akademi Office, Odisha State Museum Building (Old Sanskruti Bhawan), Kalpana Square, Bhubaneswar 751014.
3. In case the Printer fails to adhere to the prescribed time schedule and other deficiency is found in respect of the quality of paper used in text/cover, printing, etc. Secretary, Sahitya Akademi reserves the right to reject the material supplied. In such circumstances, the PSD is liable to be forfeited and the penalty can be imposed as deemed fit by the Secretary, Sahitya Akademi, Delhi.
4. Brand, quantity of the paper and Printing of publication should be as per the specifications mentioned at (Annexure-II and Annexure-III) and Production quality as per the sample of the book.
5. Process of printing should be as per the requirement in single colour, two colour, four colour offset printing.
6. An advance copy of each assigned title has to be submitted for approval to Regional Secretary, Sahitya Akademi Eastern Regional Office, 4 D. L. Khan Road, Kolkata 700025.
7. After approval of the advance copy, the entire stock of printed books will have to be supplied in packed bundled at Sahitya Akademi Office, Odisha State Museum Building (Old Sanskruti Bhawan), Kalpana Square, Bhubaneswar 751014 within 25 days' time or as allowed in work order.
8. The printer has to submit the sample of text and cover paper along with their technical bids as per Annexure-II and Annexure-III. Non-submission of samples and samples without specification, brand/mill name and without stamped on mill label entails the rejection of tender.
9. Materials for printing have to be collected by the press from Sahitya Akademi Eastern Regional Office, 4 D. L. Khan Road, Kolkata 700025 and to be returned there only in proper condition after completion of job.
10. Payment of Bill / Invoice shall be entertained only after releasing or submission of stock certificates issued by the concerned official at Sahitya Akademi Eastern Regional Office, 4 D. L. Khan Road, Kolkata 700025.
11. No interest will be payable on Earnest Money Deposit (EMD)/Performance Security Deposit (PSD).
12. The successful bidder will have required to sign a Rate Contract Agreement with the Sahitya Akademi.
13. Tenderer has to be filled the Checklist as per Annexure II. It is mandatory.
14. **Secretary, Sahitya Akademi reserves the right to accept or reject any or all the tenders in whole or in part without assigning any reason.**
15. Any Legal dispute will be within the jurisdiction of the Hon'ble High Court of NCT of Delhi.

TECHNICAL BID
(on the FIRM letterhead)

ANNEXURE I (A)

To
The Secretary,
Sahitya Akademi,
35, Ferozeshah Road,
Rabindra Bhavan, New Delhi-110001.

DECLARATION

Dear Sir,

I/We have read and understood the Tender document and agree to abide by the terms and conditions of this Tender.

I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish Performance Security Deposit (PSD) 3% as stated in clause no. 6 (ii) of the instructions.

Yours faithfully,
(Signature of the Tenderer)

Name:.....

Designation with Seal of the Printing Press/Firm

Date:.....

TECHNICAL BID
(on the FIRM letterhead)

ANNEXURE I (B)

To
The Secretary,
Sahitya Akademi,
35, Ferozeshah Road,
Rabindra Bhavan, New Delhi-110001.

Dear Sir,

DECLARATION

I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is the Proprietor or Partner or Director of any firm with whom the Government has banned/suspended business dealing. I/We further undertake to report to the Secretary, Sahitya Akademi immediately after we are informed, but in any case, not later than 15 days, if any firm in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the currency of the Contract with you.

Yours faithfully,
(Signature of the Tenderer)

Name:.....

Designation with Seal of the Printing Press/Firm

Date:.....

TECHNICAL BID
(on the FIRM letterhead)

ANNEXURE II

The following proforma of the Checklist has to be filled by the Tenderer Mandatorily.
PROFORMA FOR THE CHECK-LIST

Name & Address of Firm/Company

Tel No:

Email:

| SI No. | Requirement | Detail | Document / Sample Attached | |
|--------|--|---|----------------------------|----|
| | | | Yes | No |
| 1 | Tender Fee | | | |
| 2 | EMD (Rs. one lakh only) | | | |
| 3 | Documentary evidence for exemption from deposit of tender cost/EMD | | | |
| 4 | Press Declaration | | | |
| 5 | GST Registration No. | | | |
| 6 | PAN Card No. | | | |
| 7 | Income Tax Returns (Minimum Rs. 10 Lakh Turn over annually) | 2019-20 | | |
| | | 2020-21 | | |
| | | 2021-22 | | |
| | | | | |
| 8 | Balance Sheets | 2019-20 | | |
| | | 2020-21 | | |
| | | 2021-22 | | |
| | | | | |
| 9 | Proof of 3 years' experience in printing work with Govt. Deptt. or PSU's having similar kind of jobs | | | |
| 10 | Declaration for not blacklisted by the Govt. Deptt./PSU etc. | | | |
| 11 | Paper Sample for text printing duly stamped by manufacturer's paper mill | White Maplitho, 80 GSM (Either from the following Manufacturer Paper Mills: Andhra, Star, West Cost, ITC, Ballarpur or J.K) | | |
| | | | | |
| 12 | Paper Sample for cover printing duly stamped of manufacturer's paper mill. | Perfect Binding without sewing; Lamination: Matte: Gloss Art Board, 250 GSM (Indian) C2S Gloss Board Binding with sewing; Lamination: Matte): Gloss Art Paper, 130 GSM (Indian) C2S Gloss (only for SI Nos. 1, 18 & 24 of Annexure III) (Either from the following Manufacturer Paper Mills: Ballarpur or J.K) | | |

*Non-submission of samples and samples without specification, brand/mill name and without stamped on mill label entails the rejection of tender.

I/We certify that the information furnished above is true and correct. The terms and conditions are acceptable to us.

Dated:

Name with Designation of
Authorised Signatory & Seal of the Firm

FINANCIAL BID

ANNEXURE III

SPECIFICATIONS FOR THE PRINTING OF PUBLICATIONS OF 27 TITLES

| <p align="center">24 TITLES 23"x36"/16 format (Demy Octavo) BOOK SIZE: 5.5" x 8.5"</p> | | | | | | |
|--|---|----------------------|-----------|---|--|--|
| <p>Paper for Text: White Maplitho, 80 GSM (Either from the following Manufacturer Paper Mills: Andhra, Star, West Cost, ITC, Ballarpur or J.K) Paper for Cover (Perfect Binding without sewing; Lamination: Matte): Gloss Art Board, 250 GSM (Indian) C2S Gloss Paper for Cover (Board Binding with sewing; Lamination: Matte): Gloss Art Paper, 130 GSM (Indian) C2S Gloss (only for SI Nos. 1, 18 & 24) (Either from the following Manufacturer Paper Mills: Ballarpur or J.K) Mode of Printing: Offset {text: 3rd page of all books in two colours (Red & Black) and rest in single black colour/Bi colour (only for SI nos 25 & 26), (Cover: 4/0colours)} Time Schedule: 25 days from the date of issue of work order Delivery of Printed Material: Sahitya Akademi Office, Odisha State Museum Building (Old Sanskruti Bhawan), Kalpana Square, Bhubaneswar 751014, Odisha</p> | | | | | | |
| Sl No | Name of the Book | Number of text Pages | Print Run | Material to be provided for TEXT Printing | Material to be provided for COVER Printing | Unit Cost per copy including paper, delivery, GST, Packing & EVERYTHING (all inclusive) in Indian Rupees only (may be rounded off to the nearest rupees) |
| 1 | Amara Gachha Abebi Deharare Badhuchhi | 128 | 5800 | Tracing | Book | |
| 2 | Ananta Pattanaik | 104 | 5800 | Tracing | Book | |
| 3 | Chandramani Das | 96 | 5800 | Tracing/Soft copy | Soft copy | |
| 4 | Ekositi Galpa | 416 | 300 | Tracing/Soft copy | Book | |
| 5 | Gopal Chhotray | 114 | 5800 | Tracing/Soft copy | Book | |
| 6 | Gora | 424 | 5800 | Tracing | Soft copy | |
| 7 | Kandid | 126 | 300 | Soft copy | Book | |
| 8 | Kantakavi Laxmikanta Mahapatra | 192 | 5800 | Tracing | Book | |
| 9 | Krupasindhu Mishra Chayanika | 344 | 300 | Tracing/Soft copy | Soft copy | |
| 10 | Laghu Katha Sangrah (Part I) | 118 | 300 | Tracing/Soft copy | Book | |
| 11 | Mohapatra Nilamani Sahoo | 98 | 5800 | Tracing/Soft copy | Soft copy | |
| 12 | Odia Lokakatha | 168 | 300 | Tracing/Soft copy | Soft copy | |
| 13 | Odia Shishu Kishore Kavita | 280 | 300 | Tracing/Soft copy | Book | |
| 14 | Paamanadeera Majhi | 110 | 300 | Book | Book | |
| 15 | Rabindranath Thakur | 152 | 5800 | Tracing/Soft copy | Book | |
| 16 | Santali Loka Kahani | 140 | 300 | Tracing/Soft copy | Book | |
| 17 | Shree Aurobindo | 136 | 5800 | Tracing | Book | |
| 18 | Saswata Vivekananda Eka Sankalana | 344 | 300 | Soft copy | Book | |
| 19 | Swadhinottar Odia Kshyudra Galpa (Vol. I) | 338 | 300 | Tracing | Book | |
| 20 | Tarunyara Swara | 144 | 300 | Tracing/Soft copy | Soft copy | |
| 21 | Krishan Chandaranka Srestha Galpa | 192 | 300 | Tracing | Soft copy | |
| 22 | Sri Ramanuja | 52 | 5800 | Tracing | Soft copy | |
| 23 | Ramakrishna Paramahansa | 106 | 5800 | Negative | Book | |
| 24 | Mising Folk Tales | 184 | 300 | Tracing | Book | |
| <p align="center">3 TITLES 20"x30"/8 format (Crown Quarto) BOOK SIZE: 7.25" x 9.5"</p> | | | | | | |
| 25 | Abbu Khanr Chheli | 96 | 5800 | Book | Book | |
| 26 | Tuntunir Bahi | 84 | 5800 | Tracing | Book | |
| 27 | Ramana O Raja | 72 | 5800 | Tracing | Soft copy | |

Highlights:

- **Language Specification:** All books are in Odia, except serial no. 23 (Ramakrishna Paramahansa) and serial no. 24 (Mising Folk Tales) which are in English
- **Binding Specification:** All Books Binding will be perfect without sewing, except serial no. 1 (Amara Gachha Abebi Deharare Badhuchhi), serial no. 18 (Saswata Vivekananda Eka Sankalana), and serial no. 24 (Mising Folk Tales) which will be board binding with sewing.
- **Text Colour Specification:** Text of serial no. 25 (Abbu Khanr Chheli) and serial no. 26 (Tuntunir Bahi) will be in bi-colour.

Dated:

(Signature of Tenderer with seal of the Printing Press/Firm)