



# साहित्य अकादेमी

(राष्ट्रीय साहित्य संस्थान)

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## 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

SA.37/Head Office, Delhi/Book Printing on unit cost with paper/ 20778

15-02-2023

**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.

S.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	16	Negatives for 14 titles and soft files PDF of 02 titles (as per annexure III-A)	23"x36"/16	5.5" x 8.5"	4,09,600	<b>For Text Printing:</b> NS Maplitho (S.S) 80 gsm <i>s.no.13 at Annexure III-B:</i> White Maplitho (S.S) 95 gsm
2	13	Soft files PDF of 13 titles (text printing of only 01 title at s.no.13 is in four colour) as per Annexure III-B	20" 30"/8	7.25" x 9.5"	8,42,100	<b>For Cover Printing:</b> Gloss Art Card C2S 220 gsm <i>s.no.13 at Annexure III-B:</i> SBS White Board, 250 gsm
				Total number of books	12,51,700	

**Highlights:**

- Annexures I (A & B), & II are related to Technical Bid and Annexure III (A & B) for Financial Bid.
- Paper for text and cover printing will have to be procured by the press as mentioned at (Annexures III-A & B)
- 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.10,00,000/- (Rupees Ten 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 Darft 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 02.03.2023 at 11.00 a.m.

(Krishna Ravindra Kimbahune)  
Dy. Secretary-Incharge (Admn.)

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 (A, B) 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 14 days of publication of the tender (i.e; upto 28-02-2023). 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 02.03-2023 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 Deputy Secretary (Publication), Sahitya Akademi, 35, Ferozeshah Road, New Delhi-110001
4. Detailed Rates be quoted as per the given specifications for the printing of publication in Annexure III (A & B).
5. (i) Should be an Indian Printing Press/Firm engaged in printing of books with Press Declaration.  
(i) Should have a minimum turnover of Rs. 10 lacs per annum during each of the last three years (valid and certified proofs are to be attached).  
(ii) Should have a minimum three years of experience in the printing of Publications  
(iii) Should not have been blacklisted by any Govt. of India Departments/Ministries. Declaration as per (Annexure I-B) to be submitted.
6. (i) An amount of Rs.10,00,000/- (Rupees Ten 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 Darft 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 & B)
  - (h) EMD duly filled Proforma as mentioned at (Annexure-II)
10. Hard copy of the tender as 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's godown at Swati (basement), Mandir Marg (Near Birla Mandir), New Delhi-110001, (Ph.) 011-23364204/07, 23745297
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 III (A & B) 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 Deputy Secretary (Publication) and after approval of the advance copy, the entire stock of printed books will have to be supplied at Sahitya Akademi, Swati (Basement) Mandir Marg, New Delhi-110001 within 30 days' time or as allowed in work order.
7. The printer has to submit the sample of text and cover paper along with their technical bids as per Annexure-II, III-A&B. Non-submission of samples and samples without specification, brand/mill name and without stamped on mill label entails the rejection of tender.
8. Negative of the books have to be collected from Sahitya Akademi, Swati (basement), Mandir Marg, New Delhi-110001 and submitted back after completion of job there only.
9. Payment of Bill / Invoice shall be released on submission of stock certificates issued by the concerned official at Sahitya Akademi, Swati, Mandir Marg, New Delhi. No interest will be payable on Earnest Money Deposit (EMD)/Performance Security Deposit (PSD)
10. The successful bidder will have required to sign a Rate Contract Agreement with the Sahitya Akademi.
11. Tenderer Mandatorily has to be filled the Checklist as per Annexure II.
12. **Secretary, Sahitya Akademi reserves the right to accept or reject any or all the tenders in whole or in part without assigning any reason.**
13. 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 (i) to (iv) 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:.....

**FINANCIAL BID**

**ANNEXURE III-A**

**SPECIFICATIONS FOR THE PRINTING OF PUBLICATIONS**

**16 TITLES**

**23x36/16 format (Demy Octavo)**

**BOOK SIZE: 5.5" x 8.5"**

**Paper for Text:** Natural Shade (S.S), 80 GSM

(Either from the following Manufacturer Paper Mills: Star, West Cost, ITC, Ballarpur or J.K)

**Paper for Cover:** Gloss Art Card, 220 GSM (Indian) C2S Gloss

(Either from the following Manufacturer Paper Mills: Ballarpur or J.K)

**Mode of Printing:** Offset {text: 3<sup>rd</sup> page of all books in two colours (Red & Black) and rest in single black colour, (Cover: 4/0 colours)}

**Binding:** Perfect with sewing, Lamination: Matte

**End Paper:** (Printing: 1/0 Colour, Natural Shade: 120 GSM) and pasting on 2<sup>nd</sup> and 3<sup>rd</sup> cover paper.

**Time Schedule:** 30 days from the date of issue of work order

**Delivery of Printed Material:** Sahitya Akademi, Swati Mandir Marg, New Delhi-110001 (Phone: 011-23745297, 2336226/27)

s.no	Number of text Pages	Print Run	Material to be provided for TEXT Printing	Material to be provided for COVER Printing	Unit Cost per copy with paper FOR basis (all inclusive) in Indian Rupees only (may be rounded off to the nearest rupees)
1	76	2100	Negatives	PDF & CDR files	
2	76	2100	Negatives	PDF & CDR files	
3	188	2100	Negatives	PDF & CDR files	
4	72	2100	Negatives	PDF & CDR files	
5	100	3100	Negatives	PDF & CDR files	
6	240	2100	Negatives	PDF & CDR files	
7	112	67000	Negatives	PDF & CDR files	
8	140	30000	Negatives	PDF & CDR files	
9	80	70000	Negatives	PDF & CDR files	
10	56	30000	Negatives	PDF & CDR files	
11	100	30000	Negatives	PDF & CDR files	
12	96	30000	Negatives	PDF & CDR files	
13	288	12000	Negatives	PDF & CDR files	
14	112	67000	Negatives	PDF & CDR files	
15	96	30000	PDF file	PDF & CDR files	
16	96	30000	PDF file	PDF & CDR files	

**NOTE:** Apart from above mentioned number of text pages, 08 pages are extra for ENDS on 120 gsm NS Maplitho and 04 pages are extra for cover printing.

Dated:

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



**FINANCIAL BID**

ANNEXURE III-B

**SPECIFICATIONS FOR THE PRINTING OF PUBLICATIONS**

<b>13 TITLES</b>						
<b>20x30/8 format (Crown Quarto)</b>						
<b>BOOK SIZE: 7.25" x 9.5"</b>						
<p><b>Paper for Text (for s.no. 1-12):</b> Natural Shade (S.S) 80 GSM (Either from the following manufacturer Mills: Star, West Cost, ITC, Ballarpur or J.K)</p> <p><b>Paper for text (s.no. 13):</b> White (S.S) Maplitho, 95 gsm (Either from the following manufacturer Paper Mills: BILT, Century, Andhra, West Coast, J.K <u>or</u> Star)</p> <p><b>Paper for Cover (S.no. 1-12):</b> Gloss Art Card, 220 GSM (Indian) C2S Gloss (Either from the following manufacturer Mills: Ballarpur or J.K)</p> <p><b>Paper for Cover (S.no. 13):</b> SBS, White Board 250 gsm (Indian)</p> <p><b>Mode of Printing:</b> Offset {text: 3<sup>rd</sup> page of all books in two colours (Red &amp; Black) and rest in single black colour, (Cover: 4/0 colours)}</p> <p><b>Binding:</b> Perfect with sewing, Lamination: Matte</p> <p><b>Time Schedule:</b> 30 days from the date of issue of work order</p> <p><b>Delivery of Printed Material:</b> Sahitya Akademi, Swati Mandir Marg, New Delhi-110001 (Phone: 011-23745297, 2336226/27)</p>						
s.no	Number of text Pages	Print Run	Material to be provided for TEXT Printing	Material to be provided for COVER Printing	Unit Cost per copy with paper FOR basis (all inclusive) in Indian Rupees only (may be rounded off to the nearest rupees)	
1	80	70000	PDF file	PDF & CDR files		
2	44	70000	PDF file	PDF & CDR files		
3	68	70000	Negative	PDF & CDR files		
4	68	70000	PDF file	PDF & CDR files		
5	108	70000	PDF file	PDF & CDR files		
6	56	70000	PDF file	PDF & CDR files		
7	64	70000	PDF file	PDF & CDR files		
8	36	70000	PDF file	PDF & CDR files		
9	64	70000	PDF file	PDF & CDR files		
10	68	70000	PDF file	PDF & CDR files		
11	68	70000	PDF file	PDF & CDR files		
12	60	70000	PDF file	PDF & CDR files		
13	48	2100	PDF file	PDF & CDR files		
( printing of whole text is in 04 colour on White Maplitho 95 gsm and cover on SBS White Board 250 gsm (Indian)						

**NOTE: Apart from above mentioned number of text pages, 04 pages are extra for cover printing**

Dated :

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



**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:.....

s.no	Requirement	Detail	Document /Sample Attached	
			Yes	No
1	EMD (Rs.10,00,000/-)			
2	Documentary evidence for exemption from deposit of tender cost/EMD			
3	Press Declaration			
4	GST Registration No.			
5	PAN Card No.			
6	Income Tax Returns (Minimum Rs. 10 Lakh Turnover annually)			
	2019-20			
	2020-21			
	2021-22			
7	Balance Sheets			
	2019-20			
	2020-21			
	2021-22			
8	Proof of 3 years' experience in printing work with Govt. Deptt. or PSU's having similar kind of jobs			
9	Declaration for not blacklisted by the Govt. Deptt./PSU etc.			
10*	Paper Sample for text printing duly stamped by manufacturer's paper mill	<b>Natural Shade, 80 gsm:</b> (Either from the following manufacturer Paper Mills: Star, West Coast, ITC, Ballarpur or J.K) <b>White Maplitho, 95 gsm:</b> (Either from the following manufacturer Paper Mills: BILT, Century, Andhra, West Coast, J.K <u>or</u> Star)		
11*	Paper Sample for ends printing duly stamped by manufacturer's paper mill	<b>For End Paper:</b> Natural Shade (S.S), 120 gsm (any Indian paper mills)		
12*	Paper Sample for cover printing duly stamped of manufacturer's paper mill.	<b>Gloss Art Card (Indian) C<sub>2</sub>S,220 GSM</b> (Either from the following manufacturer Paper Mills: Ballarpur or J.K)		
13*		<b>SBS White Board, 250 gsm</b> of any Indian Paper Mill		

\* 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