



# साहित्य अकादेमी

(राष्ट्रीय साहित्य संस्थान)

रवीन्द्र भवन, 35 फीरोज़शाह मार्ग, नई दिल्ली-110001

दूरभाष : +91-11-23386626-28, फ़ैक्स : +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

SA.37/HO/eCPPP/2019-20/ 2237

13 August 2020

### Limited Tender Notice for Purchase of Printing Paper

Sahitya Akademi is an autonomous organization under the Ministry of Culture, Government of India invites Tender for purchase of printing paper for its Head Office at Rabindra Bhawan, 35 Ferozeshah Road, New Delhi-110001 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 sealed separately and superscribed "Technical Bid" and "Financial Bid" and kept in a separate sealed cover. The details mentioned in the tender document may be downloaded from Akademi's website [www.sahitya-akademi.gov.in](http://www.sahitya-akademi.gov.in). Tenders complete in all respect addressed to the Secretary, Sahitya Akademi, Rabindra Bhavan, 35, Ferozeshah Road, New Delhi-110001 and must reach within 10 days of publication on the Sahitya Akademi's web site. The terms and conditions of the procurement are as under: -

1. Tenders not submitted in the prescribed preformat 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. Earnest Money shall be payable by demand draft in favour of Secretary, Sahitya Akademi, New Delhi.
5. Tenders not accompanied by Earnest Money Deposit (EMD) of ₹50000 (Rupees Fifty Thousand only) shall be liable to be rejected.
6. The parties exempted from deposit of Earnest Money should enclose documentary evidence.
7. The quantity of paper may increase or decrease or dropped depending upon the requirement of the Sahitya Akademi at any time without assigning any reasons.
8. 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.
9. **Rates quoted in other format shall summarily amount to rejection of the tender.**
10. The rates should hold good upto 90 days from the last date of receipt of tenders.
11. The supply shall be made in accordance with Technical Bid submitted and at the rates quoted in Financial Bid,
12. All supply should carry mill certification and made from the fresh lots in original mill packing within 10 days' time from the date of issue of the work order at the following address:

Deputy Secretary (Admn.), Sahitya Akademi, Rabindra Bhavan, 35, Ferozeshah Road, New Delhi -110 001 or at the place as may be directed by him.

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13. In case of short supply of reams/sheets/less gsm or any other deviation in quality or specifications as offered in the Technical Bid, the entire supply is liable for rejection or to be replaceable by the firm/supplier at their own cost.
14. The complete supply of ordered paper will be tested for gsm in presence of the representative of the firm/supplier.
15. The Bills/Invoices will be accepted along with proof of delivery duly acknowledged by the official concerned at Sales Section, Sahitya Akademi, Swati Building, Mandir Marg, New Delhi-110001.



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16. The sealed tender containing the "Technical Bid" and "Financial Bid" in the prescribed format may be sent to the Secretary, Sahitya Akademi, Rabindra Bhavan, 35 Ferozeshah Road, New Delhi-110001.
17. The "Technical Bid" shall be opened on **24.08.2020 at 11am** by the Paper Purchase Committee in the 3rd floor Conference Hall of the Sahitya Akademi, New Delhi.
18. The "Financial Bids" shall be opened on **25.08.2020 at 11am** of those who qualify their "Technical Bids".
19. ***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.***
20. 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.
21. Any legal dispute will be within the jurisdiction of Hon'ble High Court of Delhi.
22. Sahitya Akademi GST: Registration Number : 07AAETS3607B1ZU
23. Sahitya Akademi PAN: AAETS3607B

*Baburajan S*  
13/8/2020

(Baburajan S)  
Dy. Secy. i/c Admn.

*For uploading on Sahitya Akademi website*

(on the company letter head)

**ANNEXURE – I**

To,

The Secretary,  
Sahitya Akademi  
New Delhi – 110001

**Subject: Technical Bid**

Dear Sir,

In response to the 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
6	Earnest Money Deposit by demand draft	Attached	Not Attached
7	<b>Paper samples 2 each with brand name &amp; specifications mentioned and duly stamped #</b>	<b>Attached</b>	<b>Not Attached</b>
8	Certificate of firm not blacklisted	Attached	Not Attached
9	<b>Certificate that tendered quantity will be supplied within the time limit</b>	Attached	Not Attached
10	Certificate of authorised dealer/brand	Attached	Not Attached
11	Certificate of rates validity period	Attached	Not Attached
12	Certificate of acceptance of terms & conditions	Attached	Not Attached
13	Name and e-mail /mobile number of the authorised person	Attached	Not Attached

**# Sample/s with specification and brand name duly stamped and certified.**

Date.....

Signature of Bidder with Seal

(on the company letter head)

**ANNEXURE – II**

To,  
The Secretary,  
Sahitya Akademi  
New Delhi – 110001

**Subject: Financial Bid**

Dear Sir,

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

**Must be filled in the Performa given below**

<b>I</b>			
NS Maplitho	23"x36"x70gms	800 Reams	Rate/ream inclusive of GST & cartage, if any
High Bulk Book Printing Paper			<b>Rs.</b>
Mill: Seshasayee Paper & Boards			
<b>II</b>			
Cover Board	22"x28"x 250gms	25000 Sheets	Rate/sheet inclusive of GST & cartage, if any
SBS White Board			<b>Rs.</b>
<b>III</b>			
Jacket Paper	23"x36"x170gms	3000 Sheets	Rate/sheet inclusive of GST & cartage, if any
Mill: J K Art Paper			<b>Rs.</b>

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

**\*\*\*ONE REAM=500 SHEETS**

Date.....

Signature of Bidder with Seal