



# साहित्य अकादेमी

(राष्ट्रीय साहित्य संस्थान)

रवीन्द्र भवन, 35 फ़ीरोज़शाह 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  
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SA.37/HO/eCPPP/2019-20/23898

29<sup>th</sup> November 2019

### e-Tender Notice for Purchase of Printing Paper

Sahitya Akademi is an autonomous organization under the Ministry of Culture, Government of India invites e-Tender for purchase of printing paper 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 sealed separately and superscribed "Technical Bid" and "Financial Bid" and kept in another separate sealed cover. The tender document may be downloaded from Akademis' website [www.sahitya-akademi.gov.in](http://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 ₹20,000 (Rupees Twenty 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 evidence.
7. Tender Fee of Rs.500 (Rupees Five Hundred Only) shall be payable in favour of Secretary, Sahitya Akademi, New Delhi.
8. All supply should carry mill certification.
9. 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.
10. 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 rejection of the Financial Bid.**
11. The rates should hold good upto 90 days from the last date of receipt of quotations.
12. 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:

1	Regional Secretary, Regional Office, Sahitya Akademi, 4, Debendra Lal Khan Road, Kolkata-700025 or the place as may be directed. Ph: 033-24191683/24191706, e-mail:rs.rok@sahitya-akademi.gov.in
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13. 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.
14. 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.

*Contd. on page-2/-*



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15. The complete supply of ordered paper will be tested for gsm in presence of the representative of the firm/supplier.
16. The Bills/Invoices will be accepted along with proof of delivery duly acknowledged by the official concerned.
17. 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.
18. The "Technical Bid" shall be opened on **23.12.2019 at 11am** by the Paper Purchase Committee in the Committee Room of the Sahitya Akademi, New Delhi.
19. The "Financial Bids" shall be opened on **25.12.2019 at 03pm** of those who qualify their "Technical Bids".
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

  
(S Rajmohan)  
Dy. Secretary (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 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
6	Earnest Money Deposit by demand draft	Attached	Not Attached
7	<b>Paper samples 2 of each brand with name duly mentioned and signed/stamped #</b>	<b>Attached</b>	<b>Not Attached</b>
8	Copy of documents uploaded on e-Procure	Attached	Not Attached
9	Certificate of firm not blacklisted	Attached	Not Attached
10	<b>Certificate that tendered quantity will be supplied within the time limit</b>	Attached	Not Attached
11	Certificate of authorised dealer/brand	Attached	Not Attached
12	Certificate of rates validity period	Attached	Not Attached
13	Certificate of acceptance of terms & conditions	Attached	Not Attached
14	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 e-Tender notice, I/We submit our Financial Bid for supply of paper as under:

Must be filled in the proforma given below

1 SUPPLY AT REGIONAL OFFICE, KOLKATA					
a.	20"x30"x80gsm	White Maplitho	50 Reams		Per Ream (inclusive of GST & cartage, if any)
b.	23"x36"x120gsm		10 Reams		
c.	22"x28"x250gsm	Art Board	3000 Sheets		Per Sheet (inclusive of GST & cartage, if any)
d.	23"x36"x130gsm	Art Paper	02 Reams		Per Ream (inclusive of GST & cartage, if any)

**\*Separate sheet/table must be used for each brand**

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

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

Date.....

Signature of Bidder with Seal