



# 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/eCP/00526

04 April 2018

### 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 Sub-Office at Chennai from the wholesale dealers/authorized distributors for the supply of Art Card as per Annexure-II for printing of its publications/books and other materials on two Bid system. Both the bids should be sealed and superscribed "Technical Bid" and "Financial Bid" kept in a separate sealed cover. The details mentioned in the tender document that may also be download from the 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 12 days of publication on <https://eprocure.gov.in>. 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 signed by the authorized signatory on each page.
4. Earnest Money shall be payable by demand draft in favour of the Secretary, Sahitya Akademi, New Delhi.
5. Tenders not accompanied by Earnest Money Deposit of Rs.7000 shall be rejected.
6. The parties exempted from deposit of Earnest Money should enclose documentary evidence.
7. The parties shall ensure supply of paper as per the standard laid down by Bureau of Indian Standard (BIS). All papers should be of "A" Grade only.
8. The quantities of paper/card may increase, decrease or dropped depending upon the requirement of the Sahitya Akademi at any time without assigning any reasons.
9. The rate must be quoted per ream basis inclusive of GST.
10. The rates should hold good upto 90 days from the last date of receipt of quotations.
11. The supply shall be made from the fresh lots in original mill packing within 14 days' time form the date of issue of the work order at Sub-Office, Sahitya Akademi, Guna Buildings, II Floor, No.443 (304), Anna Salai, Teynampet, Chennai-600018 Ph: 044-24311741 & Fax: 044-22541466 or the place as may be directed.
12. 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 replace by the firm/supplier before the payment of the bill.
13. The complete supply of ordered paper of each variety will be tested for gsm in presence of the representative of the firm/supplier.
14. The Bills/Invoices will be accepted along with proof of delivery duly acknowledged by the official concerned at Sub-Office, Sahitya Akademi, Guna Buildings, II Floor, No.443 (304), Anna Salai, Teynampet, Chennai-600018 Ph: 044-24311741 & Fax: 044-22541466.
15. 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.

*Contd. on page-2/-*



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16. The “Technical Bid” shall be opened on **18.04.2018 at 11.30 am**, by the Paper Purchase Committee in the 3<sup>rd</sup> floor Conference Hall of the Sahitya Akademi. The result of opening of the Technical Bids shall be uploaded on e-procure.
17. The “Financial Bids” shall be opened on **18.04.2018 at 4pm** of those who qualify their “Technical Bids”.
18. 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.
19. 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.
20. Any legal dispute will be within the jurisdiction of Hon’ble High Court of Delhi.
21. Sahitya Akademi GST: Registration Number : 07AAETS3607BIZU
22. Sahitya Akademi PAN: AAETS3607B

(Renu Mohan Bhan)  
Deputy Secretary (Admn.)

(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	Paper samples of each brand *	Attached	Not Attached
8	Copy of documents uploaded on e-Procure	Attached	Not Attached
9	Certificate of firm not blacklisted	Attached	Not Attached
10	Certificate that tendered quantity will be supplied within the time limit	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

\*EMD and Paper samples under mark below the table stating these should be delivered at Secretary, Sahitya Akademi, Rabindra Bhavan, 35 Ferozeshah Road, New Delhi 110 001 in sealed envelopes.

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:-

Name of Items	Quantity	Size	gsm	Rate #	Cartage	GST	Total
<b>Name of Brand:</b>							
1	Art Card (each packets in 100 sheets)	150 packets	22" x 28"	250			

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

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

Date.....

Signature of Bidder with Seal