



**SAHITYA AKADEMI**  
Autonomous organization,  
Under Ministry of Culture, Government of India  
35, Ferozeshah Road, New Delhi-110001 Tel: +91 11 23386626 (three lines);  
Fax: +91 11 23382428  
E-mail: [secretary@sahitya-akademi.gov.in](mailto:secretary@sahitya-akademi.gov.in)  
Website: [www.sahitya-akademi.gov.in](http://www.sahitya-akademi.gov.in)

S.A 76 A/website

25 August, 2016

**NOTICE INVITING QUOTATION**  
**For Purchase of Paper**

Sahitya Akademi, an autonomous organization under the Ministry of Culture, Government of India invites sealed quotation for the supply of paper stated in the Annexure-I.

The parties shall submit the Annexure-I, duly filled in and signed and stamped by the authorized signatory. Quotation not submitted in the prescribed form shall be liable for rejection.

1. The specifications and quantities of the paper to be purchased in Reams are stated in Annexure - I. You may quote your rates for each item only in this format.
2. The sealed quotation, in the prescribed format should be sent to the Secretary, Sahitya Akademi, 35 Ferozeshah Road, New Delhi-11001 and must reach on 7<sup>th</sup> September 2016 by 6.00 p.m
3. The quotations will be opened at 11.00 a.m. on 8<sup>th</sup> September, 2016. Parties or their representative may attend the meeting of opening of quotations.
4. The parties shall have to ensure to make the supplies of paper as per the standard laid down by Bureau of Indian Standard (BIS).

**TERMS & CONDITION:**

- a) Incomplete, over writing/corrected, ambiguous and conditional Quotations and the Parties not submitted in the prescribed manner shall be rejected.
- b) Canvassing in any form at any stage shall be a disqualification and the Akademi reserves the right to reject the quotations of such party without assigning any reason.
- c) The Secretary, Sahitya Akademi reserves the right to either accept or reject any or all the quotations without assigning any reason.
- d) The quantities of paper/card may be increased, decreased or dropped depending upon the requirement of the Sahitya Akademi at any time without assigning any reasons.
- e) The rate must be quoted per ream basis inclusive of cash discount, cartage, packing, Vat/sales Tax and other expenses, if any.
- f) Discount quoted separately by parties will not be taken into account for comparison of rates.
- g) Complete supply in the original mill packing and from the fresh lots have to be within 10 days of placing the order at our Sales Godown at "Swati" (Basement), Mandir Marg, New Delhi-110 001. Phone no.23745297, 23364204 (Telefax: 23364207).
- h) The rates should hold good upto 45 days from the last date of receipt of quotations.
- i) In case of short supply of sheets in reams, less g.s.m of paper or any other deviation in quality or specifications, the entire ream/lot will be replaced by the supplier immediately.
- j) Bill/Invoice will be accepted along with acknowledgement of delivery challan from concern official at, Sahitya Akademi, New Delhi-110001, only after complete supply of variety of paper ordered and testing their g.s.m in presence of your executive at our godown.

Thanking You,

Yours sincerely

Sd/-  
(Gitanjali Chatterjee)  
Deputy Secretary (Administration-in-charge)



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ANNEXURE-I

**Paper Purchase, Sahitya Akademi**

**Last date for submission of quotations : 7<sup>th</sup> September 2016 till 6.00 p.m**

**Date and time of Opening of quotations : 8<sup>th</sup> September 2016 at 11.00 a.m**

s.no	Quality of Paper	GSM	Quantity required	Name of Mill/Brand	Delivery Time	Basic Rate per ream	Vat/ST Etc.	Cartage, if any	Net rate per Ream Rs.
1	NATURAL SHADE MAPLITHO (GLOSS) 26"X40"	80	300 REAMS		10 DAYS				

Date.....

Place.....

SIGNATURE  
NAME  
FULL ADDRESS WITH STAMP