



साहित्य अकादेमी

(राष्ट्रीय साहित्य संस्थान)

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Dated: 27-03-2018

Sahitya Akademi

(National Academy of Letters)

Rabindra Bhavan, 35 Ferozeshah Road, New Delhi-110001
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SUBJECT : Quotation Required
PURCHASE OF PRINTING PAPER

Sir,

Sahitya Akademi, an autonomous organization under the Ministry of Culture, Government. of India invites sealed Quotations for the supply of paper from authorized distributor/dealer and manufacturer. You are requested to submit the quotations for supply in accordance with the requirement stated as under. Please submit your quotations to this office in the prescribed manner and quantity mentioned below.

1. The sealed Quotation, should be addressed to the Secretary, Sahitya Akademi, Rabindra Bhawan, 35 Ferozeshah Road, New Delhi-110001 and must reach on **27th March 2018** by **3.00 p.m**
2. The Quotation shall be opened on **27th March 2018** at **4.00 p.m**, at Conference Hall 3rd floor, Rabindra Bhawan 35, Ferozeshah Road, New Delhi-110001. If you desire, you may either be present yourself or authorize a representative to be present at the time of opening of the quotations.
3. The parties should quote their best competitive rates of A grade mills.

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| <ol style="list-style-type: none">1. White Maplitho 23x36/80 = 100 Reams2. Gloss Art Card (Indian) 22x28/220 gsm = 3000 Sheets3. Gloss Art Card (Indian) 23x36/250 gsm = 3000 Sheets |
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TERMS & CONDITION:

- a) Incomplete, over writing/corrected, ambiguous and conditional Quotations shall be rejected.
- b) Sahitya Akademi reserves the right to either accept or reject any or all the Quotations and accept the whole or any part of any quotation without assigning any reason.
- c) The **rate must be quoted per ream basis for Maplitho and per packet basis for Art Card**, inclusive of cash discount, cartage, packing, GST and other expenses, if any.
- d) Discount quoted separately by parties will not be taken into account for comparison of rates.
- e) **Complete supply in the original mill packing and from the fresh lots have to be supplied direct at two presses before 12 p.m. on 28th March 2018** of placing the order otherwise order will be cancelled. Address of press may be obtained from Head Office.
- f) Quotation must be submitted only for the specified qualities and quantity with samples (compulsory) in the sealed covers marked "Quotations for Printing Paper".
- g) 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.
- h) Bill/Invoice will be accepted along with acknowledgement of delivery challan from press of each variety of paper ordered.

Thanking You,

Yours sincerely

(Renu Mohan Bhan)
Deputy Secretary (Administration)