

**Cost of Tender Form: Rs1000/- (D.D only)  
[Rupees One Thousand only]**



**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**  
**Website: www.sahitya-akademi.gov.in**

S.A 76 A/website

**04 February, 2016**

**NOTICE INVITING TENDER**  
**For Purchase of Paper**

Sahitya Akademi, an autonomous organization under the Ministry of Culture, Government. of India invites sealed Tender for the supply of papers stated in the Annexure-IV. There shall be two types of bids namely Technical and Financial bid. Both technical and financial bid duly sealed individually further sealed in the third envelop and super scribed as technical bid and financial bid for supply of paper due on **25 February, 2016.**

The Tenderers shall submit the Annexure-I, II, III and IV duly filled in and signed and stamped by the authorized signatory on each and every page. **Tenders not submitted in the prescribed form shall be liable for rejection.**

1. The terms and conditions to the Tender are as contained in Annexure – I.
2. Acceptance of terms and conditions as stated in Annexure - II duly signed and stamped by the Tenderer.
3. Technical bids along with documentary evidence as stated in Annexure-III duly signed and stamped by the tenderer.
4. The specifications and quantities of the paper to be purchased in Reams are stated in Annexure - IV. You may quote your rates for each item only in this format.
5. The sealed Tender, in the prescribed form should be sent to the The Secretary, Sahitya Akademi, 35 Ferozeshah Road, New Delhi-110001 so as to reach on **25 February, 2016 by 6.00 p.m.**
6. The Tender shall be opened on **26 February, 2016 at 11.00 a.m.** If you desire, you may either be present yourself or authorize a representative to be present at the time of opening of the Tender.
7. 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.

(Renu Mohan Bhan)  
Deputy Secretary (Admn.)



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35, Ferozeshah Road, New Delhi-110001 Tel: +91 11 23386626 (three lines);  
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Website: [www.sahitya-akademi.gov.in](http://www.sahitya-akademi.gov.in)

**TERMS AND CONDITIONS OF THE TENDER**

**1. PREPARATION OF TENDER**

- a) The Tender document is not transferable.
- b) All Annexures I to IV of the Tender Form should be returned intact whether or not quote for any item. The pages should not be detached but, when items are not being tendered for, corresponding space should be defaced by using words such as **“Not quoting”**.
- c) In the event of insufficient space on the Annexure-IV, you may attach additional pages. Each additional page must be of same format and should be numbered consecutively bearing the date of opening of Tender. In such cases, references to the additional pages must be made in the Tender Form.

**2. SIGNING OF TENDER**

- a) An individual signing the Tender or other documents connected with a contract must specify whether he has signed in the capacity of :
  - i) A **“sole proprietor”** of the firm or the constituted attorney of such sole proprietors;
  - ii) A partner of the firm, if it be a partnership, in which case he must have the authority to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or a power of attorney;
  - iii) A constituted attorney of the **“firm”** if it is a company.
- b) The tenderer firm/agency/company should have a valid registration such as PAN and TIN number of the Income Tax Deptt.

**NOTE :**

- a) In case of (ii) above, either a copy of the partnership agreement or general power of attorney or an affidavit on stamped paper or all the partners admitting execution of the partnership agreement or the general power of attorney should be furnished to the Sahitya Akademi, New Delhi.
- b) In case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the Tender and all other related documents must be signed by every partner of the firm.
- c) A person signing the Tender Form or any documents forming part of the Contract on behalf of another shall be deemed to warranty that he has the authority to bind such others and if, on inquiry, it is found

that the person signing had no authority to do so, the Sahitya Akademi may, without prejudice to other civil and criminal remedies, cancel the Contract and hold the signatory liable for all costs and damages.

- d) Each and every page of the Tender containing Annexure – I, II, III and IV duly filled in should be signed and stamped by the Tenderer.

### **3. COST OF TENDER FORM**

Tender Form may be downloaded from the Sahitya Akademi website [www.sahitya-akademi.gov.in](http://www.sahitya-akademi.gov.in), a separate demand draft/pay order for **Rs.1000/-** in favour of **Secretary, Sahitya Akademi** payable at **New Delhi** as the cost of the Tender Form should be placed with the Technical Bid. **The Tenders without paying the cost of Tender Form shall be liable for rejection.**

### **4. EARNEST MONEY DEPOSIT**

Earnest Money as mentioned below of the quoted items in the tender should accompany the Tender in the form of a Demand Draft/Pay Order drawn in favour of the **Secretary, Sahitya Akademi, New Delhi** on any bank in **Delhi/New Delhi**. Tenders not accompanied by **Earnest Money in the prescribed form shall be summarily rejected**. In case the party is exempted from deposit of tender cost/ EMD/Security money should enclose documentary evidence otherwise tender will be rejected.

<b>Sl. No.</b>	<b>Quality of Paper</b>	<b>Weight In K.g</b>	<b>Requirement In Ream</b>	<b>EMD to be deposited against the each variety [Rs]</b>
1	White Maplitho	26.9	70	7000
2	White Maplitho	15.5	80	4000
3	White Maplitho	21.3	2301	150000
4	Art Paper (Gloss)	34.7	50	6000
5	Art Paper (Gloss)	45.4	14	2000
6	Art Card (Gloss)	13.1	214 Packets (150 sheets each)	10000

Earnest money of the successful tenderers in respect of paper varieties awarded shall be retained by the Sahitya Akademi, New Delhi till the completion of the contract. The Earnest Money in respect of disqualified items shall be returned without any interest.

**EARNEST MONEY IN ANY FORM OTHER THAN THOSE INDICATED ABOVE SHALL NOT BE ACCEPTED.**

### **5. DEADLINE FOR RECEIPT OF THE TENDER**

Unless otherwise specified in the Tender Form, your Tender must reach this office not later than **6.00p.m. on 25 February, 2016**

The Sahitya Akademi shall not be responsible for any postal/courier delay and any Tender received after the last date and time of the Tender, shall not be entertained.

### **6. VALIDITY PERIOD OF TENDERS**

- a) The rates quoted shall be valid for a period of six months from the date of opening tender.

- b) 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.
- c) The successful Tenderers shall be responsible for the supply of paper as per the requirement of Sahitya Akademi, New Delhi during the validity period of Tender. The quantities of paper/card purchased by the Sahitya Akademi during the validity period of tender shall completely depend on the number of books to be printed under the Publishing Programme, for the general sale, printing of books against orders received from the various agencies and government departments. In case of excess requirement, over and above the average consumption of paper, the Sahitya Akademi may consider to place the repeat orders for the purchase of paper to the successful Tenderers.
- d) In case the Tenderers fail to meet the requirement of paper for Sahitya Akademi in the specific time, earnest money shall be liable to be forfeited. Thereafter, Sahitya Akademi shall have right to get the required quantities of paper from any other Tenderers or source without any notice.

## **7. PRICES**

- a) The basic rate must be stated for each item separately as shown in the Annexure IV inclusive of excise duty, packing and any other expenses and cash discount, if any. The VAT and cartage , if any, may also be stated clearly. The rates quoted in any other form shall not be considered. If no rate is specified, it will be treated as nil. If the Tenderer wants to offer any discount, the same should be included in the basic rates. The cash discount offered separately shall not be considered.
- b) The rates for each item must be quoted both in words and figures. The Tender form and other document, if any, may be filled in English or Hindi and all entries must be typed or hand-written in ink clearly readable. Overwriting of rates is not permitted. The corrections, if any, should be attested by the Tenderers with their signatures.
- c) The Sahitya Akademi shall not entertain any increase in the rates during the validity period of Tender stated at Para-7. However, in the event of reduction in Government levies/duties during the period of order, corresponding benefit of reduction shall be passed on to the Sahitya Akademi. Accordingly, in case of any increase in levies/duties during the period of order, the payment of such increase shall be made to the Tenderers.

## **8. SUBMISSION OF TENDER**

Tender shall be submitted by the Tenderers in two parts:

- a) **Technical Bid – (ANNEXURE III)**
- b) **Financial Bid – (ANNEXURE IV)**

**TECHNICAL BID (Annexure-III)** - shall be submitted in a sealed cover (first envelope) duly super scribed as **Technical Bid for supply of paper due on 25 February, 2016**. The Technical Bid shall consist of following:

- i) **Paper Samples** – Full sheet sample of each variety of paper quoted for should be sent along with the Tender duly signed and stamped indicating the quality, size, g.s.m, manufacturing paper mill, name of the Tenderers, item number and any other description. Tender without sample sheets or sample of different specifications and without the necessary details on the sample sheet as stated above, shall be liable for rejection.
- ii) **Lab Test Report**: The tenderers shall have to ensure to make the supplies of paper as per the standard specification mentioned at clause 9(e) laid down by (BIS) and assured on their letterhead to submit the original lab test report from in-house paper Mill lab or any Govt. approved labs along with their bill submitted for payment.
- iii) **Earnest Money** – As mentioned in the item No.4.
- iv) **Annexure I and II** – Each page of the Annexure shall be signed and stamped by the authorized signatory.

- v) Documentary evidence of PAN and TIN number of the Income Tax Deptt. duly signed and stamped by the tenderer.
- vi) Documentary evidence: in case the party is exempted from deposit of tender cost and EMD.
- vii) **Cost of Tender Form downloaded from website**– separate demand draft/Pay order in favour of Secretary, Sahitya Akademi, payable at New Delhi for Rs. 1000/- may be enclosed.

**Financial Bid** – Financial Bid shall be submitted in a separate sealed cover (second envelope) duly superscribed as **Financial Bid for supply of paper due date 25 February, 2016**. The Financial Bid shall consist of following:

- i) Annexure IV duly typed or clearly filled, signed and stamped by the authorized signatory.

Both Technical & Financial Bid duly sealed individually should further be sealed in a separate cover (third envelope) and superscribed as **Technical Bid and Financial Bid for supply of paper. Due on: 25 February, 2016**.

Duly sealed Tenders must be sent either by registered post or handed over personally in the office of the Secretary, Sahitya Akademi, 35 Ferozeshah Road, Rabindra Bhawan, New Delhi-110001 within the stipulated time and date.

**Technical and Financial bids not submitted in the prescribed manner and without the desired documents shall be summarily rejected.**

**9. OPENING AND EVALUATION OF TENDER**

- a) The Tenderers or their authorized representatives may, if they so desire, be present at the opening of the Tenders at the time and date specified in the open tender.
- b) In the event of the specified date for the opening of Tender is declared a holiday or due to any circumstances, if the Tenders could not be opened on the specified date by the Sahitya Akademi, the Tenders will be opened at the appointed time and location on the next working date.
- c) The envelope containing the Technical Bid shall be opened on the prescribed date after opening the seal of outer cover. At this stage, only the glaring shortcomings i.e. the necessary enclosures, earnest money and other important document are verified and if any shortcoming is found that would be announced immediately. Later, all the documents and its contents will be thoroughly examined by the Paper Purchase Committee and the final decision regarding the acceptance or rejection will be taken with the approval of the Competent Authority of the Akademi. The Evaluation of technical bids shall be made with respect to the physical parameters of samples, chemical testing of samples (if undertaken), quoted rates, delivery time and other terms and conditions of the Tender. On the basis of such evaluation a list of responsive bids will be drawn up. The Financial Bids of only those Tenderers who qualify in the evaluation of the Technical Bids shall be considered. The successful Tenderers or their representative may attend the meeting of opening of financial bids.
- d) **Sahitya Akademi is not bound to accept lowest quoted rates of any item.** The need based quality paper depending on the physical parameters and chemical testing of samples (if undertaken) suitable for the Sahitya Akademi publications shall be selected by a Paper Purchased Committee.

1	The main physical parameters for Maplitho Paper	Shade, whiteness, brightness, smoothness, glaze, opacity, strength, free from specks, etc.
2	The main physical parameters for Art Paper & Art Card	Quality of coating on both sides, shade, whiteness, brightness, glaze, folding endurance (no cracks while folding), free from specks, etc.

- e) The tenderers shall have to ensure to make the supplies of paper as per the following standard laid down by (BIS) and assure on their letterhead to submit the original lab test report from in-house paper Mill lab or any Govt. approved labs along with their bill submitted for payment.

White Maplitho Paper 80 GSM		
BIS Standard	ISO Brightness	89 min
	GSM	±2.5%
	ISO Opacity	90 min
	Bulk	1.20 min
	Smoothness	TS (max)
WS (max)		200
Art Paper (Gloss) – 130 /170 gsm and Art Card-(Gloss)- 220 gsm		
BIS Standard	ISO Brightness	88 min
	ISO Gloss at 75°	75 ±5%
	GSM	± 2.5%
	IGT PICK (MVO)	110 min

#### 10. RIGHT OF ACCEPTANCE

- a) The Sahitya Akademi is not bound to accept the lowest quoted rate of any item, because the quality of paper vis-a-vis quoted rates shall be the main criteria in the selection of paper by the Paper Purchase Committee (PPC) on the basis of physical parameters and chemical testing (if undertaken) of the samples.
- b) Incomplete, ambiguous and conditional Tenders and the Tenders not submitted in the prescribed manner shall be rejected.
- c) Canvassing in any form at any stage shall be a disqualification and the Trust reserves the right to reject the Tender of such party without assigning any reason.
- d) The 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.

#### 11. TERMS OF DELIVERY

- a) The ordered varieties of paper/card shall be accepted in one lot or more than one lot. The delivery schedule will be given according to the requirement at the time of placing order.
- b) Supply of paper in the original mill packing (gunny bundles) shall have to be made within **30 days** from the date of order at Sahitya Akademi, Sales Office at Swati Building (Basement), Mandir Marg, New Delhi-110001 or NCR on the working days between 10 a.m to 5 p.m.
- c) Tenderers have to ensure that the complete stock of paper is manufactured and supplied as per the standard laid down by the BIS.
- d) The Tenderers shall be responsible for all losses and damages from any cause whatsoever while the supplies are awaiting dispatch of delivery or are in the course of transact to the Sahitya Akademi. The Tenderers shall alone be responsible to make claim against transportation carrier or any other agencies in respect of non-delivery, short-delivery, miss-delivery, loss or damage of the goods. The cost of the transit insurance should be borne by the supplier.

## **12. INSPECTION OF PAPER**

- a) The supplies made by the Tenderers shall be physically verified as per the set norms by Paper Purchase Committee nominated by the Competent Authority of the Sahitya Akademi. Sheets from any bundle of total supply drawn at random shall be weighed and will also compare with the paper samples to judge the physical parameters by the Paper Purchase Committee. The decision of the Competent Authority of the Sahitya Akademi shall be final and binding.
- b) The Tenderer or their representative should also be present at the time of physical verification of paper/card.
- c) In case of supplies with the higher weight than standard weight, the payment shall be released on the basis of standard weight. In case of supplies with the under weight, the payment shall be released on the basis of average weight worked out in the physical verification. In case of underweight supplies within the range of  $\pm 2.5\%$  shall be accepted by the Akademi at its own discretion with the approval of the competent authority. **The underweight supplies beyond the limit of  $\pm 2.5\%$  shall be summarily rejected at the time of physical verification of paper/card.**
- d) In case of any variation in quality or specifications in the supply, the complete stock of paper/card may be liable for rejection. In case of minor variations, Sahitya Akademi may consider to accept the supplies after imposing appropriate penalties to be decided by the competent authority of Sahitya Akademi.
- e) Tenderers shall have to lift the rejected stock of paper/card at his own cost on "as is where is basis" within a period of 10 days. The Tenderers shall have no claim on the rejected paper if the same is not lifted within a period of 10 days and thereafter; Sahitya Akademi shall dispose of the rejected paper on its own.

## **13. BILL/INVOICE**

- a) Bill/Invoice will be accepted alongwith acknowledgement of delivery challan only after complete supply of each variety of paper ordered and testing their g.s.m in presence of your executive at our godown.
- b) Counter conditions by the Tenderers in matter concerning payment of bills shall not be acceptable.

Last date for submission of Tender 25 February, 2016 till 6.00 p.m  
Date and Time of Opening of Technical bids: 26 February, 2016 at 11.00 a.m



**SAHITYA AKADEMI**

Autonomous organization (Under Ministry of Culture, Government of India)  
35, Ferozeshah Road, New Delhi-110001 Tel: +91 11 23386626 (three lines)

To,

**The Secretary, Sahitya Akademi  
New Delhi – 110001**

From:

**Name and Address of Tender**

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Telephone:..... Cell no.:..... mail:.....

Dear Sir,

In response to the above tender notice I/We submit our Technical Bid for supply of paper detailed in the Annexure IV and enclosed the following documents duly signed and stamped.

S.No.	DOCUMENTS							Enclosed		
								Yes	No	
I	Bids for the following Paper	Please tick (√) which is applicable							.....	.....
		Maplitho White26x40 26.9 kg	Maplitho White20x30 15.5 kg	Maplitho White23x36 21.3 kg	Art Paper (Gloss)23x36 34.7kg	Art Paper (Gloss)23x36 45.4kg	Art Card (gloss)22x28 220 gsm			
II	<b>Paper Samples</b> – Full size sheets of each variety of paper mentioned in Annexure IV <b>clause no. 8 (i)</b>									
III	<b>Lab Test Reports</b> – Tenderers shall have to assure on their letterhead to submit the original lab test report from in-house paper Mill lab or any Govt. approved labs along with their bill for payment. <b>Clause no. 9(e)</b>									
IV	<u>Earnest Money</u> <b>clause no.4.</b>	Please tick (√) which is applicable								
		Rs.7000	Rs.4000	Rs.150000	Rs.6000	Rs.2000	Rs.10000			
V	<b>Annexure I and II</b> – Each page of the Annexures shall be signed and stamped by the authorized signatory. <b>clause no. 8 (iv)</b>									
VI	PAN and TIN number of the Income Tax Deptt. <b>clause no. 2 (b)</b>									
VII	<u>Documentary evidence:</u> In case the party is exempted from deposit of tender cost/ EMD. <b>clause no.4</b>									
VIII	If the Tender Form has been downloaded from the website, <u>Cost of Tender Form</u> (separate demand draft for Rs1000/- <b>clause no.3</b>									

**The tenders without any of the above mentioned documents with the Technical Bid shall summarily be rejected.**

Date.....

Signature of Bidder with Seal



**ACCEPTANCE OF TERMS AND CONDITIONS BY THE TENDERER**

To  
**Secretary**  
**Sahitya Akademi,**  
**Rabindra Bhawan, 35, Ferozeshah Road,**  
**New Delhi-110001**

Dear Sir,

With reference to your notice inviting tender, I/We hereby agree to supply the paper detailed in the Annexure IV and agree to hold this offer open as per terms and conditions stated in Annexure I.

I/We have understood the terms and conditions of the Tender as given in the Annexure-I (Clause 1 to 13) and accept the same. I/We have thoroughly examined the specifications quoted in the Schedule hereto and am/are fully aware of the nature of the goods required and my/our offer is to supply the goods strictly in accordance with the requirements.

**It is certified that we have not been black-listed in any of the Government Department.**

A demand draft/pay order (No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on  
\_\_\_\_\_) for Rs. \_\_\_\_\_  
(Rupees \_\_\_\_\_) as Earnest

Money is enclosed.

(Signature with stamp)

Date : \_\_\_\_\_

Place : \_\_\_\_\_

Last date for submission of Tender 25 February, 2016 till 6.00 p.m Date and Time of Opening of Financial bids: 26 February, 2016 at 3.00 p.m

Sl. No.	Quality of Paper	GSM	Weight in K.g	Quantity required in Ream	Name of Mill/Brand	Delivery Time (days)	Basic Rate per kg. (Rs.)	VAT/ST etc.	Cartage, if any	Net rate per kg. Rate Rs. (all inclusive)	Net rate per Ream RS. (all inclusive)
1	White Maplitho 26"x40"	80	26.9	70							
2	White Maplitho 20"x30"	80	15.5	80							
3	White Maplitho 23"x36"	80	21.3	2301							
4	Art Paper (gloss) 23"x36"	130	34.7	50							
5	Art Paper (gloss) 23"x36"	170	45.4	14							
6	Art Card (gloss) 22"x28" (150 sheets /packet)	220	13.1	214							

**(1.)** the rates quoted shall be valid for six months from the date of opening of tender. **(2.)** Rates quoted in any other form or not on the clause 7(a) of Annexure – I shall not be considered. **(3.)** The basic rate must be inclusive of excise duty, cash discount, packing and other expenses, if any. **(4.)** Discount quoted separately by the tenderer will not be taken into account for comparison of rates. **(5.)** As per clause 11 (b) paper to be supplied at Swati building (basement), Mandir Marg, New Delhi-110001.

Date.....

Place.....

Signature.....

Name.....

Full Address with stamp.....