



## साहित्य अकादेमी

(राष्ट्रीय साहित्य संस्थान)

रवीन्द्र भवन, 35 फीरोज़शाह मार्ग, नई दिल्ली-110001

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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

No. SA.37/185

Date:02-04-2024

### Subject: e-Tender Notice for Printing and supplying of books on Unit cost basis with paper

Sahitya Akademi, India's National Academy of Letters, is the central institution for literary dialogue, publication, and promotion in the country and the only institution that undertakes literary activities in 24 Indian languages, including English. Over the 70 years of its dynamic existence, it has ceaselessly endeavored to promote good taste and healthy reading habits.

All over India, various Government organizations like Samagra Shiksha, State Education Departments, State Libraries, etc., are procuring these books in large quantities to make available in the schools/libraries under their control.

In this connection, Sahitya Akademi, New Delhi invites e-Tenders from reputed Printers who have registered firms/companies with a capacity for printing and supplying stock of printed books at destination as mentioned in the e-Tender Notice. The hard copies of the documents as per e-Tender Notice as uploaded on <https://eprocure.gov.in> and complete in all respect may be sent to the Secretary, Sahitya Akademi, 35 Ferozeshah Road, Rabindra Bhawan, New Delhi-110001 **within 14 days (i.e., 15<sup>th</sup> April 2024, till 5 p.m.)** of date of the publication of e-Tender on eCPP Portal.

e-Tender Notice may be downloaded from <https://eprocure.gov.in> or Sahitya Akademi's website [www.sahitya-akademi.gov.in](http://www.sahitya-akademi.gov.in).

(Krishna Ravindra Kimbahune)  
Dy. Secretary-Incharge (Admn.)

*For uploading on eCPP Portal and Akademi's Website*

**e-TENDER NOTICE****1. HIGHLIGHTS AND TIME SCHEDULE:**

Sahitya Akademi, an autonomous organization under the Ministry of Culture, Govt. of India invites e-Tender for the printing of books on unit-cost basis with paper, packing in bundles of an equal number of books, and supplying complete stock of printed books in the Akademi's godown at Swati (basement), Mandir Marg (Near Birla Mandir), New Delhi-110001 as per work order, as per the following details.

Number of titles	Format	Book Size in inches	Mode of binding	Detail of Job, paper to be used and rate to be quoted in Rupees
29	23"x36"/16	5.5" x 8.5"	Thread sewing and pasting of cover on perfect machine with creasing	AS PER ANNEXURES – V.1 to V.5
02	23"x36"/16	5.5" x 8.5"	Thread sewing and pasting of cover with flaps on perfect machine with creasing	
07	23"x36"/16	5.75" x 8.75"	Hardback with pasting of printed cover on board and dust cover	
13	20" x 30"/8	7.25" x 9.5"	Thread sewing and pasting of cover on perfect machine with creasing	

- 1 (i) Date of upload of e-tender Notice on eCPP Portal: 02<sup>nd</sup> April 2024
- 1 (ii) e-Tender Notice may be downloaded from <https://eprocure.gov.in> or Sahitya Akademi's website [www.sahitya-akademi.gov.in](http://www.sahitya-akademi.gov.in).
- 1 (iii) The last date for applying online e-Tender is 15<sup>th</sup> April 2024
- 1 (iv) Technical bids will have opened on 18<sup>th</sup> April 2024 at 11.00 a.m.
- 1 (v) **Annexures I, II, III & IV** are related to the Technical Bid, and **Annexures V.1 to V.5** for the Financial Bid.
- 1 (vi) Paper for text and cover printing will have to be procured by the press as per **Annexures V.1 to V.5**.
- 1 (vii) Non-Refundable e-Tender fee Rs.5,000/- in the form of a Demand Draft.
- 1 (viii) EMD of Rs.2,50,000 in the form of a Demand draft.
- 1 (ix) Performance Security Deposit (P.S.D) for successful bidders @5% of the total value of work Order as per **Annexure-I**.
- 1 (x) Exemption from deposit of e-tender fee/EMD may be allowed to MSME subject to submission of MSME Certificate.
- 1 (xi) e-Tender fees once paid shall not be returned.
- 1 (xii) e-Tender forms are not transferable.
- 1 (xiii) The Sealed e-tenders sent by post or not uploaded on eCPP Portal will not be entertained.

## 2. e-TENDER PROCESS:

- 2 (i) **Two Bid System:** The e-Tenders are invited under two bid systems i.e. Technical Bid and Financial Bid. **Annexures I, II, III & IV** are related to the Technical Bid, and **Annexures V.1 to V.5** to the Financial Bid. The hard copies of the e-Tender Notice as uploaded on <https://eprocure.gov.in> and complete in all respect may be sent to the Secretary, Sahitya Akademi, 35 Ferozeshah Road, Rabindra Bhawan, New Delhi-110001 **within 14 days (i.e., 15<sup>th</sup> April 2024, till 5 p.m.)** of date of the publication of e-Tender on eCPP Portal.
- 2 (ii) This e-Tender is non-transferable and if received after the last date will be summarily rejected.
- 2 (iii) Physical e-Tenders will not be considered if not uploaded on eCPP Portal.
- 2 (iv) The interested printing presses are requested to submit two separate sealed envelopes superscribing "Technical Bid" on envelope-01, and on envelope-02 superscribing "Financial Bid". Both sealed envelopes (Technical Bid & Financial Bid) should be kept in envelope-03 superscribing "e-Tender for the printing of books with paper, packing in bundles of an equal number of books, and supplying complete stock of printed books in the Akademi's godown at Swati (basement), Mandir Marg (Near Birla Mandir), New Delhi-110001 as per work order. EMD and e-TENDER FEE of the requisite amount is to be kept in a separate envelope along with the Technical Bid.
- 2 (v) Financial bids of only technically qualified bidders will be downloaded from the eCPP Portal.
- 2 (vi) The e-Tenderer or their representatives are requested to be present in person before the scheduled time fixed on the day of the opening of the technical bid and financial bid. Each applicant can nominate one person with an authorization letter duly attested, in case, the Tenderer is not attending.

## 3. **TERMS AND CONDITIONS:**

- 3 (i) **Validity Period:** This e-Tender is valid till the satisfactory supplying of the complete stock of printed books of each title by the successful bidder in the Akademi's godown at Swati (basement), Mandir Marg (Near Birla Mandir), New Delhi-110001 and release of stock certificate of each title by the concerned official, Sahitya Akademi as per work order from the date of Rate Contract Agreement or until further orders by the Sahitya Akademi, whichever is earlier.
- 3 (ii) The Sahitya Akademi, New Delhi, will place the work order to the successful bidder for the printing of books with paper, packing, and supplying of printed books in the Akademi's godown at Swati (basement), Mandir Marg (Near Birla Mandir), New Delhi-110001.
- 3 (iii) The Concerned Officials, Sahitya Akademi, New Delhi, will provide the soft files and specimen copies of the books to be printed.

- 3 (iv) The copyright of the pre-press materials such as soft files & specimen copies etc. and material to be issued to the successful tenderer for printing, entirely rests with the Sahitya Akademi.
- 3 (v) Sahitya Akademi reserves the right to verify any particulars submitted by the tenderer in the e-tender at any time during the process of tendering and the work execution.
- 3 (vi) The tenderer should have to bear the cost of Paper, printing, binding, packing in bundles of an equal number of books, and supplying of complete stock printed books in **small trucks** in the Akademi's godown at Swati (basement), Mandir Marg (Near Birla Mandir), New Delhi-110001, as per work order.
- 3 (vii) The tenderer should quote the rate in rupees inclusive of taxes applicable like GST / Transportation / Transit Insurance / any other taxes etc.,
- 3 (viii) The successful tenderer shall only print the quantity of the books as per the work order placed by Sahitya Akademi. They should not print more than the order, if so, the successful tenderer will be blacklisted and the Performance Security Deposit (P.S.D) will be forfeited and further action as deemed fit will be taken in accordance with law.
- 3 (ix) Work order will only be awarded at the rate to be finalized in financial bids submitted by the tenderer at the eCPP Portal.
- 3 (x) The successful tenderer has to undertake the printing and supplying complete stock of books irrespective of the number of copies on receipt of the work order.
- 3 (xi) The tenderer should have to sign every page of the e-Tender Notice /certificates enclosed.
- 3 (xii) The unit cost per book should be quoted only in Indian Rupees as per **Annexures V.1 to V.5** inclusive of all expenses like paper, printing, packing in bundles, taxes applicable like GST/Transportation/Transit Insurance/any other taxes etc., and supplying complete stock of printed books in the Akademi's godown at Swati (basement), Mandir Marg (Near Birla Mandir), New Delhi-110001 as per work order. Otherwise, financial bid will not be considered for evaluation.
- 3 (xiii) Sahitya Akademi reserves the right to increase or decrease the print run of any title or to accept or reject any or all the tenders without assigning any reason.
- 3 (xiv) Legal dispute, if any, will be the jurisdiction of the Hon'ble High Court of Delhi.

#### 4. QUALIFICATION CRITERIA:

The criteria for a tenderer to qualify technically are as specified hereunder. The tenderer shall enclose the following information and e-Tender as part of the technical bid (envelope-1).

- 4 (i) Registration: The tenderer should have a registered firm in India for the printing of books under either the Shops and Establishment Act/Factories Act/Industries and Commerce Department/Company Act duly



renewed with a minimum experience of three (3) years as on the date of submission of tender. The self-attested copies of the registration should be enclosed.

- 4 (ii) GST Registration: The tenderer should have been registered under GST for a period of at least three years with the Department of Commercial Tax under the relevant act for printing books. The self-attested copies of the registration & GST returns should be enclosed.
- 4 (iii) The tenderer must have a turnover of Rs.1.00 crore (Rupees One Crore) for the previous three consecutive financial years 2020-21, 2021-22, and 2022-23 in the line of printing and supplying of books. The audited Balance Sheet, Profits and Loss Accounts, and Annexures for the last three (3) years i.e., 2020-21, 2021-22 and 2022-23 audited and duly certified by Chartered Accountant should be enclosed.
- 4 (iv) The tenderer should be an income tax assessor for the last three (3) consecutive years. The copy of the IT Returns filed along with acknowledgment copy for the financial years 2020-21, 2021-22, and 2022-23 have to be furnished along with PAN.
- 4 (v) The tenderer shall produce the documentary evidence to the effect that they had a minimum of 3 years' experience in the printing and supplying of books. As evidence, the tenderer shall provide "attested copies of the Order(s) and completion certificate(s)/copy of the invoices raised" from the respective departments/institutions.
- 4 (vi) The tenderer in its name or person, has been barred/blacklisted by the Central/State Government/Department from participating in any work/project as on the date of bid, would not be eligible to submit a e-Tender. In this connection tenderer shall submit an acceptance on press letterhead as per **Annexure-III**
- 4 (vii) The tenderer shall submit the Checklist duly filled and stamped as per **Annexure-IV** and acceptance of the Terms and Conditions as per **Annexure-II** on their press letterhead.
- 4 (viii) Non-submission of certificates entails for rejection of bids.

#### 5. EARNEST MONEY DEPOSIT AND e-TENDER FEE:

- 5 (i) Demand Draft for Rs.5,000/- (Rupees Five Thousand Only) towards the e-Tender fee (Non-Refundable), shall be payable by demand draft in favour of Secretary, Sahitya Akademi, New Delhi, along with the technical bid and should be kept in a separate sealed envelope-03 superscribing e-Tender Fee and value of DD should be mentioned on the envelope. e-Tenders received without tender fees or lesser amounts will be summarily rejected. The DDs should not be drawn before publication of the e-Tender.
- 5 (ii) An amount of Rs.2,50,000/- (Rupees Two Lakh Fifty Thousand Only) shall be payable by demand draft in favour of Secretary, Sahitya Akademi, New Delhi as Earnest Money Deposit (EMD) along with technical bid should be kept in a separate sealed envelope-03 super scribing E.M.D. and value of DD should be mentioned on the cover. e-Tenders received without EMD or lesser amounts will be summarily rejected.
- 5 (iii) Exemption from deposit of e-Tender fee and EMD may be allowed to MSME subject to submission of MSME Certificate.



- 5 (iv) EMD will be forfeited if the bidders withdraw after submission of the bids or opening of the tenders. If the successful tenderer fails to accept the work order within the stipulated time as per terms and conditions and other clauses their E.M.D. amount will be forfeited/ confiscated.
- 5 (v) EMD will be refunded to the unsuccessful bidders within 30 days and no interest will be payable on the amount of EMD.
- 5 (vi) e-Tender fees once paid shall not be returned. e-Tender forms are not transferable. The Sealed e-Tenders sent by post or not uploaded on eCPP Portal will not be entertained.
- 5 (vii) e-Tenders received after the due date and time or unauthorized tender forms will be summarily rejected.
- 5 (viii) The Competent Authority, Sahitya Akademi, reserves the right to reject/cancel the e-Tender of any Printer or the entire process of e-Tender Notice at any point in time without assigning any reasons.

#### **6. PERFORMANCE SECURITY DEPOSIT (P.S.D)/RATE CONTRACT AGREEMENT:**

- 6 (i) The successful tenderer will be intimated through e-mail to furnish the Performance Security Deposit (P.S.D) of 5% of the total value of the Work Order in the form of a Demand Draft in favour of Secretary, Sahitya Akademi, New Delhi, along with the Rate Contract Agreement duly signed and stamped as per **Annexure-I** on Non-Judicial Stamp Paper of Rs.100/- within 03 working days.
- 6 (ii) Work Order will only be issued after receipt of PSD and Rate Contract Agreement.
- 6 (iii) If the successful tenderer fails to furnish the Performance Security Deposit (P.S.D) as specified or fails to sign the Rate Contract Agreement within the stipulated time, their EMD will be forfeited.
- 6 (iv) Performance Security Deposit (P.S.D) will be released only after satisfactory supplying complete stock of the printed books of each title by the successful bidder in the Akademi's godown at Swati (basement), Mandir Marg (Near Birla Mandir), New Delhi-110001 and release of stock certificate of each title by the concerned official, Sahitya Akademi as per work order.
- 6 (v) No interest will be payable on the amount of PSD. The same can be withheld or forfeited in full, in case any complaint received from the concerned official, Sahitya Akademi regarding the entire supply of each title is not executed by the Printer within the stipulated time as per the work order.

#### **7. QUALITY OF PAPER AND PRINTING:**

- 7 (i) The printer has to submit the sample of text and cover paper along with hard copies of the technical bid as uploaded by the tenderer on the eCPP Portal as per the specifications and brand mentioned in **Annexures V.1 to V.5**, duly stamped and signed with the name of the paper mill. Only one sample of each specification and brand should be furnished. Hard copies of the technical bid if submitted without paper samples and more than one sample, the tender will be rejected and not considered for technical evaluation.



- 7 (ii) The paper and production quality of the complete stock of books distributed by the successful tenderer must be as per the specifications and brand mentioned in **Annexures V.1 to V.5**. In case any deficiency is found, Sahitya Akademi reserves the right to reject the material supplied. In such circumstances, the PSD is liable to be forfeited.

#### **8. SAMPLE COPIES/ACCEPTANCE AND TIME SCHEDULE FOR WORK:**

- 8 (i) The successful tenderer should submit 02 sample copies printed through the digital process within 07 working days of the receipt of the work order to the Deputy Secretary (Publication) Phone no. 01123386626/27/28, Extn. 236, [e-mail: ds.pub1@sahitya-akademi.gov.in](mailto:ds.pub1@sahitya-akademi.gov.in) for approval along with an acceptance on their press letterhead mentioning the name of the book and the brand of paper used by them as per **Annexures V.1 to V.5** the same brand of paper will be used in the complete stock and will also maintain the production quality accordingly.
- 8 (ii) Once the sample is approved, before dispatching the complete stock of each title in the Akademi's godown at Swati (basement), Mandir Marg (Near Birla Mandir), New Delhi-110001 within **40** working days from the date of approval of the sample copy, the successful tenderer should submit the 10 copies of each title as per the work order from the final printed lot, free of cost to the Deputy Secretary (Publication) Sahitya Akademi, New Delhi.

#### **9. PRINTING BILL/INVOICE:**

- 9 (i) The successful tenderer should submit a single bill/invoice of an amount as per the work order in the name of Secretary, Sahitya Akademi, along with the original delivery challans/acknowledgments obtained from the concerned official, Sahitya Akademi, New Delhi to Deputy Secretary (Publication).
- 9 (ii) Payment of bill/invoice subject to satisfactory supplying of the complete stock of the printed books of each title by the successful bidder in the Akademi's godown at Swati (basement), Mandir Marg (Near Birla Mandir), New Delhi-110001 and release of stock certificate of each title by the concerned official, Sahitya Akademi as per work order.
- (III) No advance payment/ partial payment and no interest will be payable.

#### **10. WORK PROGRESS REPORTING:**

- 10 (i) The successful tenderer should furnish the details of the progress of printing and supply every week regarding the actual number of copies of each title printed and supplied by them to the Deputy Secretary (Sales), Sahitya Akademi, Phone no. 011-23383560 [e-mail: ds.sales@sahitya-akademi.gov.in](mailto:ds.sales@sahitya-akademi.gov.in).

#### **11. DEPARTMENTAL INSPECTION:**

The Officers from the Sahitya Akademi shall have the power to inspect the premises of the successful tenderers where the printing work is going on, to assess the quality and number of books printed, and progress of work at regular intervals and before dispatch.



## 12. LIMITATION FOR e-TENDER:

The successful tenderer shall not;

- 12 (i) Insert any advertisement on any books in any form.
- 12 (ii) Employ child labor in any process of work such as printing, binding, packing, and supply of books.

## 13. ALLOTMENT OF WORK:

- 13 (i) The Sahitya Akademi, New Delhi will assign the work to the successful tenderer.
- 13 (ii) The successful tenderer will be issued a separate work order along with the details of the book's printing etc.
- 13 (iii) The successful tenderer has to undertake the printing and supply of books irrespective of the number of copies.

## 14. PENALTY:

- 14 (i) For imposing the penalty on the full amount of the invoice submitted by the successful tenderer for payment, the last date of the delivery challan/acknowledgment obtained from the concerned official, Sahitya Akademi will be reckoned from the date of receipt of the work order.
- 14 (ii) The tenderer who does not adhere to the delivery time schedules as indicated in the work order will be penalized at the rate of 2.5% on the total value of the work order for 1<sup>st</sup> week, for 2<sup>nd</sup> week 5%, for 3<sup>rd</sup> week 7.5% and 4<sup>th</sup> week 10%. In case the delay exceeds more than 4 weeks' necessary proceedings will be initiated for blacklisting. In case any penalty is imposed on Sahitya Akademi by the Government agency due to the delay in submission of the complete order, the successful tenderer will have to bear the Penalty on behalf of Sahitya Akademi.
- 14 (iii) In case Sahitya Akademi fails to fulfill the order due to non-submission by the successful tenderer, the entire financial loss will have to be bear by the successful tenderer. The decision of the Secretary, Sahitya Akademi, New Delhi is final in this regard.
- 14 (iv) The successful tenderer shall be entirely responsible for any damages or losses to the printed books in transit, if any. The successful tenderer should have to bear the cost of Paper, printing, binding, packing, and supply of printed books to destinations.





RATE CONTRACT AGREEMENT

(Agreement should be executed in the non-judicial stamp paper of Rs.100/-)

THIS DEED OF AGREEMENT entered into on this ----- day of ----- in the year 2024

BETWEEN

Sahitya Akademi, National Academy of Letters, having its registered office in Rabindra Bhavan, 35 Ferozeshah Road, New Delhi 110 001 (hereinafter referred to as the 'First Party' for the sake of brevity and convenience and which expression, unless repugnant to the context shall mean and include its agents, servants, executors, representatives, managers, and assignees, etc.);

...PARTY OF THE FIRST PART

AND

M/s ----- (E-mail): -----, (Mobile): ----- (hereinafter referred to as the 'Second Party/Printer' for the sake of brevity and convenience and which expression, unless repugnant to the context shall mean and include its agents, Legal Heirs, servants, executors, representatives, managers, and assignees, etc.)

...PARTY OF THE SECOND PART

WHEREAS the Second Party/Printer is engaged in the printing, binding, packing, and supply of books and has submitted a tender on eCPP Portal for printing, binding, packing in bundles of an equal number of books, and supplying complete stock of printed books on unit cost basis in the Akademi's godown at Swati (basement), Mandir Marg (Near Birla Mandir), New Delhi-110001, e-Tender No..... e-Tender reference no. .... and e-Tender Id .....

WHEREAS the First Party placed the technical and financial bids of the Second Party/Printer before its duly constituted Committee and found L1 (as per the work mandate of the First Party) and as per the recommendations of the Committee, hereby enter into the agreement with the Second Party/Printer.

AND the parties deemed it necessary to reduce into writing the terms and conditions of the e-Tender notice on which the present Deed is founded;

Now, this indenture witnessed that in consideration of the promise, it is mutually agreed and declared between parties hereto as follows:

1. **Performance Security Deposit (P.S.D) Rs.**----- i.e., 5% of the work Order value i.e; Rs.----- payable by the Second Party/Printer to the First Party in favour of Secretary, Sahitya Akademi, New Delhi by Demand Draft.
2. The Second Party/Printer agrees to undertake the printing, binding, packing, and supply of printed books as per the requirement of the First Party and as agreed to in their **e-Tender number** -----**dated** -----at the unit cost per book quoted by him/them in Indian Rupees as per clause no 3 (xii) of terms and conditions and as per **Annexures V.1 to V.5** inclusive of all expenses like paper, printing, packing, taxes applicable like GST/Transportation/Transit Insurance/any other taxes etc., and supplying complete stock of printed books in the Akademi's godown at Swati (basement), Mandir Marg (Near Birla Mandir), New Delhi-110001. The First Party shall not be required to pay any amount in addition to rates quoted by the Second Party towards any expenses whatsoever incurred by the Second Party.

3. The second party should submit 02 sample copies printed through the digital process within 07 working days of the receipt of the work order to the Deputy Secretary (Publication) for approval along with acceptance on their press letterhead mentioning the name of the book and the brand of paper used by them as per **Annexures V.1 to V.5** and the same brand of paper will be used in the complete stock and will also maintain the production quality accordingly. Once the sample is approved, before dispatching the complete stock of each title in the Akademi's godown at Swati (basement), Mandir Marg (Near Birla Mandir), New Delhi-110001 within 40 working days from the date of approval of the sample copy, the second party should submit the 10 copies of each title as per the work order from the final printed lot, free of cost to the Deputy Secretary (Publication) Sahitya Akademi, New Delhi.
4. The second party should submit a single bill/invoice of an amount as per the work order in the name of Secretary, Sahitya Akademi, along with the original delivery challans/acknowledgments obtained from the concerned official Sahitya Akademi to the Deputy Secretary (Publication). Payment of bill/invoice subject to satisfactory supply of the complete stock of the printed books of each title by the successful bidder in the Akademi's godown at Swati (basement), Mandir Marg (Near Birla Mandir), New Delhi-110001 and release of stock certificate of each title by the concerned official, Sahitya Akademi as per work order. No advance payment, partial payment, or interest will be payable.
5. Performance Security Deposit (P.S.D) will be released only after satisfactory supply of the complete stock of the printed books of each title by the second party in the Akademi's godown at Swati (basement), Mandir Marg (Near Birla Mandir), New Delhi-110001 and release of stock certificate of each title by the concerned official, Sahitya Akademi as per work order. No interest will be payable on the amount of PSD. The same can be withheld or forfeited in full, in case any complaint is received from the concerned official regarding the inferior quality of paper used in printing or the complete supply of each title is not executed by the second party within the stipulated time.
6. For imposing the penalty on the full amount of the invoice submitted by the second party for payment, the last date of the delivery challan/acknowledgment obtained from the concerned Authority will be reckoned from the date of receipt of the work order. The second party if not adhere to the delivery time schedules as indicated in the work order will be penalized at the rate of 2.5% on the total value of the work order for 1<sup>st</sup> week, for 2<sup>nd</sup> week 5%, for 3<sup>rd</sup> week 7.5% and for 4<sup>th</sup> week 10%. In case the delay exceeds more than 4 weeks, the necessary proceeding will be initiated for blacklisting the second party. In case any penalty is imposed on Sahitya Akademi by the Government agency due to the delay in submission of the complete order, the Second Party will have to bear the Penalty on behalf of Sahitya Akademi.
7. In case Sahitya Akademi fails to fulfill the order due to non-submission by the Second Party, the entire financial loss will have to be bear by the Second Party. The decision of the Secretary, Sahitya Akademi, New Delhi is final in this regard.
8. The second party shall be entirely responsible for any damages or losses to the printed books in transit if any. The second party should have to bear the cost of Paper, printing, binding, packing, and supply in small size truck to destinations.
9. After completion of the job as per the work order, no title will be printed further by the second party or its agent, assigns, sister concern, etc. The Second Party undertakes to ensure that no printing in addition to the present work order is undertaken and in case any such illegal publication/printing takes place the Second Party shall compensate the First Party, in addition to any legal action to be taken by the First Party in accordance with the law.

10. This contract is valid till the satisfactory supply of the complete stock of printed books of each title by the second party in the Akademi's godown at Swati (basement), Mandir Marg (Near Birla Mandir), New Delhi-110001 and release of stock certificate of each title by the concerned official, Sahitya Akademi as per work order from the date of Rate Contract Agreement or until further orders by the Sahitya Akademi, whichever is earlier. The terms and conditions and all clauses of the e-Tender are an integral part of this agreement.
11. That the Second Party/Printer acknowledges that he has fully acquainted himself with all the terms and conditions and other clauses and he shall not plead ignorance of the same. In witness whereof, the Second Party/Printer has set his hand, and the First Party has caused for and to set his hand, the day and the year first above written.
12. The First Party reserves the right to increase or decrease the print run of any title, to accept or reject the e-Tenders, or to terminate the contract at any time without assigning any reason.
13. Any dispute, controversy, or claim arising out of or in connection with this agreement, or the breach, termination, or invalidity thereof, shall be finally settled by arbitration in accordance with the Arbitration and Conciliation Act, 1996 (as amended up to date). The place or seat of arbitration shall be New Delhi.

IN WITNESS WHEREOF the parties hereunto have put their respective hands to this Deed on the day and date first hereinabove mentioned.

SIGNED, SEALED AND DELIVERED  
By the within-named  
Sahitya Akademi  
First Party

PARTY OF THE FIRST PART

SIGNED, SEALED AND DELIVERED  
By the within-named  
Second Party/Printer

PARTY OF THE SECOND PART

**TECHNICAL BID**  
(On the FIRM letterhead)

**ANNEXURE II**

To  
The Secretary,  
Sahitya Akademi,  
35, Ferozeshah Road,  
Rabindra Bhavan, New Delhi-110001.

**ACCEPTANCE OF THE TERMS AND CONDITIONS AND ALL CLAUSES**

Dear Sir,

I/We have read and understood the e-Tender and agree to abide by the terms and conditions and all clauses of this e-Tender.

I/We also confirm that in the event of my/our e-Tender being accepted, I/we hereby undertake to submit the Rate Contract Agreement within 03 working days and also furnish a Performance Security Deposit (P.S.D) of 5% of the work order value.

Yours faithfully,  
(Signature of the Tenderer)

Name:.....

Designation with Seal of the Printing Press/Firm

Date:.....

**TECHNICAL BID**  
(On the FIRM letterhead)

**ANNEXURE - III**

**CERTIFICATE OF NON-BLACKLISTED**

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

To  
The Secretary,  
Sahitya Akademi,  
Rabindra Bhavan,  
35 Ferozeshah Road,  
New Delhi – 110 001.

Dear Sir,

I/We have carefully gone through the e-Tender No. \_\_\_\_\_.  
I/We hereby declare that I and/or our associates have not been debarred/ black listed as on Bid calling date by any State Government, Central Government, Central & State Govt. undertakings /Institutions/Organizations and by any other Quasi Government bodies/Organizations in India for non- satisfactory past performance, corrupt, fraudulent or any other unethical business practices. I/We further certify that I/we am/are competent officer in my company to make this declaration.

Yours faithfully,  
(Signature of the Tenderer)

Name:.....

Designation with Seal of the Printing Press/Firm

Date:.....

**TECHNICAL BID**  
(On the FIRM letterhead)

**ANNEXURE - IV**

**The following proforma of the Checklist has to be filled by the Tenderer Mandatorily.  
PROFORMA FOR THE CHECK-LIST**

Name & Address of Firm/Company \_\_\_\_\_

Tel. No: ..... Email:.....

s.no	Document /Paper Samples Attached	Yes	No
1	e-Tender Notice (duly signed all pages) uploaded on eCPPP Portal		
2	Documentary evidence for exemption from deposit of e-Tender cost/EMD		
3	Non-refundable e-Tender Fees in form of DD for Rs.5,000/-		
4	EMD in form of DD for Rs.2,50,000/-		
5	Firm's Registration Certificate		
6	GST Registration Certificate		
7	Copy of PAN Card		
8	Income Tax Returns with balance sheets (Minimum Rs. 01 crore annually) 2020-21, 2021-22, 2022-23		
9	Copy of documentary evidence for a minimum of 3 years' experience in printing/publication of books		
10	Details of Govt. order		
11	Rate Contract Agreement – Annexure-I		
12	Acceptance of terms and conditions and clauses on press letterhead – Annexure-II		
13	Certificate of non-blacklisted on press letterhead – Annexure-III		
14	Financial bid- Annexures V.1 to V.5		
15	Name and e-mail/phone number of the authorized person on press letterhead		
16*	Text paper sample duly mentioned its specification i.e., brand/mill name/GSM along with manufacturing paper mill label/press stamp <b>Natural Shade, 80 gsm:</b> (Anyone the following manufacturers Paper Mill, Indian: Star, West Coast, ITC, Ballarpur or J.K)		
17*	Paper Sample for ends duly mentioned its specifications and stamped by the firm/printer. For End Paper: <b>Natural Shade 120 gsm Paper</b> (any brand of Indian paper mills)		
18*	Cover paper sample duly mentioned its specification i.e., brand/mill name/GSM along with manufacturing paper mill label/press stamp <b>Gloss Art Card (Indian) C<sub>2</sub>S, 220 &amp; 250 GSM and Art Paper (Indian) C<sub>2</sub>S, 170 GSM</b> (Anyone the following manufacturers' Paper Mill, Indian : Ballarpur or ITC or J.K)		

\* Non-submission of paper samples and samples without specifications, and without the name of the manufacturing paper mill and press stamp entails disqualification in the technical bid.

I/We certify that the information furnished above is true and correct. The terms and conditions are acceptable to us.

Dated: .....

Name with Designation of Authorised  
Signatory & Seal of the Firm

**FINANCIAL BID**  
(On the FIRM letterhead)

**ANNEXURE – V.1**

**SPECIFICATIONS OF JOB**

**23x36/16 format (Demy Octavo)**

**BOOK SIZE: 5.5" x 8.5" PAPERBACK**

**Paper for Text Printing:** Natural Shade (S.S), 80 GSM

(Either from the following Manufacturing Paper Mills, Indian: Star, West Cost, ITC, Ballarpur or J.K)

**Paper for four colour Printing of Cover (4 pages) on the single side:** Gloss Art Card, 220 GSM, 250 GSM (Indian) C<sub>2</sub>S Gloss

(Either from the following Manufacturing Paper Mills, Indian: Ballarpur or ITC or J.K)

**Mode of Printing:** Offset {text: 3<sup>rd</sup> page of all books in two colours (Red & Black) and rest in single black colour}

**Binding:** Thread sewing and pasting of cover on perfect machine with creasing, Lamination on cover: Matte

**No. of pages for endpaper- 8 pages:**

(Printing: 1/0 Colour, Natural Shade: 120 GSM paper of any Indian brand) and pasting on 2<sup>nd</sup> and 3<sup>rd</sup> page of the cover paper.

**Time Schedule: 40 working days from the date of approval of sample copy (for all 51 titles as per Annexure V.1 to V.5)**

**Destination for the supply of Printed Books:**

Akademi's godown at Swati (basement), Mandir Marg (Near Birla Mandir), New Delhi-110001

s.no	Name of the book -Language	No. of text Pages	No. of pages for End paper	Number of Copies to be printed	Material will be provided for TEXT Printing	Material will be provided for COVER Printing	Unit Cost Per Book Must Be Typed AND QUOTED IN RUPEES AS PER CLAUSE NO. 3 (xii) OF TERMS AND CONDITIONS*
1	Emperor Ashoka - English	128	NA	8500	PDF	PDF	Cost Per Book Rs.
2	Meteors of Pain - English	76	NA	750	PDF	PDF	Cost Per Book Rs.
3	Bareeq Baat - Hindi	104	NA	380	PDF	PDF	Cost Per Book Rs.
4	Aeas Parov Nov Nov - Kashmiri	86	NA	6500	PDF	PDF	Cost Per Book Rs.
5	Hamlet - Kashmiri	158	NA	1990	PDF	PDF	Cost Per Book Rs.
6	Khaasee Qabeelae Chi Lukae Kathae - Kashmiri	174	NA	400	PDF	PDF	Cost Per Book Rs.
7	Nehri Gali - Dogri	182	NA	380	PDF	PDF	Cost Per Book Rs.
8*	Master Deendayal - Hindi	96	8	1100	PDF	PDF	Cost Per Book Rs.
9*	Selected Short Stories from Assamese Children Literature - English	328	8	2390	PDF	PDF	Cost Per Book Rs.
10*	Swarodaya - English	96	8	2390	PDF	PDF	Cost Per Book Rs.
11*	Menfolk and other stories - English	120	8	750	PDF	PDF	Cost Per Book Rs.
12*	Creative Aspects of Indian English	184	8	5300	PDF	PDF	Cost Per Book Rs.
13*	Ananta Pattnaik - English	84	8	600	PDF	PDF	Cost Per Book Rs.
14	Hari Mohan Jha Ki Shresth Kathayein-Hindi	312	NA	11000	PDF	PDF	Cost Per Book Rs.

**Paper to be used for cover printing from S.no. 8\* to s.no. 13\* = 220 gsm, C<sub>2</sub>S –Gloss Art Card (Indian)**

\* The unit cost per book should be quoted only in Indian Rupees as per Annexures V.1 to V.5 inclusive of all expenses like paper, printing, packing in bundles, taxes applicable like GST/Transportation/Transit Insurance/any other taxes etc., and supply of complete stock of printed books in the Akademi's godown at Swati (basement), Mandir Marg (Near Birla Mandir), New Delhi-110001 as per work order. Otherwise, financial bid will not be considered for evaluation.

Dated :

(Signature of Tenderer with a seal of the  
Printing Press/Firm

**Continued V.2**

**FINANCIAL BID**  
(On the FIRM letterhead)

contd..... **ANNEXURE V.2**

**SPECIFICATIONS OF JOB**

**23x36/16 format (Demy Octavo)**

**BOOK SIZE: 5.5" x 8.5"**

**PAPERBACK**

**Paper for Text Printing:** Natural Shade (S.S), 80 GSM

(Either from the following Manufacturing Paper Mills, Indian: Star, West Cost, ITC, Ballarpur or J.K)

**Paper for four colour Printing of Cover (4 pages) on the single side:** Gloss Art Card, 250 GSM (Indian) C<sub>2</sub>S Gloss

(Either from the following Manufacturing Paper Mills, Indian: Ballarpur or ITC or J.K)

**Mode of Printing:** Offset (text: 3<sup>rd</sup> page of all books in two colours (Red & Black) and rest in single black colour)

**Binding:** Thread sewing and pasting of cover on perfect machine with creasing, Lamination on cover: Matte

**Time Schedule: 40 working days from the date of approval of sample copy (for all 51 titles as per Annexure V.1 to V.5)**

**Destination for the supply of Printed Books:**

Akademi's godown at Swati (basement), Mandir Marg (Near Birla Mandir), New Delhi-110001

s.no	Name of the book -Language	No. of text Pages	No. of pages for End paper	Number of Copies to be printed	Material will be provided for TEXT Printing	Material will be provided for COVER Printing	Unit Cost Per Book Must Be Typed AND QUOTED IN RUPEES AS PER CLAUSE NO. 3 (xii) OF TERMS AND CONDITIONS*
15	Kalindicharan Panigrahi Nirbachita Kabita-Odia	226	NA	5234	PDF	PDF	Cost Per Book Rs.
16	Mandana Mishra-Odia	144	NA	588	PDF	PDF	Cost Per Book Rs.
17	Radhamohan Gadanayak-Odia	112	NA	588	PDF	PDF	Cost Per Book Rs.
18	Ramprasad Singh-Odia	100	NA	588	PDF	PDF	Cost Per Book Rs.
19	Kabir Vachnavali-Odia	336	NA	588	PDF	PDF	Cost Per Book Rs.
20	Swadhinottar Odia Kshyudra Galpa (Vol-III)-Odia	432	NA	588	PDF	PDF	Cost Per Book Rs.
21	Gurucharan Patnaik Chayanika -Odia	248	NA	588	PDF	PDF	Cost Per Book Rs.
22	Kuntlakumari Chayanika-Odia	296	NA	588	PDF	PDF	Cost Per Book Rs.
23	Jadumani Mohapatra-Odia	100	NA	588	PDF	PDF	Cost Per Book Rs.
24	Odishara Adivasi Lokagita Sanchayan-Odia	144	NA	588	PDF	PDF	Cost Per Book Rs.
25	Mohan! He Mohan! O Ananya Kabita-Odia	100	NA	588	PDF	PDF	Cost Per Book Rs.
26	Odia Galpa: Kali, Aji O Kali-Odia	160	NA	588	PDF	PDF	Cost Per Book Rs.
27	Jogajog-Odia	224	NA	588	PDF	PDF	Cost Per Book Rs.
28	Bidyut Prabha Devi-English	80	NA	588	PDF	PDF	Cost Per Book Rs.
29	Octavio Paznka Kabita-Odia	128	NA	588	PDF	PDF	Cost Per Book Rs.

\* The unit cost per book should be quoted only in Indian Rupees as per Annexures V.1 to V.5 inclusive of all expenses like paper, printing, packing in bundles, taxes applicable like GST/Transportation/Transit Insurance/any other taxes etc., and supply of complete stock of printed books in the Akademi's godown at Swati (basement), Mandir Marg (Near Birla Mandir), New Delhi-110001 as per work order. Otherwise, financial bid will not be considered for evaluation.

Dated :

(Signature of Tenderer with a seal of the  
Printing Press/Firm)

Continued V.3



**FINANCIAL BID**  
(On the FIRM letterhead)

contd..... **ANNEXURE V.3**

**SPECIFICATIONS OF JOB**

**23x36/16 format (Demy Octavo)**

**BOOK SIZE: 5.75" x 8.75"**

**HARDBACK**

**Paper for Text Printing:** Natural Shade (S.S), 80 GSM

(Either from the following Manufacturing Paper Mills, Indian: Star, West Cost, ITC, Ballarpur or J.K)

**Paper for four colour Printing of Cover Paster and dust Cover on the single side:** Gloss Art Paper, 170 GSM (Indian) C<sub>2</sub>S Gloss

(Either from the following Manufacturing Paper Mills, Indian: Ballarpur or ITC or J.K)

**Mode of Printing:** Offset {text: 3<sup>rd</sup> page of all books in two colours (Red & Black) and rest in single black colour}

**Binding:** Hardback with thread sewing, with printed cover pasting on board and Dust cover,

**Lamination on cover:** Matte on the cover paster and dust cover

**No. of pages for endpaper- 8 pages:**

(Printing: 1/0 Colour, Natural Shade: 120 GSM paper of any Indian brand) and pasting on 2<sup>nd</sup> and 3<sup>rd</sup> page of the cover paper

**Time Schedule: 40 working days from the date of approval of sample copy (for all 51 titles as per Annexure V.1 to V.5)**

**Destination for the supply of Printed Books:**

Akademi's godown at Swati (basement), Mandir Marg (Near Birla Mandir), New Delhi-110001

s.no	Name of the book -Language	No. of text Pages	No. of pages for End paper	Number of Copies to be printed	Material will be provided for TEXT Printing	Material will be provided for COVER Printing	Unit Cost Per Book Must Be Typed AND QUOTED IN RUPEES AS PER CLAUSE NO. 3 (xii) OF TERMS AND CONDITIONS*
30	Ashirbadara Ranga -Odia	312	8	588	PDF	PDF	Cost Per Book Rs. -
31	Pakistaneeh kahaneemala-Odia	320	8	588	PDF	PDF	Cost Per Book Rs.
32	Adivasi Maukhika Sahitya Parampara-Odia	144	8	588	PDF	PDF	Cost Per Book Rs.
33	Dhumrabha Upatyaka-Odia	208	8	588	PDF	PDF	Cost Per Book Rs.
34	Bagha Tapure Raati-Odia	172	8	588	PDF	PDF	Cost Per Book Rs.
35	Dui Gaza Zami-Odia	240	8	588	PDF	PDF	Cost Per Book Rs.
36	Yuganta-Odia	180	8	588	PDF	PDF	Cost Per Book Rs.

\* The unit cost per book should be quoted only in Indian Rupees as per **Annexures V.1 to V.5** inclusive of all expenses like paper, printing, packing in bundles, taxes applicable like GST/Transportation/Transit Insurance/any other taxes etc., and supply of complete stock of printed books in the Akademi's godown at Swati (basement), Mandir Marg (Near Birla Mandir), New Delhi-110001 as per work order. Otherwise, financial bid will not be considered for evaluation.

Dated :

(Signature of Tenderer with a seal of the Printing Press/Firm)

Continued V.4

**FINANCIAL BID**  
(On the FIRM letterhead)

contd..... **ANNEXURE V.4**

**SPECIFICATIONS OF JOB**

**20x30/8 format (Crown Quarto)**  
**BOOK SIZE: 7.25" x 9.5" PAPERBACK**

**Paper for Text Printing:** Natural Shade (S.S), 80 GSM

(Either from the following Manufacturing Paper Mills, Indian: Star, West Cost, ITC, Ballarpur or J.K)

**Paper for four colour Printing of Cover (4 pages) on the single side:** Gloss Art Card, 250 GSM (Indian) C<sub>2</sub>S Gloss

(Either from the following Manufacturing Paper Mills, Indian: Ballarpur or ITC or J.K)

**Mode of Printing:** Offset (text: 3<sup>rd</sup> page of all books in two colours (Red & Black) and rest in single black colour)

**Binding:** Thread sewing and pasting of cover on perfect machine with creasing, Lamination on cover: Matte

**Time Schedule:** 40 working days from the date of approval of sample copy (for all 51 titles as per Annexure V.1 to V.5)

**Destination for the supply of Printed Books:**

Akademi's godown at Swati (basement), Mandir Marg (Near Birla Mandir), New Delhi-110001

s.no	Name of the book	No. of text Pages	Print Run	The material will be provided for TEXT Printing	The material will be provided for COVER Printing	Unit Cost Per Book Must Be Typed AND QUOTED IN RUPEES AS PER CLAUSE NO. 3 (xii) OF TERMS AND CONDITIONS*
37	Shreshtha Bal Kahaniyan (part-1) – Hindi	64	5500	PDF	PDF	Cost Per Book Rs.
38	Shreshtha Bal Kahaniyan (part-2) – Hindi (cover printing with logo -01)	68	5500	PDF	PDF	Cost Per Book Rs.
39	Shreshtha Bal Kahaniyan (part-2) – Hindi (cover printing with logo -02)	68	5300	PDF	PDF	Cost Per Book Rs.
40	Maati Ki Mahak - Hindi	68	5500	PDF	PDF	Cost Per Book Rs.
41	Nanhe Munno Ki Sarkar - Hindi	56	5500	PDF	PDF	Cost Per Book Rs.
42	Jungal Ke Khazane Ki Khoj - Hindi	60	5300	PDF	PDF	Cost Per Book Rs.
43	Lo Nav Chali Kuku Ki - Hindi	80	5300	PDF	PDF	Cost Per Book Rs.
44	Aakhri Chori aur Dusri Kahaniya- Hindi	76	5300	PDF	PDF	Cost Per Book Rs.
45	Anandam - Hindi	100	5300	PDF	PDF	Cost Per Book Rs.
46	Jungle Mandir aur Sone Ka Nevla - Hindi	88	5300	PDF	PDF	Cost Per Book Rs.
47	Piyu Ki Diary - Hindi	80	5300	PDF	PDF	Cost Per Book Rs.
48	Bhoori Ka Anokha Safar - Hindi	100	5300	PDF	PDF	Cost Per Book Rs.
49	Mariyal Ped - Hindi	108	5300	PDF	PDF	Cost Per Book Rs.

\* The unit cost per book should be quoted only in Indian Rupees as per **Annexures V.1 to V.5** inclusive of all expenses like paper, printing, packing in bundles, taxes applicable like GST/Transportation/Transit Insurance/any other taxes etc., and supply of complete stock of printed books in the Akademi's godown at Swati (basement), Mandir Marg (Near Birla Mandir), New Delhi-110001 as per work order. Otherwise, financial bid will not be considered for evaluation.

Dated :

(Signature of Tenderer with a seal of the  
Printing Press/Firm)

Continued V.5

**FINANCIAL BID**  
(On the FIRM letterhead)

*contd.....* **ANNEXURE V.5**

**SPECIFICATIONS OF JOB**

**23x36/16 format (Demy Octavo)**

**BOOK SIZE: 5.5" x 8.5"**

**PAPERBACK-COVER WITH FLAPS**

**Paper for Text Printing:** Natural Shade (S.S), 80 GSM

(Either from the following Manufacturing Paper Mills, Indian: Star, West Cost, ITC, Ballarpur or J.K)

**Paper for four colour Printing of Cover (4 pages) on the single side:** Gloss Art Card, 250 GSM (Indian) C<sub>2</sub>S Gloss

(Either from the following Manufacturing Paper Mills, Indian: Ballarpur or ITC or J.K)

**Mode of Printing:** Offset {text: 3<sup>rd</sup> page of all books in two colours (Red & Black) and rest in single black colour}

**Binding:** Thread sewing and pasting of cover with flaps on perfect machine with creasing, Lamination on cover: Matte

**Time Schedule:** 40 working days from the date of approval of sample copy (for all 51 titles as per Annexure V.1 to V.5)

**Destination for the supply of Printed Books:**

Akademi's godown at Swati (basement), Mandir Marg (Near Birla Mandir), New Delhi-110001

AND	Name of the book -Language	No. of text Pages	No. of pages for End paper	Number of Copies to be printed	Material will be provided for TEXT Printing	Material will be provided for COVER Printing	Unit Cost Per Book Must Be Typed AND QUOTED IN RUPEES AS PER CLAUSE NO. 3 (xii) OF TERMS AND CONDITIONS*
50	Rabindranath Ki Kahaniyan (Vol-1) - Hindi	364	NA	11000	PDF	PDF	Cost Per Book Rs.
51	Rabindranath Ki Kahaniyan (Vol-2) - Hindi	272	NA	11000	PDF	PDF	Cost Per Book Rs.

\* The unit cost per book should be quoted only in Indian Rupees as per **Annexures V.1 to V.5** inclusive of all expenses like paper, printing, packing in bundles, taxes applicable like GST/Transportation/Transit Insurance/any other taxes etc., and supply of complete stock of printed books in the Akademi's godown at Swati (basement), Mandir Marg (Near Birla Mandir), New Delhi-110001 as per work order. Otherwise, financial bid will not be considered for evaluation.

Dated :

(Signature of Tenderer with a seal of the  
Printing Press/Firm)