



## साहित्य अकादेमी

(राष्ट्रीय साहित्य संस्थान)

संस्कृति मंत्रालय, भारत सरकार का स्वायत्त संस्थान  
रवींद्र भवन, 35, फ़ीरोज़शाह मार्ग, नई दिल्ली-110 001  
दूरभाष : +91-11-23386626-28, फ़ैक्स : +91-11-23382428  
ईमेल : secretary@sahitya-akademi.gov.in  
वेबसाइट : http://www.sahitya-akademi.gov.in

## Sahitya Akademi

(National Academy of Letters)

An autonomous organization under Ministry of Culture, Govt. of India  
Rabindra Bhavan, 35, Ferozeshah Road, New Delhi-110 001  
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/Head Office, Delhi/Paper Purchase/ 4241

01 July 2024

### e-Tender Notice for Public Procurement of Printing Paper (Preference to Make in India) at Sahitya Akademi's Head Office, Delhi

Sahitya Akademi is an autonomous organization under the Ministry of Culture, Government of India invites e-Tender for public procurement of printing paper (Preference to Make in India) for Sahitya Akademi's Head Office, Delhi in accordance with Public Procurement (Preference to Make in India), Order, 2017 and subsequent revision Order No. P-45021/2/2017-PP(BE-II) dated: 16.09.2020 and order no. P-45014/33/2021-BE-II (E-64737) dated 20 December 2022 issued by Department of Promotion of Industry and Internal Trade (Public Procurement Section), Ministry of Commerce and Industry, Government of India for its Head Office, Delhi as per Annexure-II for printing of its publications/books on two Bid system. Both the bids should be separately sealed and superscribed "Technical Bid" and "Financial Bid" and kept in another separate sealed cover. The tender document may be downloaded from Akademi's website [www.sahitya-akademi.gov.in](http://www.sahitya-akademi.gov.in). The tenders as uploaded on <https://eprocure.gov.in> and complete in all respect, the hard copies of uploaded documents may be sent to the Secretary, Sahitya Akademi, Rabindra Bhavan, 35, Ferozeshah Road, New Delhi-110001 within 21 days (i.e., 22 July 2024, till 5 p.m.) of publication of the e-Tender. The terms and conditions of the procurement are as under:

1. The last date for applying e-Tender is 22 July 2024
2. Tenders not uploaded in the prescribed proforma on eCPP portal are liable for rejection.
3. Sealed e-tenders will not be considered if they are sent by post only and not uploaded on the eCPP portal.
4. Technical Bid shall contain all self-certified documentary evidences as per Annexure-I.
5. The Annexure- I and II are to be stamped and duly signed by the authorized signatory on each page.
6. The Earnest Money Deposit (E.M.D) of Rs.4,00,000/- (Rupees Four Lack only) shall be payable by demand draft in favour of Secretary, Sahitya Akademi, New Delhi.
7. Non-refundable Tender Fee of Rs.5,000/- (Rupees Five Thousand Only) shall be payable by Demand Draft in favour of Secretary, Sahitya Akademi, New Delhi.
8. Tenders not accompanied by Tender Fee and Earnest Money Deposit shall be liable to be rejected.
9. The parties exempted from deposit of Tender Fee and Earnest Money should enclose documentary /MSME Certificate.
10. The Mills using only Wood Pulp for manufacturing all their paper varieties under Make in India will be eligible or dealers/sellers of such mills will be eligible to participate in the tender.
11. The bidder Mill should have integrated Pulp & Paper manufacturing facility under Make in India.
12. The paper being offered should be free of any Dye/Colour.
13. Maplitho paper should carry mill certification for s.no. 10, 11 and 12 on mill's letterhead and should be submitted in original along with tender document physically.
14. The quantity of paper may increase or decrease depending upon the requirement of the Sahitya Akademi at any time without assigning any reasons.
15. The rate must be quoted as per the Annexure –II, per ream or per sheet basis inclusive of GST and cartage, if any **repeat per ream or per sheet basis inclusive of GST & cartage, if any. Rates quoted in other format shall summarily amount to be rejection of the Financial Bid.**
16. The rates should hold good upto 90 days from the last date of receipt of tender.

  
Contd. on page-2/



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17. The supply shall be made, as per details mentioned in the Financial Bid from the fresh lots in original mill packing within 20 days' time from the date of issue of the work order at the following address or as directed:

Editor Hindi, Sahitya Akademi, Swati (basement), Mandir Marg (near Birla Mandir), New Delhi-110001 or the place as may be directed.  
Ph: 011-23386626-27-28, e-mail: eh@sahitya-akademi.gov.in

18. 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 be replaceable by the firm/supplier before payment of the bill.
19. 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.
20. The complete supply of ordered paper will be tested for gsm in presence of the representative of the firm/supplier.
21. The Bills/Invoices will be accepted along with proof of delivery duly acknowledged by the official concerned at Head Office, Rabindra Bhavan, 35 Ferozeshah Road, New delhi-110001.
22. The sealed tender containing the "Technical Bid" and "Financial Bid" as uploaded on e-procure in the prescribed format, the hard copies of uploaded documents should also be sent to the Secretary, Sahitya Akademi, Rabindra Bhavan, 35 Ferozeshah Road, New Delhi-110001.
23. The "Technical Bid" shall be opened on **24 July 2024 at 11:00 am** by the Paper Purchase Committee in the Committee Room of the Sahitya Akademi, New Delhi.
24. Financial bids of only technically qualified bidders will be downloaded from the eCPP Portal.
25. The Secretary, Sahitya Akademi reserves the right to either accept or reject any or all the tenders without assigning any reason.
26. Any legal dispute will be within the jurisdiction of Hon'ble High Court of Delhi.
27. Sahitya Akademi GST: 07AAETS3607B1ZU
28. Sahitya Akademi PAN: AAETS3607B

(Devendra Kr. Devesh)

Dy. Secretary (Admn.)-Incharge

*For uploading on Sahitya Akademi website*

(on the company letter head)

ANNEXURE – I

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 fee/ EMD	Attached	Not Attached
5.	Earnest Money Deposit by demand draft	Attached	Not Attached
6.	Tender fees by Demand Draft	Attached	Not Attached
7.	<b>A 4 size Paper samples 2 each of each brand with mill name duly mentioned and signed/stamped #</b>	<b>Attached</b>	<b>Not Attached</b>
8.	Hard 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 authorized dealer/brand on paper mill's letterhead in original.	Attached	Not Attached
12.	Certificate on paper mill's letterhead in original that the Mills using only Wood Pulp for manufacturing all their Maplitho paper varieties-Preference to Make in India.	Attached	Not Attached
13.	Certificate on paper mill's letterhead in original that the Mill have integrated Pulp & Paper manufacturing facility-Preference to Make in India.	Attached	Not Attached
14.	Certificate on paper mill's letterhead in original that the paper being offered is free of any Dye/Colour.	Attached	Not Attached
15.	Certificate of rates validity period	Attached	Not Attached
16.	Certificate of acceptance of terms & conditions	Attached	Not Attached
17.	Name and e-mail /mobile number of the authorized person	Attached	Not Attached

# If A4 Sample/s submitted without specification or brand/mill name or without stamp are liable not be considered and shall be rejected.

Date.....

Signature of Bidder with Seal

(on the company letter head)

ANNEXURE – II

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:

**Must be filled in the proforma given below**

SUPPLY AT SAHITYA AKADEMI, SWATI (BASEMENT), MANDIR AMRG (NEAR BIRLA MANDIR, NEW DELHI-110001 OR AS DIRECTED				No. of sheets per ream and per packet	Rate inclusive of GST & cartage, if any	
1	23"x36"/ 80 gsm	Natural Shade Maplitho Paper, (SS), Indian Mill Pack (Preference to Make in India)	1000 Reams			Per Ream
2	20"x30"/ 80 gsm	Natural Shade Maplitho Paper, (SS), Indian Mill Pack (Preference to Make in India)	724 Reams			Per Ream
3	26"x40"/80 gsm	Natural Shade Maplitho Paper, (SS), Indian Mill Pack (Preference to Make in India)	596 Reams			Per Ream
4	20"x30"/80 gsm	White Maplitho Paper, (SS), Indian Mill Pack (Preference to Make in India)	100 Reams			Per Ream
5	20"x30"/95 gsm	White Maplitho Paper, (SS), Indian Mill Pack (Preference to Make in India)	100 Reams			Per Ream
6	25"x36"/250 gsm	Indian Art Paper, (Gloss- C <sub>2</sub> S), Indian Mill Pack (Preference to Make in India)	17000 Sheets			Per Sheet

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

\*\*NO PAPER SAMPLE SHOULD BE SUBMITTED ALONGWITH FINANCIAL BID

Date.....

Signature of Bidder with Seal