

Cost of Tender Form: Rs500/- (D.D only)
[Rupees Five Hundred 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

07th December, 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-II. There shall be two types of bids namely Technical (Annexure-I) and Financial bid (Annexure-II). 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.

The Tenderers shall submit the Annexure-I, and II 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. Technical bids along with documentary evidence as stated in Annexure-I duly signed and stamped by the tenderer.
2. The specifications and quantities of the paper to be purchased in Reams are stated in Annexure - II. You may quote your rates for each item only in this format.
3. The sealed Tender, in the prescribed format should be sent to the Secretary, Sahitya Akademi, 35 Ferozeshah Road, New Delhi-110001 and must reach on 14 December, 2016 by 6.00 p.m
4. The envelope containing the Technical Bid shall be opened at 11.00 a.m. on 15 December, 2016 at Conference Hall 3rd floor, Rabindra Bhawan 35, Ferozeshah Road, New Delhi-110001, after opening the seal of outer cover. At this stage, only the shortcomings i.e. the necessary enclosures, tender cost, earnest money, paper samples and other important documents 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 Financial Bids of only those Tenderers who qualify in the evaluation of the Technical Bids shall be considered and opened at 3.00 p.m. on 15 December, 2016. The successful Tenderers or their representative may attend the meeting of opening of financial bids.
5. Technical bids will be rejected.
6. 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, conditional Quotations and the Parties not submitted sample of paper 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 Tenders and accept the whole or any part of any Tender 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).

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- h) 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.
- i) Earnest money as mentioned against each quoted items in Annexure-I s.no.II should accompany 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 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.
- j) The rates should hold good upto 90 days from the last date of receipt of quotations.
- k) 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.
- l) Bill/Invoice will be accepted alongwith acknowledgement of delivery challan from concern official at, Sahitya Akademi, New Delhi-110001, only after complete supply of each variety of paper ordered and testing their g.s.m in presence of your executive at our godown.

Thanking You,

Yours sincerely

Sd/-
(Renu Mohan Bhan)
Deputy Secretary (Administration)

07 December 2016

Technical Bid:

Last date for submission of Tender: 14 December 2016 till 6.00 p.m
Date and Time of Opening of Technical bids: 15 December 2016 at 11.00 a.m

ANNEXURE – I



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

Telephone:..... Cell no.:..... E-mail:.....

Dear Sir,

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

S.No.	DOCUMENTS						Enclosed		
							Yes	No	
Bids Required for the following paper varieties	Please tick (√) which is applicable						NA	NA	
	White Maplitho 20x30 80 gsm	Art Paper (gloss) 23"x36" 130 gsm	ArtCard (Gloss) 22x28 220 gsm	NaturalShade Maplitho 26"x40"/80 gsm	White 23x36 80 gsm	Maplitho			
Quantity required	100 reams	50 reams	42400 sheets	500 reams	600 reams				
I						Paper Samples Enclosed			
II	Earnest Money in DD/pay order	Please tick (√) which is applicable							
		Rs.5000/	Rs.6000/	Rs.2000/	Rs.50000/-	Rs.45000/-			
III	<u>Annexure I and II</u> – Each page of the Annexures shall be signed and stamped by the authorized signatory.								
IV	Copy of PAN and TIN number of the Income Tax Deptt.								
V	<u>Documentary evidence</u> : In case the party is exempted from deposit of tender cost/ EMD.								
VI	<u>Cost of Tender Document</u> (separate demand draft for Rs500/-)								

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

Date.....

Signature of Bidder with Seal



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ANNEXURE-II

Financial Bids

Last date for submission of tender : 14 December 2016 till 6.00 p.m

Date and time of Opening of financial bids : 15 December 2016 at 3.00 p.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/Packet in Rs.
1	WHITE MAPLITHO 20"X30"	80	100 REAMS						
2	GLOSS ART PAPER 23"X36"	130	50 REAMS						
3	GLOSS ART CARD 22"x28"	220	42400 sheets						
	NATURAL SHADE MAPLITHO 26"X40"	80	500 REAMS						
4	WHITE MAPLITHO 23"X36"	80	600 REAMS						

Date.....

Place.....

SIGNATURE
NAME
FULL ADDRESS WITH STAMP