



साहित्य अकादेमी

(राष्ट्रीय साहित्य संस्थान)

रवीन्द्र भवन, 35 फीरोज़शाह मार्ग, नई दिल्ली-110001
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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
28th September 2017

SA.37/HO/eCPPP/24678

e-Tender Notice for Purchase of Printing Paper

Sahitya Akademi is an autonomous organization under the Ministry of Culture, Government of India invites e-Tender for purchase of printing paper for its office at Kolkata, from the wholesale dealers/authorized distributors for the supply of Maplitho Paper, Art Paper and Art Card for printing of its publications/journals/books and other materials as per Annexure-II on two Bid system. Both the bids should be sealed and superscribed "Technical Bid" and "Financial Bid". The details mentioned in the tender document that can also be downloaded from the Akademi's website www.sahitya-akademi.gov.in. Tenders complete in all respect addressed to the Secretary, Sahitya Akademi, Rabindra Bhavan, 35, Ferozeshah Road, New Delhi-110001 and must reach within 14 days of publication on <https://eprocure.gov.in>. The terms and conditions of the procurement are as under:-

1. Tenders not submitted in the prescribed proforma are liable for rejection.
2. Technical Bid shall contain all self-certified documentary evidences as per Annexure-I.
3. The Annexure-II and I are to be stamped and signed by the authorized signatory on each page.
4. Earnest Money shall be payable by demand draft in favour of the Secretary, Sahitya Akademi, New Delhi.
5. *Tenders not accompanied by Earnest Money shall be rejected.*
6. The parties exempted from deposit of Earnest Money should enclose documentary evidence.
7. The parties shall ensure supply of paper as per the standard laid down by Bureau of Indian Standard (BIS). All papers should be of "A" Grade only.
8. 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.
9. The rate must be quoted per ream basis inclusive of GST.
10. The rates should hold good upto 90 days from the last date of receipt of quotations.
11. The supply shall be made from the fresh lots in original mill packing within 14 days' time form the date of issue of the work order at Regional Office, Sahitya Akademi, 4, D L Khan Road, Kolkata-700025 Phone no.033-24191683, 033-24191706, Telefax: 033-24191684.
12. In case of short supply of reams/sheets/less **gsm** or any other deviation in quality or specifications, the entire ream/lot will be replaced by the supplier before the payment of the bill.
13. The complete supply of ordered paper of each variety will be tested for **gsm** in presence of the representative of the firm.
14. The Bills/Invoices will be accepted along with proof of delivery duly acknowledged by the official concerned at Regional Office, Sahitya Akademi, 4, D L Khan Road, Kolkata-700025 Phone no.033-24191683, 033-24191706, Telefax: 033-24191684.
15. The sealed tender containing the "Technical Bid" and "Financial Bid" as uploaded on e-procure in the prescribed format should also be sent addressed to the Secretary, Sahitya Akademi, Rabindra Bhavan, 35 Ferozeshah Road, New Delhi-110001 must be uploaded on or before **13th October 2017 by 5.00 pm.**
16. The "Technical Bid" shall be opened on **16th October 2017 by 11am.** by the Paper Purchase Committee in the 3rd floor Conference Hall of the Sahitya Akademi. The result of opening of the Technical Bids shall be uploaded on e-procure.
17. The "Financial Bids" of those shall be opened on **17th October 2017 by 11.30 am** who qualify their "Technical Bids".
18. In case the failure to supply the ordered paper within the time limit, the earnest money shall be liable to be forfeited. Thereafter, the Sahitya Akademi shall get the required quantities/paper from any other source without any notice.
19. 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.
20. Any legal dispute will be within the jurisdiction of Hon'ble High Court of Delhi.

Thanking You,

Yours sincerely

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

(on the company letter head)

ANNEXURE – I

To,
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 cost/ EMD	Attached	Not Attached
6	Earnest Money Deposit by demand draft *	Attached	Not Attached
7	Paper samples of each brand *	Attached	Not Attached
8	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 authorised dealer/brand	Attached	Not Attached
12	Certificate of rates validity period	Attached	Not Attached
13	Certificate of acceptance of terms & conditions	Attached	Not Attached
14	Name and e-mail /mobile number of the authorised person	Attached	Not Attached

*EMD and Paper samples under mark below the table stating these should be delivered at Sahitya Akademi, Rabindra Bhavan, 35 Ferozeshah Road, New Delhi 110 001 in sealed envelopes.

Date.....

Signature of Bidder with Seal

(on the company letter head)

ANNEXURE – II

To,
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:-

Regional Office Kolkata

Name of Items	Quantity	Size	gsm	Rate	Cartage	GST	Total
Name of Brand:							
1	White Maplitho	700 Reams	23" x 36"	80			
2	White Maplitho	30 Reams	23" x 36"	120			
3	Art Paper	30 Reams	20" x 30"	130			
4	Art Board	5000 Sheets	22" x 28"	250			
5	Art Board	4000 Sheets	23" x 36"	250			

Date.....

Signature of Bidder with Seal