



**SAHITYA AKADEMI**  
**Autonomous Organization,**  
**Ministry of Culture, Government of India**  
**35, Ferozeshah Road, New Delhi-110001** Tel: +91 11 23386626 (three lines);  
Fax: +91 11 23386324  
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Website: [www.sahitya-akademi.gov.in](http://www.sahitya-akademi.gov.in)

S.a 76 A/7585

19 November 2015

**NOTICE INVITING TENDER**

**Sub: Inviting quotations for printing and supply of Akademi's Official Diary-2016**

Sahitya Akademi, an autonomous organization of the Government of India, Ministry of Culture invites sealed quotations for supply of one thousand diaries as per the specifications mentioned in Annexure I. Sealed quotations complete in all respect addressed to the Secretary, Sahitya Akademi, 35 Ferozeshah Road, Rabindra Bhawan (IIInd floor), New Delhi-110001 should reach at reception of this office latest by 5.30 p.m on 30<sup>th</sup> November 2015 along with EMD Rs.5,000.00 in the form of a demand draft/ bankers cheque drawn in favour of Secretary, Sahitya Akademi, payable at Delhi. The quotations shall be opened at 11.30 a.m on 01<sup>st</sup> December 2015 at Conference Hall (3rd floor), Sahitya Akademi at above mentioned address. The Tender along with terms and condition can also be downloaded from the website of Sahitya Akademi i.e. [www.sahitya-akademi.govt.in](http://www.sahitya-akademi.govt.in)

Yours faithfully,

(Renu Mohan Bhan)

SD/

Deputy Secretary (Admn.)

Encls: As above.

**TERMS AND CONDITIONS OF THE TENDER  
FOR SUPPLY OF OFFICIAL DIARY**

**SCOPE OF WORK**

Supply of 1000 (One Thousand) diaries as per specifications given in Performa at (Annexure-I).

**TERMS AND CONDITIONS**

1. The Tender should be submitted in the prescribed Tender form (Annexure-I). Tender should be filled in only as per the unit mentioned in Annexure-I. Deviation from the prescribed unit will be cause rejection of the whole tender.
2. If the cover of the Tender is not sealed and marked, Sahitya Akademi will assume no responsibility for misplacement or premature opening of the bid.
3. The quantities mentioned in the schedule may be increased or decreased at the discretion of Competent Authority , Sahitya Akademi .
4. The Tenderers should fill the rates both in figures as well as in words. The Tender Form should be filled in English and all entries must be handwritten in ink. Overwriting of rates is not permitted. Corrections, if any, should be attested by the Tenderer with his initials.
5. If there is a discrepancy in rates between figures and words, the amount in words will prevail.
6. Tenderers shall be required to deposit Rs.5,000.00 as Earnest Money (refundable) in the form of a demand draft/ bankers cheque drawn in favour of Secretary, Sahitya Akademi, payable at Delhi. Tenders not accompanied by the requisite Earnest Money shall be rejected summarily.
7. When deemed necessary, Sahitya Akademi may seek clarification on any aspect from the Tenderers. However, that would not entitle the Tenderer to change or cause any change in the price quoted.
8. Each Tender should be accompanied by documentary evidence of the Tenderer having done work of a similar nature. In the absence of documentary evidence, the Tender will be rejected.
9. Sahitya Akademi will open the Tenders in the presence of the Tenderers or their authorised representatives, who may choose to be present at the following location:  
Sahitya Akademi, Rabindra Bhawan, 35 Ferozeshah Road, New Delhi-110001
10. Sahitya Akademi will award the contract to the Tenderer whose Tender has been determined to be substantially responsive and has been determined as the lowest evaluated bid, provided further that the Tenderer is determined to be competent to execute the contract satisfactorily. Sahitya Akademi shall however not bind itself to accept the lowest or any Tender.
11. Before award of the contract, the successful Tenderer will be required to deposit as Performance Security (refundable) a sum equal to 10% of the value of the contract, after adjustment of Earnest Money Deposit only in the form of a Demand Draft drawn in favour of Secretary, Sahitya Akademi, payable at Delhi. The Performance Security Money deposited by the successful Tenderer will be retained till full satisfactory execution of the supplies.

12. Security money shall, however, be liable to be forfeited if the contractor fails to supply diaries within the stipulated time or if the supplies are not made as per the specifications of Sahitya Akademi. If the successful contractor backs out after award of the contract, Earnest Money Deposit will be forfeited.
13. If the bulk supplied is not as per Sahitya Akademi specifications in terms of material and quality, the Performance Security Deposit alongwith full payment due against bill(s) will be forfeited. Besides, the firm will be blacklisted for future.
14. The supply must be completed within 10 days from the date of approval of dummy by Sahitya Akademi in all respects. Failure to do so will entitle Sahitya Akademi to impose a penalty of Rs.1000.00 per day on the contractor and the firm will be blacklisted for future work. Further, failure on the part of the contractor to complete the supply in accordance with the terms and conditions set out and within the time schedule will confer on Sahitya Akademi the right to get the supply through another supplier, in which case, the entire cost/damages so incurred by Sahitya Akademi will have to be paid by the approved supplier.
15. The successful Tenderer will have to get a dummy before printing and few samples of diary approved by Sahitya Akademi before execution of supply.
16. Supply should be made at Sahitya Akademi , 35 Ferozeshah Road, Rabindra Bhawan, New Delhi-110001. Cartage will be borne by the Vendor.
17. Rate should be quoted as inclusive of VAT and all other levies and this fact must be specifically recorded in the bid.
  - 17.1 Sahitya Akademi reserves the right to accept or reject any Tender, and to annul the Tender process and to reject all bids at any time prior to the award of the contract, without thereby incurring any liability to the affected Tenderer or Tenderers on the ground of Sahitya Akademi's action.
  - 17.2 The decision of Sahitya Akademi in this regard would be final and binding.
18. Sahitya Akademi and the contractor shall make every effort to resolve amicably by direct informal negotiations any disagreement or dispute, arising between them under or in connection with the contract. However, any unresolved disputes would be subject to the jurisdiction of Delhi Courts only.
19. Each Tender must be accompanied by a sample of the diary failing which the Tender shall be rejected out rightly.
20. Validity of the bid submitted by the Tenderers should be valid for a minimum period of 120 days computed from the date of opening of the bid. Sealed Tenders, superscribed " Tender for supply of Official Diary" and addressed to the Secretary, Sahitya Akademi, shall be accepted in the office of Sahitya Akademi, Rabindra Bhawan, 35 Ferozeshah Road, New Delhi -110001 upto 5.30 p.m. on 30<sup>th</sup> November 2015 and shall be opened at 11.30 a.m. on the 01<sup>st</sup> December 2015 at Conference Hall (3<sup>rd</sup> floor), at above mentioned address. Tenderers or their authorized representatives may, if they so desire, be present during the opening of the Tenders.



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

**Annexure-I**

**SUPPLY OF OFFICIAL DIARIES (PROFORMA)**

S.no	Approx. Quantity	JOB SPECIFICATIONS	Rate (per diary) inclusive of all taxes, cartage will be borne by the vendor ( in Rs.)
1	1000	Size = 5"x7" Pages = 338 ±4 (approx) Text Paper = Sunshine Super Printing (BILT) 60 gsm Board Paster = Gloss Art Paper 130 gsm. End Paper = 120 gsm <i>Printing :</i> End Paper = 4 colour (Optional) Cover (board paster) = 4 colour Text = 1 <sup>st</sup> form in 4 colour and rest forms in Single special colour. Binding = Hard Back with cover paster. Lamination on cover = Matt After printing effects on cover = Foiling/UV (Textured/spot) Packing = Shrink (10 diary per packet)	₹.....

**NOTE: Specimen of Paper sample for text & cover and a sample diary should accompany each bid failing which the tender will be rejected outrightly.**

The delivery shall be made to, Sahitya Akademi, 35, Ferozeshah Road, Rabindra Bhawan, New Delhi – 110001. Phone: 23386626/27/28. Fax: 23382428

Date: .....

Signature:

Place: .....

Name:

Address:

PAN :

TIN:

I/We undertake to abide and be bound by the terms and conditions of the Tender/Contract.

Signature of the Tenderer  
 With official seal,  
 Tel. No. and date