



**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

**SUBJECT : Quotation Required**  
**PURCHASE OF PRINTING PAPER**  
**26"x40"/80 GSM, NATURAL SHADE MAPLITHO**

Sir,

Sahitya Akademi, an autonomous organization under the Ministry of Culture, Government. of India invites sealed Quotations for the supply of paper from authorized distributor/dealer and manufacturer. You are requested to submit the quotations for supply in accordance with the requirement stated as under. Please submit your quotations to this office in the prescribed manner and quantity mentioned in **ANNEXURE-I**

1. The sealed Quotation, in the prescribed form as in Annexure-I, should be addressed to the Secretary, Sahitya Akademi, Rabindra Bhawan, 35 Ferozeshah Road, New Delhi-110001 and must reach on **01<sup>st</sup> August 2016** by **5.00 p.m**
2. The Quotation shall be opened on **02nd August 2016** at **4.00 p.m**, at Conference Hall 3<sup>rd</sup> floor, Rabindra Bhawan 35, Ferozeshah Road, New Delhi-110001. If you desire, you may either be present yourself or authorize a representative to be present at the time of opening of the quotations.
3. 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 and conditional Quotations and the Parties not submitted 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) Sahitya Akademi reserves the right to either accept or reject any or all the Quotations and accept the whole or any part of any quotation without assigning any reason.
- d) The rate must be quoted per ream basis inclusive of cash discount, cartage, packing, Vat/sales Tax and other expenses, if any.
- e) Discount quoted separately by parties will not be taken into account for comparison of rates.
- f) Complete supply in the original mill packing and from the fresh lots have to be within 07 days of placing the order at our Sales Godown at "Swati" (Basement), Mandir Marg, New Delhi-110 001. Phone no.23745297, 23364204 (Telefax: 23364207), otherwise order will be cancelled.
- g) Quotation must be submitted only for the specified qualities and quantity with samples (compulsory) in the sealed covers marked "Quotations for Printing Paper".
- h) The rates should hold good upto 90 days from the last date of receipt of quotations.
- i) 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.
- j) 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)



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ANNEXURE-I

Paper Purchase, Sahitya Akademi

Last date for submission of quotations : 01<sup>st</sup> August 2016 till 5.00 p.m

Date and time of Opening of quotations : 02<sup>nd</sup> August 2016 at 4.00 p.m

s.no	Quality of Paper	GSM	Quantity required	Name of Mill/Brand	Delivery Time	Basic Rate per Kg.	Vat/ST Etc.	Cartage, if any	Net rate per Ream/Packet in Rs.
1	NATURAL SHADE MAPLITHO 26"x40"	80	300 Reams						
2	GLOSS ART CARD 22"x28"	250	65 packets (100 sheets each)						

Date.....

Place.....

SIGNATURE

NAME

FULL ADDRESS WITH STAMP