



साहित्य अकादेमी

(राष्ट्रीय साहित्य संस्थान)

रवीन्द्र भवन, 35 फीरोजशाह मार्ग, नई दिल्ली-110001
दूरभाष : +91-11-23386626-28, फ़ैक्स : +91-11-23382428
ई-मेल : secretary@sahitya-akademi.gov.in
वेबसाइट : http://www.sahitya-akademi.gov.in

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

SA.37/HO/eCPPP/7116

28 May 2018

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 Maplitho Paper/Indian Art Paper/Boards of 'A' grade quality for its Regional Office at Kolkata from the wholesale dealers/authorized distributors as per Annexure-II for printing of its publications /books and other materials on two Bid system. Both the bids should be sealed and superscribed "Technical Bid" and "Financial Bid" kept in a separate sealed cover. The tender document may also be download from the Akademi's website www.sahitya-akademi.gov.in. Tenders completed in all respect addressed to the Secretary, Sahitya Akademi, Rabindra Bhavan, 35, Ferozeshah Road, New Delhi-110001 and must reach within 15 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- I and II are to be stamped and signed by the authorized signatory on each page.
4. Tenders not accompanied by Earnest Money Deposit of Rs.25,000 shall be rejected.
5. Earnest Money shall be payable by demand draft in favour of the Secretary, Sahitya Akademi, New Delhi.
6. The parties exempted from deposit of Earnest Money should enclose documentary evidence.
7. All tenders should be accompanied by the mill certification and the samples should be from Mill pack only carrying Mill Brand Identity with signature and seal of the Mill.
8. The quantities may increase, decrease or dropped depending upon the requirement of the Sahitya Akademi at any time without assigning any reasons.
9. The rate quoted must be per ream basis **only** inclusive of GST repeat 'per ream basis only inclusive of GST'. The rates **not on ream basis** will be disqualification of Financial Bid.
10. The rates quoted shall 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 15 days' time form the date of issue of the work order at Regional Office, Sahitya Akademi, 4, Debendra Lal Khan Road, Kolkata-700025 Ph: 033-24191683/24191706 & Fax: 033-24191684 or the place as may be directed.
12. In case of short supply or less gsm or any other deviation in quality or specifications, the entire ream/lot liable to rejection or to replace by the firm/supplier before the payment of the bill.
13. The complete supply of ordered quantity of each variety will be tested for gsm in presence of the representative of the firm/supplier.
14. The Bills/Invoices will be accepted along with proof of delivery duly acknowledged by the official concerned at Regional Office, Sahitya Akademi, 4, Debendra Lal Khan Road, Kolkata-700025 Ph: 033-24191683/24191706 & Fax: 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 to the Secretary, Sahitya Akademi, Rabindra Bhavan, 35 Ferozeshah Road, New Delhi-110001.

Contd. on page-2/-



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16. The "Technical Bid" shall be opened on **14.06.2018 at 11.30 am.** 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" shall be opened on **14.06.2018 at 04.30am** of those who qualify their "Technical Bids".
18. In case failure to supply the ordered Maplitho Paper/Indian Art Paper/Boards of 'A' grade quality within the agreed time limit, the order shall stand cancelled and the earnest money forfeited. Thereafter, the Sahitya Akademi reserves the right to purchase required quantities/items from any 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 pertaining to or arising of this tender, will be within the jurisdiction of Hon'ble High Court of Delhi at New Delhi.
21. Sahitya Akademi GST Registration Number : 07AAETS3607B1ZU
22. Sahitya Akademi PAN: AAETS3607B

(Renu Mohan Bhan)
Deputy Secretary (Admn.)

For uploading on Sahitya Akademi website

(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 giving all details viz. brand, gsm etc. *	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

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:-

Name of Items	Quantity	Size	gsm	Rate including Cartage/ GST #	Total
Name of Brand:					
1	White Maplitho	400 Reams	23" x 36"	080	
		020 Reams		120	
		050 Reams	20" x 30"	070	

Name of Items	Quantity	Size	gsm	Rate including Cartage/ GST #	Total
Name of Brand:					
2	Indian Art Board	9000 Sheets	22" x 28"	250	

Name of Items	Quantity	Size	gsm	Rate including Cartage/ GST #	Total
Name of Brand:					
3	Indian Art Paper	22 Reams	20" x 30"	128 or 130	
		002 Reams	23" x 36"	070	

Sample/s with specification duly stamped and certified.

***Separate sheet/table must be used for each paper/brand.**

Date.....

Signature of Bidder with Seal