



साहित्य अकादेमी

रवीन्द्र भवन, 35 फीरोजशाह मार्ग, नई दिल्ली-110 001

दूरभाष : +91-11-2338 6626-28

फैक्स : +91-11-2338 2428

ई-मेल : secretary@sahitya-akademi.gov.in

वेबसाईट : http://www.sahitya-akademi.gov.in

Sahitya Akademi

(National Academy of Letters)

Rabindra Bhavan, 35 Ferozeshah Road, New Delhi-110 001

Phone : +91-11-2338 6626-28

Fax : +91-11-2338 2428

E-mail : secretary@sahitya-akademi.gov.in

website : http://www.sahitya-akademi.gov.in

02-09-2024

S.A. /Publication /2024/2/ 6511

**Subject: Sealed quotation for printing and supply Sahitya Akademi's publications
on unit cost basis with paper (all inclusive)**

Sahitya Akademi, an autonomous organization under the Ministry of Culture, Govt. of India dedicated for the promotion of literature through publications and literary programmes invites sealed quotations from offset printers having professional and latest facilities of printing in Delhi and NCR. The format for quotation may be downloaded from the Sahitya Akademi website: www.sahitya-akademi.gov.in and rates must be quoted as per the prescribed proforma i.e., Annexure-I.

Sealed quotation should be addressed to: The Secretary, Sahitya Akademi, Rabindra Bhawan, 35, Ferozeshah Road, New Delhi-110001, on or before 10-09-2024 at Sahitya Akademi's reception IIInd floor.

The terms and conditions to furnish quotations: -

1. Rates if not quoted in the prescribed proforma are liable for rejection.
2. It is mandatory to fill all columns and to attach desired document as per Annexure-I, otherwise quotation will be rejected.
3. The Annexure -I must be stamped and duly signed by the authorized signatory.
4. Secretary, Sahitya Akademi reserves the right either to accept or reject any or all quotations without assigning any reason.

(Krishna R. Kimbhaune)

Deputy Secretary (Incharge-Admn.)

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(On Press Letterhead)
Proforma for Sealed Quotation

The Secretary
Sahitya Akademi,
Rabindra Bhavan,
35 Ferozeshah Road, New Delhi-110001

Subject: Quotation for printing and supply of books With Paper

Dear Sir,

In response to your quotation No. S.A/Publication/2024/2/.....6511.....dated 02-09-2024, I/we submit our competitive rates for printing and supply of books as per the specifications.

- a. Name of the Press _____
- b. Address _____
- c. Telephone number _____
- d. Email address _____
- e. PAN no _____ (copy attached/not attached)
- f. GST no _____ (copy attached/not attached)
- g. Factory Registration Number (under local Municipal Body/Police Commissioner, under either the Shops and Establishment Act/Factories Act/Industries and Commerce Department/Company Act) _____ (copy attached/not attached)

Specification of the jobs:

1. Book size of titles: 5.5"x 8.5"
2. Paper: Text (Natural Shade Maplitho (S.S) 80 gsm)
Cover (Offwhite- SBS board 230 gsm)
3. Printing text : Page no.03 in two colour
Rest pages in single (B&W) colour
4. Printing Cover : 04/0 colour (i.e., single side)
5. Binding: Perfect with sewing
6. Lamination on cover: Matt
7. Packing: Shrink 05 book each.

The Akademi will only provide Negatives of text and positive of the cover for printing. 01 copy from the ready stock will have to be submitted by the lowest bidder at Sahitya Akademi, Head Office for checking printing quality/GSM of paper. Supply of complete stock to be done within 10 working days from the date of receipt of Print Order and Negatives at Sahitya Akademi Godown, Swati, Mandir Marg, New Delhi-110001. Printing bill/invoice will have to be submitted along with the receipt challan of stock and negative/positives. Payment subject to release of stock certificates of each title by the concerned official at Sahitya Akademi's godown.

Competent Authority, Sahitya Akademi, reserves the right either to accept or reject any or all the quotations without assigning any reason.

*** Cost per copy must be inclusive of printing with text/cover paper, lamination, binding, packing, cartage of supplying printed stock at Akademi's godown and all taxes.**

s.no.	Book Name	language	Pages	No. of copies required	* Cost per copy in Rs.
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3	Saraswati Chandra (Vol-3)	Hindi	324	1100	
4	Saraswati Chandra (Vol-4) – part-1	Hindi	436	1100	
5	Saraswati Chandra (Part-5) – Part-2	Hindi	364	1100	

Last date for submission of sealed quotation 10-09-2024

Place..... Date..... Signature..... Stamp of company