



भारतीय राष्ट्रीय विज्ञान अकादमी

बहादुर शाह ज़फर मार्ग, नई दिल्ली - 110 002
www.insaindia.res.in

निविदा आमंत्रण सूचना (एनआईटी) (सीमित निविदा)

विषय: अकादमी परिसर में व्हाइट फोटोकॉपी पेपर - 300 रिम (साईज- ए4) की आपूर्ति हेतु।

एकल बोली प्रणाली के अंतर्गत उपर्युक्त विषय के लिए पंजीकृत, प्रतिष्ठित, वित्तीय रूप से मजबूत, निर्माता/डीलर्स/आपूर्तिकर्ताओं से सीमित निविदा जांच के माध्यम से मुहरबंद निविदाएं आमंत्रित की जाती हैं निविदा के साथ कंपनी/फर्म पंजीकरण, पैन कार्ड, जीएसटी पंजीकरण की एक-एक प्रति विधिवत भरी हुई संलग्न की जानी चाहिए।

निबंधन और शर्तों सहित निविदा दस्तावेज (अप्रतिदेय/ अहस्तांतरणीय) दिनांक **29.06.2026** को अपराह्न 5:00 बजे से सीपीपी पोर्टल और इन्सा वेबसाइट <http://insaindia.res.in> से डाउनलोड किया जा सकता है। विधिवत् भरे हुए निविदा दस्तावेजों को जमा करने की अंतिम तिथि **06.07.2026** को अपराह्न 5:00 बजे तक है। निविदाएँ दिनांक **07.07.2026** को पूर्वाह्न 11:30 बजे इन्सा में सक्षम प्राधिकारी द्वारा नियुक्त एक स्थायी समिति द्वारा खोली जाएँगी। अकादमी बिना कोई कारण बताए किसी एक अथवा सभी निविदाओं को रद्द करने का अधिकार अपने पास सुरक्षित रखती है।

उप कार्यकारी निदेशक-। (वित्त एवम् प्रशासन)



INDIAN NATIONAL SCIENCE ACADEMY

Bahadur Shah Zafar Marg, New Delhi-110002

www.insaindia.res.in

NOTICE INVITING TENDER (NIT) **(Limited Tender)**

Subject: Supply of photocopy white paper - 300 Rim (size- A4) at INSA.

Sealed tenders through limited tender enquiry are invited from registered, reputed financially sound, manufacturer's/dealers/suppliers for the subject mentioned above under Single Bid System. A copy of company/ firm registration, copy of PAN Card and copy of GST Registration should be attached with duly filled tender.

The tender documents (Non-returnable/ non-transferable) with terms and conditions can be downloaded from CPP portal and INSA website <http://insaindia.res.in> also from **29.06.2026 at 5:00 pm** onwards. The last date for submission of the duly filled up tender documents is **06.07.2026 till 5:00 pm**. The tenders shall be opened by a standing committee appointed by the competent authority on **07.07.2026 at 11:30 am** at INSA. The Academy reserves the right to reject or accept any or all the tenders without assigning any reason thereof.

Deputy Executive Director-I (F&A)

List of the manufactures/suppliers/dealers

1. M/s Vikel Enterprises
B6 , Manjusha Building,
57, Nehru Place , New Delhi -110019
email : admin@vikelonline.com, vaibhav.kalra@vikelonline.com;
Tel : 011 - 26430146
Mob.: 9810625264, 9205891432

2. M/s Bhagmal Jain & Sons,
2565-66,Ground Floor, Gali Naiwara,
Chawri Bazar,Delhi, Old Delhi, Central Delhi, Delhi-110006,
Email : bhagmaljain.sons@gmail.com
Mobile 09873853873

3. M/s Touch Traders
D-54a, Mansa Ram Park,
Uttam Nagar, West Delhi, Delhi, 110059
Email : touchtrade2022@gmail.com

4. M/s Vision Marketing
B-43/21, Ground Floor,
Ramesh Nagar West Delhi -110015
Email: Visionmarketing2812@gmail.com
Mobile 8368209091

5. M/s Kendriya Bhandar Stationery Division
East Block-X, R K Puram
New Delhi-110066
Email: stationerydivn@gmail.com
Tel- 011-26713782/84

6. M/s Vansh Enterprises
Flat-No 4, A-289/290, Delhi
Vijay Vihar Phsae-I Rohini Sector 5,
North West Delhi
Delhi 110085
Email: deepakgoel356@gmail.com
Mobile 09910098670

7. M/s Jasleen Enterprises
FA-328/4, Mansarover Garden, West Delhi, Delhi 110015
Email: batra.gurmeetsingh@yahoo.com
Mobile 09811263074

8. M/s Arihant Stationery
C-349 1st Pusta New Usman Pur
Delhi - 110053
Email : arihantstationery@gmail.com
Mobile : 9717499920 ,

9. M/s R S Enterprises
Plot No. B-11, Second Floor,
Rajdhani Park, Mundka
New Delhi- 110041
Mob: 7982345009
Email: rohtash2375@gmail.com

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INDIAN NATIONAL SCIENCE ACADEMY
Bahadur Shah Zafar Marg, New Delhi-110002

Ref. No.: INSA/ Photocopy white paper/2026-27/
29th June, 2026

To
M/s.....
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Subject: Supply of photocopy white paper- 300 Nos (size- A4) at INSA.

Dear Sir,

The Academy intends to invite quotation from suppliers /dealers who deals in such type of business for supply of goods. The last date for submission of quotation is 6th July, 2026. The proposal should be submitted positively on or before 6th July, 2026 till 5:00 pm in sealed single envelope through Mail/Courier/By Hand in the prescribed format only. The proposal received after due date and time will not be accepted by the Academy.

A copy of company/firm registration with any of the govt. statutory body, copy of Pan Card and copy of GST registration should be attached with the quotation. The quotation shall be opened by a committee appointed by the competent authority on 7th July, 2026 at 11:30 am at INSA. The work will be awarded to the successful bidder based on the price quoted by party and the specification already mentioned in the quotation sheet/format.

Thanking you,

Yours sincerely,

(B. K. Rajput)
Assistant Executive Director-II (Estate)

Encl.:

- Quotation Sheet
- Terms & Conditions



INDIAN NATIONAL SCIENCE ACADEMY
Bahadur Shah Zafar Marg, New Delhi-110002

QUOTATION SHEET

Name of contract: Supply of photocopy white paper (size- A4) at INSA.

S. N.	DESCRIPTION	UNIT	QTY.	RATE IN Rs.	AMOUNT IN Rs.
1.	Supply of photocopy white paper Specification: 1) Brightness, whiteness, and quality shall conform to the agreed standards. 2) The paper shall be suitable for use in photocopiers, laser printers, and inkjet printers. 3) GSM - 75 GSM 4) Paper size - A4, 210x297mm 5) Brand Name : JK Copier, Bindals, Trident spectra & Century	Nos.	300		
2.	Charges for Transportation including loading and unloading for supply of paper at site	-			
	Total				
	GST @ _____% on the total value				
	Total value (Including GST)				
(In words: Rupees _____)					
_____)					

(Signature of tenderer with seal)



INDIAN NATIONAL SCIENCE ACADEMY
Bahadur Shah Zafar Marg, New Delhi - 110002

TERMS & CONDITIONS:

1. The firm should quote the rate of each item in appropriate column in quotation sheet. Kindly quote the item rate and GST separately as applicable. No other/ hidden charges other than quoted items rates will be paid by the Academy.
2. The conditional proposal/quotation shall not be accepted and proposal/ quotation shall not be permitted to alter or modify their bids after expiry of the last date for the receipt of proposal/quotation.
3. The quotation should sign all the papers/documents attached with the proposal/quotation and affix the stamp of the firm/company.
4. In case of any enquiry regards in this, the Assistant Executive Director - Estate may be contacted on any working day (**Monday to Friday**) during the office hours (**9:30 am to 6:00 pm**).
5. The firm/company should attach copy of PAN card. GST registration certificate is requiring submitting along with quotation.
6. MSME are exempted to submission of company registration subject to submission of UDYAM.
7. The payment will be released within 15 days from the date of supply of goods at site.
8. No advance payment will be given against the purchase order to the party/ company. The TDS will be deducted from the bill by the Academy as per Govt. rules, If applicable.
9. The envelope of the proposal/quotation should be super-scribed "**Supply of photocopy white paper (size- A4) at INSA.**"
10. The last date for submission of duly filled up proposal/quotation is 6th July, 2026 till 05:00 pm.
11. The interested firm/company may submit their proposal/quotation in single sealed envelope through mail/courier/By Hand addressed to Deputy Executive Director-I (F&A), Indian National Science Academy, Bahadur Shah Zafar Marg, New Delhi - 110 002 on or before 6th July, 2026 till 05:00 pm.
12. The quotations shall be opened on 7th July, 2026 at 11:30 am at INSA in presence of parties/representatives of the firms/companies by a duly constituted committee by the competent authority of the Academy.

13. The rates quoted by the quotation shall be exclusive of all taxes. The all applicable taxes should be mentioned separately and clearly as already given in quotation sheet.
14. The paper must be dust-free, smooth, and suitable for high-speed double-sided printing. Consignments are typically rejected if prone to jamming or curling.
15. Packaging must protect the material from damage during transportation and storage.
16. The Academy reserves the right to inspect technical parameters (brightness, thickness, GSM) before issuing a receipt.
17. Deliveries should be made within 7 to 10 days from the date of purchase order.
18. Delivery shall be completed at the Buyer's designated location within the stipulated delivery period.
19. Supply shall be made strictly in accordance with the quantity specified in the tender.
20. The supplier shall bear all transportation, loading, unloading, packing, and insurance costs unless otherwise agreed.
21. Acceptance shall be subject to verification of quantity, quality, and specifications.
22. Materials found defective, damaged, or not conforming to specifications may be rejected and replaced by the supplier at no additional cost.
23. Substandard, defective, or damaged paper must generally be replaced by the seller within 7 working days of notification, at the seller's cost.
24. The warranty by the supplier that the supplied paper is new, unused, and free from manufacturing defects.
25. The Academy reserves all the rights to accept or reject in part or any or all the proposal/quotation without assigning any reason thereof and also to cancel the order at any time.
26. In case of any dispute or differences, the award of single arbitrator appointed by the President, INSA shall be final and binding on both the parties to the contract.

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