



साहित्य अकादेमी

(राष्ट्रीय साहित्य संस्थान)

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Sahitya Akademi

(National Academy of Letters)

Rabindra Bhavan, 35 Ferozeshah Road, New Delhi-110001
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Website: http://www.sahitya-akademi.gov.in

SA.37/Admn./ 34 265

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Sub: Quotation for purchase of Computer Chair/Table - reg.

Dear Vendor,

The Akademi (National Academy of Letters), which deals in literature in 24 languages of India recognized by it, has been established by the Government of India, is an autonomous organization under Ministry of Culture to work actively for the development of Indian letters and co-ordinate literary activities in all Indian languages.

The Akademi is in process to purchase computer chair/computer table for its head office, Rabindra Bhavan, 35 Ferozeshah Road, New Delhi – 110001 of the following specification:

Sl. No.	Items	Quantity
1	Computer Chair	7
2	Visitor Chair	2
3	Computer Table	3

You are requested to submit your quotation/competitive rates for the above mentioned configuration. The terms and conditions of procurement are as under:

- The rates quoted shall be valid for a period of six months
- Certificate of guarantee/warranty
- On acceptance of the quotation the time bound supply is to be made immediately on receipt of the work order.
- Copy of PAN/TAN/Service Tax/VAT
- Payment shall be made within 30 working days time on satisfactory supply/installation/working of the product
- Quotation address to Secretary, Sahitya Akademi, Rabindra Bhavan, 35 Ferozeshah Road, New Delhi – 110001 should reach within 20 days time from the date of issue of this letter.

Thanking you,

Yours faithfully,

[Handwritten signature]
Renu Mohan Bhan
Deputy Secretary (Admn.)

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For placing the matter on the website of the Sahitya Akademi