



साहित्य अकादेमी

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Dr. S. Rajmohan
Officer-in-Charge

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January 25, 2016

Sub: Inviting quotations for purchase of Desktop Computers

Dear Vendor,

Sahitya Akademi (National Academy of Letters) which deals in literature in 24 languages of India recognized by it was established by the Government of India and is fully funded by the Ministry of Culture to work actively for the development of Indian letters and co-ordinate literary activities in all Indian languages.

Sahitya Akademi, Chennai invites sealed quotations for the purchase of 3 nos. HP/Compaq desktop computers with the following configuration:

1	Cabinet Mini Tower/Micro Tower	6	Preinstalled O.S. Windows 8 Pro (with Microsoft license fixed on the machine)
2	Intel ® Core™ i5 processor with 8 MB cache	7	Monitor 19" with inbuilt speakers
3	4 GB/6 GB of RAM	8	Keyboard
4	1 TB Hard Disk Drive	9	Optical Mouse
5	DVD R/W	10	Anti - virus

Sealed quotations should reach us on or before February 3, 2016 afternoon addressing the undersigned, superscripting at the top 'Quotation for Supplying Desktop Computers'. Any dealer/distributor or his authorized representative is free to be present at our office premises at the time of opening of quotations at 2.00 p.m. on 4th February 2016.

Terms & Conditions:

1. Quoted rate should hold good for 90 days.
2. The dealer/distributor should furnish copies of authorized dealership of the Brand, PAN/tan/Service Tax/VAT, certificate of guarantee/warranty.
3. On acceptance of the quotation, supply and installation should be completed within 10 days from the date of issue of work order.
4. Rates should be quoted for the entire package as well as per system.
5. Sahitya Akademi reserves the right to accept or reject in part or in full any quotation without assigning any reason therefor.

Thanking you,

Yours sincerely,

-sd-

(S. Rajmohan)