



साहित्य अकादेमी

गुना कॉम्प्लेक्स (दूसरा तल), 443 (304), अन्ना सालै, तेनामपेट, चेन्नै - 600018  
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Sahitya Akademi  
(National Academy of Letters)

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SAC.37/16467-16470

February 29, 2016

**Sub: Inviting Quotations for the Purchase of Fax Machine**

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 1 no. **HP 4645 Fax Machine under Buyback Scheme** for the existing Workcenter PE16 Fax Machine available at the Chennai office.

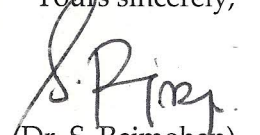
Full specifications of the item quoted for shall be given in the quotation. Sealed quotations should reach us on or before March 10, 2016 afternoon addressing the undersigned, superscribed as 'Quotation for the Supply of Fax Machine'.

**Other Terms & Conditions:**

1. Quoted rate should hold good for 90 days.
2. The tenderer should furnish copies of authorized dealership of the Brand, PAN/TIN/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. Sahitya Akademi reserves the right to accept or reject in part or in full any quotation without assigning any reason therefor.
5. Payment will be made to the supplier/firm after satisfactory completion of work and receipt of invoice in duplicate along with delivery challan.

Thanking you,

Yours sincerely,

  
(Dr. S. Rajmohan)  
Officer-in-Charge