



# साहित्य अकादेमी

गुना कॉम्प्लेक्स (दूसरा तल), 443 (304), अन्ना सालै, तेनाम्पेट, चेन्नै - 600018  
तार : साहित्यकार : दूरभाष : 2435 4815, 2431 1740 टेलीफैक्स : 2431 1741

## Sahitya Akademi (National Academy of Letters)

Guna Complex Main Building, 11nd Floor (Rear Side)  
443 (Old No.304), Anna Salai, Teynampet, Chennai - 600018.  
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SAC.38/4166-4170

March 3, 2020


Dear Sir/Madam,

### Inviting quotations for procuring cloth bags

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 coordinate literary activities in all Indian languages.

The sub-regional office of Sahitya Akademi at Chennai invites sealed quotations for procuring 99 F gada cloth bags as per the following specifications, with Sahitya Akademi logo printed on both the sides:

Sl. No.	Bag Size	Length x Breadth	Inner Width	Quantity
1	Small Bag	8" x 11"	--	5000
2	Medium Bag	9" x 11.5"	4"	1000
3	Large Bag	18" x 14"	5"	1000




Sahitya Akademi  
No. 443, 2<sup>nd</sup> Floor, Guna Complex, Anna Salai, Teynampet, Chennai – 600 018

Terms and conditions are as under:

1. Copy of PAN/TAN/Service Tax/VAT etc. as applicable should be submitted
2. On acceptance of the quotation, supply should made within 30 days from the date of work order.
3. Rates quoted shall be valid for a period of 6 months from the date of work.
4. Payment will be made within 30 working days from the date of supply, subject to satisfactory supply of quality and quantity.

Quotations addressed to 'The Office in Charge, Sahitya Akademi, No. 443, 2<sup>nd</sup> Floor, Guna Complex, Anna Salai, Teynampet, Chennai – 600 018, must reach within 21 days from the date of issue of this quotation letter.

Thanking you,

  
(T.S: Chandrashekhara Raju)  
Office in Charge  
03/03/2020