



साहित्य अकादेमी

(राष्ट्रीय साहित्य संस्थान)

संस्कृति मंत्रालय, भारत सरकार की स्वायत्तासी संस्था

Sahitya Akademi

(National Academy of Letters)

An Autonomous Organisation of Government of India, Ministry of Culture

SAC.38/326-335

May 22, 2023

Dear Sir,

**Sub:** Inviting quotations for supplying DVR, hard disc and SMPS

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 calls for sealed quotations for entering into annual maintenance contract for the maintenance of the following:

Sl. No.	Item/Description	Qty.
1	DVR	1
2	surveillance hard disc – 4 TB	1
3	8 channel CCTV camera SMPS	1
4	21" LED monitor	1

Sealed quotations superscribed as 'Quotation for supplying for DVR, hard disc and SMPS' should reach this office on or before May 29, 2023. Quotations received after this date will not be accepted. This office also reserves the right to accept or reject in part or full, any quotation without assigning any reason therefor.

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

1. Copy of PAN/TAN/Service Tax to be submitted
2. The rate quoted shall be valid for a period of six months from the date of acceptance.
3. Payment will be made against submission of invoice along with delivery challan.
4. Quotations should be addressed to the Office in Charge, Sahitya Akademi, No. 443, 2<sup>nd</sup> Floor, Guna Complex, Anna Salai, Teynampet, Chennai – 600 018.

Thanking you,

Yours sincerely,

(T.S. Chandrashekhara Raju)

Office in Charge

22/05/2023

Matter to be uploaded on Sahitya Akademi's website

443, गुणा काम्प्लेक्स (द्वितीय तल) अण्णा सालै, तेनाम्पेट, चेन्नै-600018

443, 2nd Floor, Guna Complex Main Building (Rear Side) Anna Salai, Teynampet, Chennai - 600 018.

Phone : 044 - 2435 4815 / 2431 1741 Email : chennaioffice@sahitya-akademi.gov.in