



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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E-mail: secretary@sahitya-akademi.gov.in

Website: http://www.sahitya-akademi.gov.in

SA.37/Admn/Stationary / 35522 to 35528

21st December 2016

Sub:- Quotation for printing and supply of envelopes -reg.

Dear Vendor,

The Sahitya Akademi, National Academy of Letters which deals in literature in 24 languages recognized by it and an autonomous organization under Ministry of Culture, Govt. of India to work actively for the development of Indian letters and to co-ordinate literary activities in all Indian languages in India and abroad.

The Akademi proposes to procure envelopes and Despatch Register for its day to day use:

S. No.	Items	Specification	Quantity / Nos.
1	Despatch Register –Bilingual Ledger Paper 100 GSM	500 pages each	10
2	Hand Made Board /Paper	11½ "x7"	5,000
3	200-230 GSM	13"x10"	5,000
4	Grey	12"x16"	5,000

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

- copy of PAN/TAN/Services Tax/VAT to be submitted.
- on acceptance of the quotation the supply is to be made within 15 days time from the date of issue of work order.
- the rates quoted shall be valid for a period of six months from the date of acceptance
- payment shall be made within 30 working days' time on submission of bill after satisfactory supply/quality assurance.
- sealed quotations addressed to Secretary, Sahitya Akademi, Rabindra Bhavan, IInd Floor, 35 Ferozeshah Road, New Delhi-110001 may be sent/submitted within 15 days time from the date of this letter.

Thanking you,

Yours sincerely,

(Renu Mohan Bhan)

Deputy Secretary (Administration)

Encl: As per sample attached

Matter for placing on the website of the Sahitya Akademi