



साहित्य अकादेमी

(राष्ट्रीय साहित्य संस्थान)

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Sahitya Akademi

(National Academy of Letters)

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22nd November 2019

Sub: Purchase of Seminar Bags - 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 the following item for its use:


S.No.	Item/Specifiation	Colour	Quantity
1	Seminar bag/portfolio Light weight/water proof/synthetic/inside laptop cover/security zip/maximum space for documents/Detacable shoulder strap with cousin pad/ insideL400*W300*H50mm/external L450*W275*H110mm	Black or decided	350 bags

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

- Copy of PAN/ GST to be submitted.
- On acceptance of the quotation, the supply is to be made within 7 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 latest by 9th December 2019.

Thanking you,

Yours sincerely,


(S Rajmohan)
Dy. Secretary (Admn.)