



साहित्य अकादेमी

रवीन्द्र भवन, 35 फीरोज़शाह मार्ग, नई दिल्ली-110 001
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Sahitya Akademi

(National Academy of Letters)
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22nd September 2015

Sub: Inviting quotations for Desktop Computer System

Dear Vendor,

The Akademi (National Academy of Letters), which deals in literature in 24 languages of India recognized by it, has been established by the Government of India, is an autonomous organization under Ministry of Culture to work actively for the development of Indian letters and co-ordinate literary activities in all Indian languages.

The Akademi requires computer/peripheral time to time for use in office and has shortlisted your firm to meet the requirement. At present Akademi is looking to procure Computer Systems of the following configuration:

1	Cabinet – Mini Tower/Micro Tower	7	Monitor 18.5"/19"
2	Intel® Core™ i5 processor with 8 MB Cache	8	UPS 650VA offline (Luminous)
3	4GB of RAM	9	Keyboard & Mouse(OEM)
4	500 GB -1TB HDD	10	Anti-Virus & other applications by Akademi
5	DVD R/W	11	Printer HP 1022
6	Preinstalled O.S. Windows 7 Pro/windows 8 Pro with downgraded windows 7 Pro (with Microsoft license fixed on the machine)	12	Bar Code Gun

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

- copy of authorized dealership of the Brand
- copy of PAN/TAN/Services Tax/VAT
- on acceptance of the quotation the supply & installation is to be made within two days' time from the date of work order.
- the rates quoted shall be valid for a period of six months
- certificate of guarantee/warranty
- payment shall be made within 30 working days' time on satisfactory supply/installation/working of the product.
- quotation address to Secretary, Sahitya Akademi, Rabindra Bhavan, 35 Ferozeshah Road, New Delhi – 110001 may be submitted or sent through speed-post latest by 10th October 2015.

Thanking you,

Yours faithfully,

Sd/-

(Renu Mohan Bhan)
Deputy Secretary (Admn)

Matter for placing on the website of the Sahitya Akademi

Mr. Anandhesh