



साहित्य अकादेमी

(राष्ट्रीय साहित्य संस्थान)

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Sahitya Akademi

(National Academy of Letters)

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SA.37/Admn./

23rd October 2015

Sub: Quotation for Dot Matrix Printer - reg.

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 Dot Matrix Printer as under:

Sl. No.	Configuration	Quantity
1	TVS (345 Champion XL)	01

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

- i) the rates quoted shall be valid for a period of six months
- ii) certificate of guarantee/warranty
- iii) on acceptance of the quotation the time bound supply is to be made immediately on receipt of the work order.
- iv) copy of authorized dealership of the Brand
- v) copy of PAN/TAN/Services Tax/VAT
- vi) payment shall be made within 30 working days' time on satisfactory supply/installation/working of the product.
- vii) Quotation address to Secretary, Sahitya Akademi, Rabindra Bhavan, 35 Ferozeshah Road, New Delhi - 110001 should reach latest by 10th November 2015.

Thanking you,

Yours faithfully,

Sd/-

(Renu Mohan Bhan)
Deputy Secretary (Admn.)

Matter for placing on the website of the Sahitya Akademi