



## 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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SA.37/HO/Stationary

12<sup>th</sup> June 2015

Sub:- Quotation for supply of Photocopier Paper -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 stationary item for its day to day use:

S. No.	Items	Specification	Quantity
1	Photocopier Paper	70 to 75 GSM	1000 reams

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

- i. copy of PAN/Services Tax/VAT to be submitted.
- ii. on acceptance of the quotation the supply is to be made within 5 days time from the date of issue of work order.
- iii. the rates quoted shall be valid for a period of six months from the date of acceptance
- iv. payment shall be made within 30 working days' time on submission of bill after satisfactory supply/quality assurance.
- v. sealed quotations addressed to Secretary, Sahitya Akademi, Rabindra Bhavan, IInd Floor, 35 Ferozeshah Road, New Delhi-110001 may be sent/submitted within 21 days from the date of this letter.

Thanking you,

Yours sincerely,

Sd/-

(Renu Mohan Bhan)  
Deputy Secretary (Administration)

**Matter for placing on the website of the Sahitya Akademi**