

**Sub: printing and supply of books.**

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.

It invites sealed quotations from reputed printers for planning, typesetting, cover design, print, bind and supply of books as per the following specifications:

Size of the Book	6.25"x9.5"
Paper Quality and density (Text)	Natural Shade High Bulk (70 gsm)
Paper Quality and density (Dust Cover)	Imported Art Paper (170 gsm)
Print Run	600
No of volumes per set	2
Approx No of Pages per volume	624
Colors	Text – 1/col Cover 4/0 col
Lamination on cover	Matte
Binding	Section Sewn with bands, Hard Case with 3 mm board (Square back) with Arline
Packing and delivery	Per set shrink wrap, Delhi-local

**Terms and Conditions:**

1. Sahitya Akademi will not supply paper.
2. Sample of paper should be signed and stamped by the party. Quotations without sample of paper both text and cover will be rejected.
3. Sealed quotations superscripted "Quotation for printing and supplying of books" addressed to the Secretary, Sahitya Akademi, Rabindra Bhawan, 35 Ferozeshah Road, New Delhi-110001 should reach on or before September 21, 2016. Quotations submitted after due date will not be entertained.
4. Sealed quotations will be opened on September 22, 2016 at 11 a.m., in the conference hall at 3<sup>rd</sup> floor.
5. Participating firms / their authorized representatives may be present at the time of opening of quotations.
6. Successful firm will have to ensure printing and supplying of the books within 30 days from the date of approval of advance copy.
7. Payment shall be made within 30 working days' time on submission of the bill, Subject to satisfactory supply and verification of the stock in accordance with the approved advance copy. No advance payment will be paid.
8. Copy of self-certified PAN / TAN / Service Tax / VAT to be submitted along with the quotation.
9. Quoted rate should be inclusive of all charges, viz., delivery, cartage and taxes
10. The quoted rates hold good for a period of 90 days
11. The Secretary, Sahitya Akademi reserves the right to accept or reject any quotation without assigning any reason.

Thanking You,

Yours sincerely

SD/-  
(R.K Verma)  
Administrative Officer