



# साहित्य अकादेमी

(राष्ट्रीय साहित्य संस्थान)

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## Sahitya Akademi

(National Academy of Letters)

Rabindra Bhavan, 35 Ferozeshah Road, New Delhi-110001  
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SA.37/Admn/Stationary 24425

25<sup>th</sup> September 2017

Sub:- Quotation for Re-upholstery of Chairs -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 re-upholstery of chairs:

Sl. No.	Specification	Quantity
1	Fine finished/stitched re - upholstery of chairs with crape cloth - Polyester (60%) & Cotton (40%) composition with padding of high quality 6mm foam.	150 chairs

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

- copy of PAN/TAN/Services Tax/VAT/GST to be submitted.
- on acceptance of the quotation the work is to be completed within 15 days time from the date of issue of work order.
- payment shall be made within 15 working days' time on submission of bill after satisfactory supply/quality assurance/installation.
- sealed quotations addressed to Secretary, Sahitya Akademi, Rabindra Bhavan, IInd Floor, 35 Ferozeshah Road, New Delhi-110001 may be sent/submitted within 7 days time from the date of this letter.

Thanking you,

Yours sincerely,

(Renu Mohan Bhan)

Deputy Secretary (Administration)

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