



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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Website: http://www.sahitya-akademi.gov.in

SA.37/HO/Stationery/ 74

3/4/2019

Sub:- Quotation for supply of stationery items – 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 stationery for its day to day use:

S. No.	Description*	Size	Quantity	Remarks
1	White colour Envelops inside	9"x4"	60,000 nos.	In a packing of 250 envelopes each
2	lamination single colour printing	11"x5"	30,000 nos.	
3	Handmade Grey colour Envelops	8"x12"	10,000 nos.	In a packing of 50 envelopes each
4	inside lamination made of board 200-230 gsm	14"x9.6"	10,000 nos.	
5	Letter Head 100gsm DO paper	9.9"x7.6"	5,000 nos.	In a packing of 100 pages each
6	Executive Board	11.7"x8.3"	5,000 nos.	
7	File Cover coloured Reflex Board	14"x9.6"	6,000 nos.	In a packing of 100 files each

* SAMPLES MAY BE EXAMINED DURING OFFICE HOURS 11AM-4PM,

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/GST to be submitted.
- The rates quoted shall be valid for a period of six months from the date of acceptance.
- Payment shall be made within 30 working days' time on submission of bill after satisfactory supply/quality assurance of each item/supply.
- Sealed quotations alongwith duly attested samples addressed to Secretary, Sahitya Akademi, Rabindra Bhavan, IInd Floor, 35 Ferozeshah Road, New Delhi-110001 may be sent/submitted within 15 days time from the date of this letter.

Thanking you,

Yours sincerely,


(S Rajmohan)
Dy. Secretary (Admn.)

Matter for website