



# साहित्य अकादेमी

गुना कॉम्प्लेक्स (दूसरा तल), 443 (304), अन्ना सालै, तेनामपेट, चेन्नै - 600018  
तार : साहित्यकार : दूरभाष : 2435 4815, 2431 1740 टेलीफैक्स : 2431 1741

**Sahitya Akademi**  
(National Academy of Letters)

Guna Complex Main Building, 11nd Floor (Rear Side)  
443 (Old No.304), Anna Salai, Teynampet, Chennai - 600018.  
Phone : 2435 4815, 2431 1740 Telefax : 2431 1741  
Email : sahytaakademichennai@gmail.com Gram : 'Sahityakar'

SAC.38/1159-1168

July 16, 2019


Dear Sir/Madam

## Inviting quotations for supplying corrugated boxes

Sahitya Akademi (National Academy of Letters) which deals in literature in 24 languages of India recognized by it was established by the Government of India and is fully funded by the Ministry of Culture to work actively for the development of Indian letters and coordinate literary activities in all Indian languages.

The sub-regional office of Sahitya Akademi at Chennai participates in many book exhibitions throughout the year. A large number of customers, booksellers and educational institutions purchase books in various quantities, apart from stock transfers being done to its Head Office and Regional Offices located at Bengaluru, Mumbai and Kolkata.

In order to dispatch its books across India, the sub-regional office intends to procure corrugated boxes as per the following specifications:

Size	Particulars	Quantity
18" (L) x 18" (W) x 8" (H)	Good quality brown paper with 7 ply busting and single colour printing	1000 nos.
 Sahitya Akademi No. 443, 2 <sup>nd</sup> Floor, Guna Complex, Anna Salai, Teynampet, Chennai – 600 018 <a href="http://www.sahitya-akademi.gov.in">http://www.sahitya-akademi.gov.in</a>		

Terms and conditions are as under:

1. Copy of PAN/TAN/Service Tax/VAT etc. as applicable should be submitted
2. On acceptance of the quotation, supply should made within 30 days from the date of work order.
3. Rates quoted shall be valid for a period of 1 year from the date of work.
4. Certificate of guarantee for the worthiness of corrugated boxes should be given.
5. Payment will be made within 30 working days from the date of supply, subject to satisfactory supply of quality and quantity.

Quotations addressed to 'The Office in Charge, Sahitya Akademi, No. 443, 2<sup>nd</sup> Floor, Guna Complex, Anna Salai, Teynampet, Chennai – 600 018, must reach within 21 days from the date of issue of this quotation letter.

Thanking you,

  
(T.S. Chandrashekhar Raju)  
Office in Charge

16/07/19

To be uploaded on website