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Sahitya Akademi

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Sub: Inviting quotations for Conference Mic

Dear Vendor

The Akademi (National Academy of Letters), which deals in literature in 24 languages of India recognized by it, has been established by the Government of India, is an autonomous organization under Ministry of Culture to work actively for the development of Indian letters and co-ordinate literary activities in all Indian languages.

The Akademi requires audio system time to time for smooth functioning of its conference hall. At present Akademi is looking to procure the following items:

S.No.	ltem	Quantity
1	Microphone Gooseneck(Bosch)DCN	4
2	Base/Platform of item no.1	1

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

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- the rates quoted shall be valid for a period of six months iv)
- satisfactory 30 days' time within made shall be v) supply/installation/working of the product.
- Quotation, address to Secretary, Sahitya Akademi, Rabindra Bhavan, 35 Ferozeshah vi) Road, New Delhi – 110001, must reach within 10 days from the date of issue of this quotation letter through speed post only.

(Renu Mohan Bhan) Deputy Secretary(Admin)