



साहित्य अकादेमी

(नेशनल अकादमी ऑफ लेटर्स)

दक्षिण क्षेत्रीय कार्यालय

सेन्ट्रल कालेज केम्पस, डा.बी.आर.अम्बेडकर वीधि, बेंगलुरु - 560 001

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Sahitya Akademi

(National Academy of Letters)

SOUTHERN REGIONAL OFFICE

Central College Campus,

Dr. B.R. Ambedkar Veedhi, Bengaluru - 560 001

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S.P.Mahalingeswar
Regional Secretary

17th May 2017

SAS.38/

Dear Vendor

**Sub: Inviting quotations for printing and supplying of Note Sheets,
Letter Heads and Envelopes in different sizes.**

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.

Sahitya Akademi, Regional Office, Bangalore invites sealed quotations from experienced firms for printing and supplying of the following items for the Akademi's Bangalore Office as per the specifications enclosed.

Sl. No.	Particulars	Requirement in Nos.
A	Envelops	
1.	4 ¼ x 9 ¼ Size	10000
2.	11 x 5 Size	10000
3.	10 x 8 Size	15000
4.	12 x 12 Size	8000
5.	14 x 12 Size	5000
B	Letter Head Pads ¼ Size,	500 Pads (100 Sheets per pad)
C.	Green Note Sheets	5000 Sheets

Sample may be seen/obtained from Akademi's Bangalore Office (at the above address) before submission of quotation.

Sealed quotations superscripted as 'Quotation for printing and supplying of Note Sheets, Letter Heads and Envelopes in different sizes' to the Sri S.P.Mahalingeswar, Regional Secretary, Sahitya Akademi, Central College Campus, Dr. B.R.Ambedkar Veedhi, Bangalore - 560 001 should reach this office on or before 26th May 2017. Quotations submitted after this date will not be entertained.

(Contd.)



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Sealed quotations will be opened at the office premises on the forenoon of 29th May 2017, the next working day. Participating firms/their authorized representatives may be present at the time of opening of quotations. Successful firm will have to ensure that the printing and supplying of the item quoted is completed within the given time frame. Full payment will be done after satisfactory completion of the work.

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Thanking you

Yours sincerely,


(S.P.Mahalingshwar)