



## साहित्य अकादेमी

(गांधीय साहित्य संस्थान)

संस्कृति मंत्रालय, भारत सरकार का स्वायत्त संस्थान  
रबींद्र भवन, 35, फ़ेरोजेशह रोड, नई दिल्ली-110 001  
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ईमेल : secretary@sahitya-akademi.gov.in  
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## Sahitya Akademi

(National Academy of Letters)

An autonomous organization under Ministry of Culture, Govt. of India

Rabindra Bhavan, 35, Ferozeshah Road, New Delhi-110 001

Phone: +91-11-23386626-28, Fax +91-11-23382428

E-mail: secretary@sahitya-akademi.gov.in

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

SA/ 21234

11 February 2026

Dear Vendor,

### Sub: Calling quotations for printing and supplying Sahitya Akademi envelopes for its *Indian Literature* and *Samkaleen Bharatiya Sahitya* journals

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, Government of India to work actively for the development of Indian letters and coordinate literary activities in all Indian languages.

Sahitya Akademi, New Delhi calls for sealed quotations from printers for printing and supplying office envelopes, as per the following specifications:

#### **Material Dimension & Specifications**

- **Envelope Size:** 8" x 11.50" (W x H) – Closed Size
- **Envelope Orientation:** Portrait
- **Paper:** 120 GSM off-white Maplitho
- **Lamination:** Inner Lamination (with lamination film of above 40 microns)
- **Colour:** 4-colour printing
- **Self-Adhesive:** On the envelope closing area
- **Designing:** 4-colour designing to be done by the printer
- **Print Run:** For *Indian Literature*: 10,000 copies  
For *Samkaleen Bharatiya Sahitya*: 10,000 copies

Sealed quotations superscripted as 'Quotation for printing and supplying office envelopes for *Indian Literature* and *Samkaleen Bharatiya Sahitya* journals' to the above address should reach this office on or before 6 March 2026. Successful firm will have to ensure that the printing and supplying of the items quoted is completed within the given time. Full payment will be done after satisfactory completion of the work.

#### **Other Terms & Conditions:**

1. Copy of PAN/TAN/Service Tax/VAT to be submitted by the firm.
2. Quoted rate should be inclusive of all charges, viz. delivery, cartage and taxes.
3. A digital sample shall be submitted for approval prior to printing the full lot.
4. Rate quoted should hold good for a period of 120 days.
5. The undersigned reserves the right to accept or reject in part or full, any quotation without assigning any reason therefor.

Thanking you,

Yours sincerely,

(N. Suresh Babu)

Deputy Secretary (Admin I/c)