



साहित्य अकादेमी  
क्षेत्रीय कार्यालय  
4 डी. एल. खान. रोड, कोलकाता 700 025  
दूरभाष : (033) 24191784, 24191706  
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## Sahitya Akademi

(National Academy of Letters)

REGIONAL OFFICE

4D. L. Khan Road, Kolkata 700 025

Phone : (033) 24191784, 24191706

E-mail : rs.rok@sahitya-akademi.gov.in

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

### Email

SAE.122/Quotation/AC-AMC/2026-27/

29 MAY 2026

To

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### Sub : Inviting quotation for AMC of 24 Aircondition machines in Sahitya Akademi Kolkata Office

Dear Sir,

Sahitya Akademi, Regional Office, Kolkata is inviting sealed quotations from reputed vendors/firms for rendering service of annual maintenance of air-condition machine in the Sahitya Akademi Kolkata office for one year as per our specification of which are furnished below.

SL NO	MODEL/ BRAND OF AIRCONDITION	TON	QNTY	RATE ( RS. ) [INCLUDING GST ]
01	CARRIER SPLIT NON-INVERTER	2 TON	04 NOS	
02	CARRIER SPLIT INVERTER	1 TON	03 NOS	
03	VOLTAS CASSETTE	2 TON	04 NOS	
04	VOLTAS SPLIT NON-INVERTER	2 TON	03 NOS	
05	VOLTAS SPLIT NON-INVERTER	1.5 TON	01 NO.	
06	GODREJ SPLIT INVERTER	2 TON	01 NO.	
07	GODREJ SPLIT INVERTER	1.5 TON	02 NOS	
08	GODREJ SPLIT INVERTER	1 TON.	01 NOS	
09	LLOYD SPLIT INVERTER	2 TON	02 NOS	
10	INDCOOL SPLIT INVERTER	1.5 TON	03 NOS	

You are requested to submit your quotation/competitive rates for AMC (comprehensive and non-comprehensive) on following terms and conditions :

- 1) Profile of the company along with the registration certificate
- 2) Scope of work included in AMC
- 3) Response time to be taken to attend a call
- 4) Satisfactory service/Maintenance on fortnightly basis or as per requirement/demand from time to time
- 5) Copy of PAN/GST/TAN Number.
- 6) Payment shall be made on quarterly/half-yearly basis on submission of bill along with service/maintenance certificate/reports.
- 7) Quotations comprehensive/non-comprehensive addressed to the Regional Secretary, Sahitya Akademi, 4 D.L. Khan Rod, Kolkata 70025, may be sent/submitted **within on or before 5 June 2026** from the date Of the quotations letter. The envelop should be superscribed "QUOTATION FOR AMC OF AC-MACHINE".
- 8) All rates inclusive of all TAX, service charges and delivery at the above address
- 9) The sights may be inspected between following the dated of issue of the quotations letter and one day prior to last of the quotations letter.

Thanking you,

Yours faithfully,

  
(Devendra Kumar Devesh)