



# साहित्य अकादेमी

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## Sahitya Akademi

(National Academy of Letters)

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SAC.38/4221-4226

March 9, 2020

Dear Vendor,

**Sub: inviting quotations for printing and supplying office note sheets for Chennai office**

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 invites sealed quotations from printers for printing and supplying 5000 nos. office note sheets, as per the following specifications:

Paper Size	Paper Density	Quantity
13 1/2" H x 8 1/4" W with 1 1/2" margin, Akademi's logo should be printed in bold on the top center, leaving minimum space. 'Sahitya Akademi' should be printed in Hindi and 'Sahitya Akademi Chennai' in English (in a lesser font with thickness), single colour printing	75 GSM Lucky Parchment paper	5000 nos.

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

Sealed quotations superscripted as 'Quotation for printing and supplying of office note sheets' to the above address should reach this office within 21 days from the date of issue of this quotation letter.

### Other Terms & Conditions:

1. Copy of PAN/TAN/Service Tax/VAT to be submitted by the firm.
2. On acceptance of the quotation, supply should be made within 30 days from the date of work order.
3. Rate quoted should hold good for a period of 90 days from the date of work. Quoted rate should be inclusive of all charges, viz. delivery, cartage and taxes.
4. Payment will be made within 30 working days from the date of supply, subject to satisfactory supply of quality and quantity.

Thanking you,

Yours sincerely,

(T.S. Chandrashekhara Raju)  
Office-in-Charge

09/03/2020