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By Speed Post

SAE.146/Paper/

28 August 2015

Sub: Quotation Invited for Purchase of Printing Papers

Dear Vendor,

Sahitya Akademi, an autonomous organization under Ministry of Culture, Govt. of India invites sealed quotation from reputed authorized wholesale paper dealers/distributors dealing in the following printing papers as per the specifications mentioned below :-

1. 550 Reams of 23" X 36" / 80 GSM or above good quality White Maplitho paper
2. 2000 sheets of 23" X 36" / 190 GSM or above good quality Art board
3. 60 packets (150 sheets per packet) of 22" X 28" / 250 GSM or above good quality Art Board

Quotation should be submitted on or before 14 September 2015 (3 pm) addressing the undersigned superscripting at the top '**Confidential Contents, Quotation for Printing Paper, Last date 14 September 2015 (3 pm)**'. Any paper dealer/distributor or his authorized representative is free to be present at the time of opening quotations at 3.30 pm on the same date. Complete supply in original mill packing from fresh lot with paper label intact will have to be made within 15 days from the date of placing order to our godown **Rabindra Sarobar Stadium, Block VB, Kolkata 700 029.**

Terms and Condition

1. Quotation must be supported by paper sample duly signed and stamped indicating GSM, size, nomenclature, etc of paper brand for each item.
2. Rate quoted must be inclusive of all charges of delivery, cartage and taxes.
3. Quoted rate should hold good for six weeks or 45 days.
4. Rates should be quoted in reams/packet mentioning number of sheets per packet.
5. Payment will be made against advance proforma invoice.
6. The Sahitya Akademi reserves the right to accept or reject part or full of any quotation without assigning any reason.

Thanking you,

Yours faithfully,

Sd/-

(Goutam Paul)
Officer-in-Charge

Matter for placing on the website of the Sahitya Akademi