



Dr Devendra Kumar Devesh
Regional Secretary

Speed Post

SAE.191/Stationary/non-woven bag/2023

साहित्य अकादेमी
क्षेत्रीय कार्यालय

4 डी. एल. खान रोड, कोलकाता 700 025
दूरभाष : (033) 24191683, 24191706
ई-मेल : rs.rok@sahitya-akademi.gov.in
वेबसाइट : http://www.sahitya-akademi.gov.in

Sahitya Akademi

(National Academy of Letters)

REGIONAL OFFICE

4 D. L. Khan Road, Kolkata 700 025
Phone : (033) 24191683, 24191706
E-mail : rs.rok@sahitya-akademi.gov.in
Website : http://www.sahitya-akademi.gov.in

15 November 2023

Sub : Quotation for supplying of non-woven carry bags in the Regional Office, Kolkata

Dear Vendor,

Sahitya Akademi, an autonomous organization under the Ministry of Culture, Govt of India, invites quotations from vendors to supply small, medium and large sizes of white/yellow colour non-woven carry bags (90 GSM) at Sahitya Akademi, Regional Office in Kolkata as per the following details :

SL No.	Carry Bag size	H x W (in inch)	Quantity	Price (with GST)
01	Small	12"x10"	8000 pcs	
02	Medium	14"x12"	8000 pcs	
03	Large	16"x14"	4000 pcs	

N.B. The cloth bags must have the logo and name of the Akademi along with addresses both in Hindi and English in RED colour and printing should be proper without any rolling of words or colour to avoid cancellation of quotation.

The address of delivery is : Sahitya Akademi, Regional Office, 4 D.L. Khan Road, Kolkata 700025 (phone – 033-24191784/1683, email : rs.rok@sahitya-akademi.gov.in).

The quotation in sealed envelopes should reach the aforesaid address with 15 days of publication of this documents or on **before 30 November 2023**.

The quotation for the above mentioned non-woven bags manufacturing and supply shall be stated clearly and all rates shall be inclusive of GST.

The quotations shall be accompanied by :

1. Copy of PAN and GST
2. Acceptance that the work of making and supplying shall be completed within 30 working days from the date of award of the contract.
3. Certificate/Declaration that the firm has not been blacklisted from any Government of India Agency.
4. Name, e-mail, mobile no. of the authorized person of the company.

After the company/firm is selected for the above work, a sample of each size of cloth bags will be to be submitted before going for bulk supply of non-woven bags.

With kind regards,

Yours sincerely,

(Devendra Kumar Devesh)