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Renu Mohan Bhan
Deputy Secretary (Admn.)

Sahitya Akademi
Rabindra Bhawan,
35 Ferozeshah Road,
New Delhi – 110001
Ph: 23386626/27/28

साहित्य अकादेमी

(राष्ट्रीय साहित्य संस्थान)
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Sahitya Akademi

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S.A 76A/ 17578

18-11-2015

Subject: Quotation for printing of Cash Memo

Sir,

Sahitya Akademi invites sealed quotation for the printing and supply of Cash Memo as per the following details:

1. Size = 6.75" x 8.5"
2. Binding = upright with board at bottom and card at top
3. Print run = 200 books
4. Leaves/book = 100(triplicate)
 - 1st : White (perforated)
 - 2nd : Yellow (perforated)
 - 3rd : Pink (fixed)
4. Numbering : 000001 to 20000

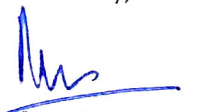
Sealed quotation addressed to the Secretary, Sahitya Akademi, 35 Ferozeshah Road, Rabindra Bhawan, New Delhi 110001 must be reached on or before 23rd November 2015 till 5.30 either by post or by hand. Quotations will be opened on 24th November 2015 at 11.30 am at Sahitya Akademi's conference room 3rd floor, Rabindra Bhawan, 35 Ferozeshah Road, New Delhi – 110001.

Terms:

1. Without paper sample quotation will be rejected .
2. Rates should be quoted in Rupees per bill book.
3. Vat/cartage should be quoted extra as applicable.
4. Supply within 15 days of issuing work order otherwise order will be cancelled.

Thanking you,

Yours sincerely,


(Renu Mohan Bhan)