



Dr. Gopal Ch. Barman
Regional Secretary

By Speed Post

SAE.146/Paper/

साहित्य अकादेमी

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Sahitya Akademi

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29 December 2015

Bangiya Sabdokosh:

Sub: Quotation for purchasing 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 for supply of 1000 Ream of 20" X 30" / 58 GSM Natural Shade Maplitho paper directly to the printer in Kolkata under intimation to us.

Quotation should be submitted on or before 08 January 2016 (5 pm) addressing the undersigned superscripting at the top '**Confidential Contents, Quotation for Printing Paper, Last date 08 January 2016 (5 pm)**'. Any paper dealer/distributor or his authorized representative is free to be present at the time of opening quotations at 2 pm on 11 January 2016. Complete supply in the original mill packing and from fresh lots will have to be made within 7 days from the date of placing order.

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 45 days.
4. Rates should be quoted in reams 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/-

(Gopal Ch. Barman)
Regional Secretary

Copy to H.O. for kind information and for placing on the website of Sahitya Akademi