



Dr. Gopal Ch. Barman
Regional Secretary

By Speed Post

SAE.146/Paper/

साहित्य अकादेमी

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07 January 2016

Sub: Quotation for purchasing papers

Dear Sir,

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 the following qualities of paper.

Sl no	Particulars	Required stock
01	23"x36"/21.3Kg/80 GSM Primavera Andhra Maplitho Paper	800 Reams
02	22"x28"/14.9Kg/250 GSM Ballarpur Art Board	60 Packets (150 sheets each)
03	20"x 30"/13.6 Kg/70 GSM Andhra Maplitho paper	60 Reams
04	23"x36"/100 GSM Art Paper	1000 sheets

Quotation should be submitted on or before 25 January 2016 afternoon addressing the undersigned superscripting at the top '**Confidential Contents, Quotation for Printing Paper, Last date 25 January 2016 afternoon**'. Any paper dealer/distributor or his authorized representative is free to be present at the time of opening quotations at 2 pm on 27 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