



साहित्य अकादेमी

क्षेत्रीय कार्यालय

4 डि. एल. खान रोड, कलकाता 700 025

दूरभाष : (033) 24191683, 24191706, फैक्स : (033) 24191684

ई-मेल : saekolkata2@gmail.com

वेबसाईट : 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, Fax : (033) 24191684

E-mail : saekolkata2@gmail.com

Website : http://www.sahitya-akademi.gov.in

**Speed Post**

SAE.122/Service/

2 May 2018

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub : Quotation for Annual Maintenance Services for CCTV, and  
DVR 32 Channel services for 2018-2019**

Dear Sir (S),

Sealed quotation are invited from reputed computer service provider for **Annual Maintenance Services for CCTV and DVR 32 Channel services for 2018-2019** at our Regional Office, Kolkata at 4 D.L. Khan Road, Kolkata 700025 on or before **21 May 2018, positively**.


SL No.	Description of items	Qty.	Rate	Total (Rs)
01	32 Channel DVR (Endroid)	1 unit		
02	16 CCTV Camera (Endroid)	16 nos		

You are requested to submit your quotation/competitive rates for the above mentioned branded machines. The terms and conditions of procurement are as under :

1. The rates quoted shall be valid for a period of three months
2. Copy of PAN/GST
3. All rates inclusive of all TAX, service charges
4. Payment shall be made within 45 working days time on satisfactory services
5. Quotation address to :- **The Officer-in-charge, Sahitya Akademi, Regional Office  
4 D.L. Khan Road, Kolkata 700 025 latest by 21 May 2018**

Thanking you,

Yours faithfully,

  
(Dr Mihir Kumar Sahoo)  
Officer-in-charge, ROK