



साहित्य अकादेमी

(राष्ट्रीय साहित्य संस्थान)

रवीन्द्र भवन, 35 फीरोज़शाह मार्ग, नई दिल्ली-110001

दूरभाष : +91-11-23386626-28, फ़ैक्स : +91-11-23382428

ई-मेल : secretary@sahitya-akademi.gov.in

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

Sahitya Akademi

(National Academy of Letters)

Rabindra Bhavan, 35 Ferozeshah Road, New Delhi-110001

Phone: +91-11-23386626-28, Fax: +91-11-23382428

E-mail: secretary@sahitya-akademi.gov.in

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

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24th May 2018

Sub:- Quotation for T-Shirts -reg.

Dear Vendor,

The Sahitya Akademi, National Academy of Letters which deals in literature in 24 languages recognized by it and an autonomous organization under Ministry of Culture, Govt. of India to work actively for the development of Indian letters and to co-ordinate literary activities in all Indian languages in India and abroad.

The Akademi proposes to procure T-Shirts as under:-

S. No.	Items	Quantity
1	-Cotton/Polyster (70/30) T-Shirts -Teal coloured -Sahitya Akademi logo on pocket -Yoga logo on back	215

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

- copy of PAN/TAN/Services Tax/VAT/GST to be submitted.
- on acceptance of the quotation the supply is to be made within 15 days time from the date of issue of work order.
- the rates quoted shall be valid for a period of one year from the date of acceptance
- payment shall be made within 30 working days' time on submission of bill after satisfactory supply/quality assurance.
- sealed quotations addressed to Secretary, Sahitya Akademi, Rabindra Bhavan, IInd Floor, 35 Ferozeshah Road, New Delhi-110001 may be sent/submitted within 7 days time from the date of this letter.

Thanking you,

Yours sincerely,

(Renu Mohan Bhan)

Deputy Secretary (Administration)