



साहित्य अकादेमी

(राष्ट्रीय साहित्य संस्थान)

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Sahitya Akademi

(National Academy of Letters)

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19 August, 2019

Dear Sir/Madam,

The Sahitya Akademi, National Academy of Letters, is an autonomous organisation under Ministry of Culture, Govt. of India to work actively for the development of Indian letters and to set high literary standards, to foster and coordinate literary activities in all the Indian languages and to promote through them all the cultural unity of the country and publishes books in 24 Indian Languages recognized by it.

The Akademi is participating in Delhi Book Fair scheduled to be held from 11-15 September, 2019 at Pragati Maidan. The India Trade Promotion Organisation (ITPO) has allotted bare space of 36 sqmtrs. (stall no. A/B/K/L) in Hall No.7. The Akademi requires the services of a professional vender/fabricator who are in the trade of conceptualisation/designing/fabrication/construction/interior/exterior of stalls for sale and display for Sahitya Akademi publications/books/CD's etc. and should also be able to provide enhanced space for display of more books as under:

Sl. No.	Requirement
1	Fabrication of the stall using Octanova/Glass Panels/running table under each panel/providing book pockets for display of 2500 and more publications/books/journals etc.
2	Cash Counter with three persons' sitting capacity, provision for 8 visitors chairs, 1 center table with glass top, carpeting of the stalls
3	One revolving stand for display of CD's.
4	To make electricity arrangement in and around the stalls for proper illumination with power points to operate computers/printers/credit card machine/television etc.
5	To provide 20 numbers flower pots for the beautification in and around of the stalls.
6	To provide Akademi's Logo in sufficient number or as per requirement for branding printed on vinyal.
7	To create fascia on the entry/exit points and the outside walls of the stalls both in Hindi and English.
8	To provide storage space.
9	Any other work on the spot on need and requirement basis
10	The bare space will be handed over at 12 noon on 08.09.2019.
11	The final finished must be handed over on 10 September 2018 at 4pm to the officer incharge in terms of work order.
12	To submit Copy of PAN/TAN/GST
13	The payment shall be made within 30 working days' time on satisfactory completion of the work.

The sealed quotations kept in an envelope duly superscribed "QUOTATION FOR FABRICATION OF STALLS AT DELHI BOOK FAIR, 2019" may be submitted addressed to the Secretary, Sahitya Akademi, Rabindra Bhavan, 35, Ferozeshah Road, New Delhi-110001 and must reach within 15 days' time from the date of issue of this quotation letter.

Behal
19/8/19

(S. Baburajan)
Dy. Secy i/c (Admn)