



साहित्य अकादेमी

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Sahitya Akademi

(National Academy of Letters)

Rabindra Bhavan, 35 Ferozeshah Road, New Delhi-110 001

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

SA.37/HO/Envelope/SBS-IL/ 20504

6th September 2018

Sub: Quotation for procurement of Envelops-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 the Ministry of Culture, Govt. of India to work actively for the development of Indian letters and to co-ordinate literary activities in all India and abroad.

The Akademi proposes to procure for Envelops as per the details given below:-

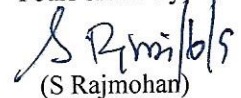
Sl. No.	Description	GSM	Colour	Paper	Lamination	Quantity	Remarks
1	Width 8" Height 11.25"	120	4	Sunshine Super Printing (High Bulk)	PVC (inside)	50,000 Each in Hindi & English	-Micro tap on flaps -Art work will be prepared by the vendor -2500 envelops in each box packing

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

1	Copy of PAN/TAN/GST to be submitted.
2	The rates quoted should be all inclusive on per envelope bases except GST.
3	On acceptance of the quotation, the supply is to be made within 15 days' time from the date of issue of the work order.
4	The rates quoted shall be valid for a period of six months from the date of acceptance.
5	Payment shall be made within 30 working days' time on submission of bill after satisfactory supply/quality assurance.
6	Sealed quotations addressed to Secretary, Sahitya Akademi, Rabindra Bhavan, IInd Floor, 35 Ferozeshah Road, New Delhi-110001 may be sent/submitted within 15 days time from the date of this letter.

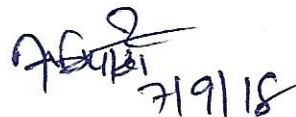
Thanking you,

Yours sincerely,


(S Rajmohan)

Dy Secretary (Admn.)

Matter for placing on the website of the Akademi


7/9/18