



साहित्य अकादेमी

(राष्ट्रीय साहित्य संस्थान)

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Sahitya Akademi

(National Academy of Letters)

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SA.37/Admn/Stationary /6141 to 6144

14th May 2018

Sub:- Quotation for procurement of Seminar Bags -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 seminar bags as per details given below:

Sl. No.	Description	Quantity
1	Long Handle Yellow Cod/Brown Cotton/Front Pocket/Top Zip/Inside small pocket/ Non Woven/lining/Size 16"x15"	2500
2	Short Handle Black Buti/convass/Front Leather/Patch/Top Zip/Inside small pocket/ Non Woven/lining/Size 16"x15"	

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/Services Tax/VAT to be submitted.
2	the rates quoted shall be valid for a period of six months from the date of acceptance
3	On acceptance of the quotation the supply is to be made within 30 days' time from the date of issue of work order.
4	payment shall be made within 30 working days' time on submission of bill after satisfactory supply/quality assurance.
5	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

(Renu Mohan Bhan)
Deputy Secretary (Admn.)

✓ 1.	Matter for placing on the website of the Sahitya Akademi		
2.	Regional Secretary, Regional Office, Sahitya Akademi	Mumbai	To contact the local venders and peruse them to submit quotations within the time limit.
3.		Bengalore	
4.		Kolkata	
5.	Chennai		
✓	Officer-in-Charge, Regional Office, Sahitya Akademi		