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**Sahitya Akademi**

(National Academy of Letters)

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By Speed Post

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22 November 2018

**Sub: Quotation for purchasing papers**

Dear Sir,

Sahitya Akademi, an autonomous organization under Ministry of Culture, Govt. of India invites sealed quotation from reputed authorized wholesale paper dealers/distributors for supply of the following qualities of paper.

Sl. No.	Items Required	Dimension	GSM	Weight	Quantity
1	Art Board	22" X 28"	250	12.425 Kg per 125 sheets	9000 sheets
2	Art paper	20" X 30"	128/130	24.8 Kg per 500 sheets	22 Reams
3	Art paper	23" X 36"	128/130	34.2 Kg per 500 sheets	2 Reams

Paper dealers/distributors are requested to submit different varieties of paper available under the specifications mentioned above. Quotation should be submitted on or before 28 November 2018 by 2 p.m. (in a sealed envelope) addressing the undersigned superscripting at the top '**Confidential Contents, Quotation for Printing Paper, Last date 28 November 2018 by 2 p.m.**'. Any paper dealer/distributor or his authorized representative is free to be present at the time of opening quotations at 3.00 pm on 28 November 2018. Complete supply in the original mill packing and from fresh lots should be made within 7 days from the date of placing order. After completion of satisfactory supply of paper, bill in triplicate and challan should be submitted immediately for payment.

**Terms and Condition**

1. Quotation must be supported by **paper sample duly signed and stamped** indicating **GSM, size, nomenclature**, etc of paper brand for each item.
2. Rate quoted must be inclusive of all charges of delivery, cartage, GST and any other taxes.
3. Quoted rate should hold good for 45 days.
4. **Rates should be quoted in reams and packet whichever is applicable.**
5. **Full delivery should be made at a time. No part delivery will be entertained.**
6. **The GST No of Sahitya Akademi is 07AAETS3607B1ZU**
7. The Sahitya Akademi reserves the right to accept or reject part or full of any quotation without assigning any reason.

Thanking you,

Yours faithfully,  
(Dr. Mihir Kumar Sahoo)  
Officer-in-Charge  
22-11-18

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