



साहित्य अकादेमी

(राष्ट्रीय साहित्य संस्थान)

रवीन्द्र भवन, 35 फीरोजशाह मार्ग, नई दिल्ली-110001

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Sahitya Akademi

(National Academy of Letters)

Rabindra Bhavan, 35 Ferozeshah Road, New Delhi-110001

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

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SA.37/HO/Reception/ 32303

25th November 2016

Subject- Re-fabrication/renovation/refurnishing of the Reception Area on the second floor-reg.

Dear Vendor,

This 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 Re-fabrication/renovation/refurnishing of the Reception Area on the second floor. The details of the work to be done is as per **Annexure-I**.

You are requested to submit your quotations/competitive rates for the above mentioned work. The terms and conditions of the work are as under:

- i. copy of PAN/TAN/Service Tax/VAT to be submitted.
- ii. on acceptance of the quotation the work is to be completed, within 20 days' time from the date of issue of the work order.
- iii. the rates quoted shall be valid for a period of six months from the date of acceptance.
- iv. payment shall be made within 30 working days' time on submission of the bill on/to the satisfaction, with regard to scope of work/quality/quantity assurance of the competent authority or the committee as authorized.
- v. The sealed quotations addressed to Secretary, Sahitya Akademi, Rabindra Bhavan, IInd Floor, 35, Ferozeshah Road, New Delhi-110001 may be sent/submitted latest by 29th November 2016.

Thanking you,

Yours sincerely,

(Renu Mohan Bhan)

Deputy Secretary (Admn.)



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ANNEXURE –I

“Dismantling of existing plaster, ceiling materials, partition, window, door frames, flooring, electrical fitting & fixtures etc., chasing on the existing walls for AC piping and to conceal electrical conduits and repair the same, 10mm thick cement plaster on existing walls wherever required, All electrical conduiting, wiring for light, power, with modular switches, including fixing of LED light fixtures/fans, telephone/data point with necessary cabling, 12.5mm thick gypsum false ceiling with necessary GI frame work, partition made of 50x50mm hard wood frame fixed with 12mm thick ply on both sides and finished with veneer wall paneling with wood frame fixed with 12mm ply with veneer, table in arch shape made of 19mm comm. Board finished with veneer, chair for reception, Three seater fully upholstered sofa, Five seater fully upholstered sofa, center table made of steam beach wood, Providing & fixing display unit made of 19mm comm. Board veneer, window/door frame, 38mm flush door, Door closer with necessary fixing arrangement, Mortice lock with necessary fixing arrangement, 12mm thick laminated wooden floor with necessary underlay etc., plastic emulsion paint, 1.5 TR split units with necessary copper piping and drain line etc. complete in all respect.

It has to be make sure that all the materials used should be new/fresh/latest/branded and must not call for any inspection. However, the competent authority or his authorized person or the committee constituted in this regard shall be free to inspect with regard to scope of work/quality/quantity assurance at any time during the course of the work or as considered necessary.

There may be scope of more or any other work which has not been included here, will be part of the above work after having considered and approved by the competent authority in the Sahitya Akademi.”