

साहित्य अकादेमी

गुना काम्पलेक्स (दूसरा तल), 443 (304), अन्ना सालै, तेनामपेट, चेन्नै - 600018 तार : साहित्यकार : दरभाष : 2435 4815, 2431 1740 टेलीफेक्स : 2431 1741

Sahitya Akademi

(National Academy of Letters)
Guna Complex Main Building, IInd Floor (Rear Side)
443 (Old No.304), Anna Salai, Teynampet, Chennai - 600018.

Phone: 2435 4815, 2431 1740 Telefax: 2431 1741 Email: sahityaakademichennai@gmail.com Gram: 'Sahityakar'

SAC.38/ 2331 - 2335

August 2, 2016

Dear Vendor,

Sub: Inviting quotations for printing and supplying of Note Sheets for Chennai office

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Sahitya Akademi Chennai invites sealed quotations from experienced firms for printing and supplying of note sheets for the Akademi's Chennai office, as per the following specifications:

Paper Size	Paper Density	Quantity
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Additional Specification:

i. Akademi's logo should be printed in bold on the top center. 'Sahitya Akademi' should be printed in Hindi and 'Sahitya Akademi Chennai' in English (in a lesser font and thickness).

Sample may be seen/obtained from Akademi's Chennai office (at the above address) before submission of quotation.

Sealed quotations superscripted as 'Quotation for printing and supplying of Note Sheets' to the above address should reach this office on or before August 11, 2016. Quotations submitted after this date will not be entertained.

Sealed quotations will be opened at the office premises on the afternoon of August 12, 2016. Participating firms/their authorized representatives may be present at the time of opening of quotations. Successful firm will have to ensure that the printing and supplying of the item quoted is completed within the given time frame. Full payment will be done after satisfactory completion of the work.

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Other Terms & Conditions:

- 1. Copy of PAN/TAN/Service Tax/VAT to be submitted by the firm.
- 2. Quoted rate should be inclusive of all charges, viz. delivery, cartage and taxes.
- 3. Rate quoted should hold good for a period of 90 days.
- 4. The undersigned reserves the right to accept or reject in part or full, any quotation without assigning any reason therefor.

Thanking you,

Yours sincerely,

(Dr. A.S. llangovan) Officer-in-Charge

Copy of information to be uploaded on Akademi's website