



# साहित्य अकादेमी

(राष्ट्रीय साहित्य संस्थान)

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## Sahitya Akademi

(National Academy of Letters)

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01<sup>st</sup> August 2016

### Sub: Inviting quotations for Desktop Computer System – reg.

Dear Vendor,

The Akademi (National Academy of Letters), which deals in literature in 24 languages of India recognized by it, has been established by the Government of India, is an autonomous organization under Ministry of Culture to work actively for the development of Indian letters and co-ordinate literary activities in all Indian languages.

The Akademi requires computer/peripheral time to time for use in office. At present Akademi is looking to procure Computer Systems of the following configuration:

S. No.	Items	Quantity
1	Cabinet – Mini Tower/Micro Tower Intel® Core™ i5 processor with 8 MB Cache, 4GB of RAM, 500 GB -1TB HDD, DVD R/W, Preinstalled O.S. Windows 7 Pro/windows 8 Pro with downgraded windows 7 Pro (with Microsoft license fixed on the machine), Monitor 18.5"/19", Keyboard & Mouse(OEM)	02
2	Desktop computer with Windows 8.1 Pro64-bit OS with Microsoft license fixed on the machine, Monitor 18.5"/19", Keyboard & Mouse(OEM)/ Intel Core i7/ 1TB HDD/ 8GB RAM/ CD-ROM Drive/Speaker	01
3	Desktop computer with minimum 2.7 Ghz, 64 bit, core –i7, Graphic Card 4GB, RAM 8GB upgradable upto 16GB, 3HDD (72 RPM), Display minimum 23.8" with 4K display (OEM), OS windows 10 Professional (64 Bit), Keyboard & Mouse(OEM)	02
4	UPS – Luminous 600 VA	05
5	Laserjet Printer (Faster one)	01

The quotation/competitive rates for the above mentioned configuration may be submitted. The terms and conditions of procurement are as under:

- copy of authorized dealership of the Brand
- copy of PAN/TAN/Services Tax/VAT
- on acceptance of the quotation the supply & installation is to be made within a weeks time from the date of work order.
- the rates quoted shall be valid for a period of six months
- certificate of guarantee/warranty
- payment shall be made within 30 working days' time on satisfactory supply/installation/working of the product.
- quotation address to Secretary, Sahitya Akademi, Rabindra Bhavan, 35 Ferozeshah Road, New Delhi – 110001 may be submitted or sent through speed-post latest by 16<sup>th</sup> August 2016 (15 days time from the date of issue).

Thanking you,

Yours faithfully,

(Renu Mohan Bhan)  
Deputy Secretary (Admn)

Matter for placing on the website of the Sahitya Akademi