



# साहित्य अकादेमी

गुना कॉम्प्लेक्स (दूसरा तल), 443 (304), अन्ना सालै, तेनामपेट, चेन्नै - 600018  
तार : साहित्यकार : दूरभाष : 2435 4815, 2431 1740 टेलीफैक्स : 2431 1741

## Sahitya Akademi

(National Academy of Letters)

Guna Complex Main Building, IIInd Floor (Rear Side)  
443 (Old No.304), Anna Salai, Teynampet, Chennai - 600018.  
Phone : 2435 4815, 2431 1740 Telefax : 2431 1741  
Email : sahytaakademichennai@gmail.com Gram : 'Sahityakar'

SAC.37/AMC/454-458

May 8, 2018

Dear Sir,

**Sub:** Inviting quotations for entering into annual maintenance contract for window and split air conditioners being used at the sub-regional office of Sahitya Akademi at Chennai

Sahitya Akademi (National Academy of Letters) which deals in literature in 24 languages of India recognized by it was established by the Government of India and is fully funded by the Ministry of Culture to work actively for the development of Indian letters and co-ordinate literary activities in all Indian languages.

Sahitya Akademi Chennai, calls for sealed quotations for entering into annual maintenance contract for the maintenance of 3 nos. window air conditioners and 2 nos. split air conditioners being used at Sahitya Akademi Chennai office.

The sealed envelope containing quotation should be superscribed as 'Quotation for Annual Maintenance Contract for Window and Split Air Conditioners'. Quotations should reach this office on or before May 15, 2018. Quotations received after this date will not be entertained. Quotations will be opened at the office premises on May 16, 2018. Tenderers/their authorized representatives may be present at the time of opening of tenders.

The successful firm will be required to undertake maintenance work for a period of one year from the date of awarding the contract. This office can terminate the contract summarily anytime if the work/service of the contractor is found unsatisfactory. The undersigned reserves the right to accept or reject in part or full, any quotation without assigning any reason therefor.

Thanking you,

Yours sincerely,

(T.S. Chandrashekhara Raju)

Office-in-Charge