



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, IInd Floor (Rear Side)

443 (Old No.304), Anna Salai, Teynampet, Chennai - 600018.

Phone : 2435 4815, 2431 1740 Telefax : 2431 1741

Email : sahyaaakademichennai@gmail.com Gram : 'Sahityakar'

SAC.37/AMC/459-463

May 8, 2018

Dear Vendor,

Sub: Inviting quotations for entering into Annual Maintenance Contract for the maintenance of semi-automatic strapping machine

Sahitya Akademi Chennai invites sealed quotations for entering into Annual Maintenance Contract for the maintenance of **semi-automatic strapping machine (Heavy Duty model no. FP - 90)** being used at our godown at Central Warehousing Corporation, Arcot Road, Virugambakkam.

The sealed envelope containing quotation should be superscribed as 'Quotation for Annual Maintenance Contract for Semi-Automatic Strapping Machine'. Quotations should reach this office on or before May 16, 2018. Quotations received after this date will not be entertained.

The sealed quotations will be opened at the office premises on May 17, 2018. Tenderers/their authorized representatives may be present at our office at the time of opening of tenders.

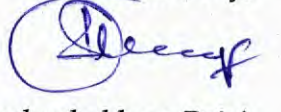
The successful firm will be required to do the work for a period of one year from the date of awarding the contract. Payment for the work done and services rendered will be made to the contractor on quarterly basis against their bill. This office can terminate the contract summarily anytime if the work/service 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.

Other Terms & Conditions:

1. The tenderer should quote rates for both comprehensive as well as non-comprehensive maintenance services.
2. The tenderer should furnish details of TIN/PAN/VAT registration no. in the quotation.
3. The tenderer should furnish performance statement and details of previous contracts (if any) where similar services were rendered/being rendered by the tenderer.
4. AMC rates quoted should include VAT/Service Tax, indicating break-up of such taxes.

Thanking you,

Yours sincerely,



(T.S. Chandrashekhara Raju)

Office-in-Charge