



SAC.37/AMC/ 2566-2570

March 22, 2023

Dear Sir,

Sub: Inviting quotations for entering into annual maintenance contract for EPABX intercom system

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 coordinate literary activities in all Indian languages. The sub-regional office of Sahitya Akademi at Chennai calls for sealed quotations for entering into annual maintenance contract for the maintenance of EPABX intercom system.

Sl. No.	Particulars	Description
1	Landline numbers	2435 4815 & 2431 1741
2	Brand of EPABX system	Telematics Inspireon 11
3	No. of SIP phones	5

Sealed quotations superscribed as 'Quotation for annual maintenance contract for EPABX intercom system' should reach this office on or before April 12, 2023. Quotations received after this date will not be accepted. Sealed quotations will be opened at the office premises on April 13, 2023. 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. This office also reserves the right to accept or reject in part or full, any quotation without assigning any reason therefor.

You are requested to submit your quotation/competitive rate for the above work. The terms and conditions of procurement are as under:

1. Copy of PAN/TAN/Service Tax to be submitted
2. The rate quoted shall be valid for a period of six months from the date of acceptance.
3. Payment will be made on half-yearly basis upon satisfactory service by the vendor.
4. Quotations should be addressed to the Office in Charge, Sahitya Akademi, No. 443, 2nd Floor, Guna Complex, Anna Salai, Teynampet, Chennai – 600 018.

Thanking you,

Yours sincerely,


(T.S. Chandrashekhara Raju)
Office in Charge

22/03/2023

Matter to be uploaded on Akademi's website