



साहित्य अकादेमी

(राष्ट्रीय साहित्य संस्थान)

संस्कृति मंत्रालय, भारत सरकार की सवायन्तशासी संस्था

Sahitya Akademi

(National Academy of Letters)

An Autonomous Organization of Government of India, Ministry of Culture

SAC.37/AMC/1126-1130, 1132-1133

October 27, 2021

Dear Sir,

Sub: Inviting quotations for entering into annual maintenance contract for window and split air conditioners 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 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 the following:

Sl. No.	Item/Description	Qty.
1	Window air conditioners	1 no.
2	Split air conditioners	2 nos.

Sealed quotations superscribed as 'Quotation for annual maintenance contract for window & split air conditioners' should reach this office on or before November 16, 2021. Quotations received after this date will not be accepted. Sealed quotations will be opened at the office premises on November 17, 2021. 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. Rates may be quoted for comprehensive as well as non-comprehensive annual maintenance contracts.
2. Copy of PAN/TAN/VAT/Service Tax to be submitted
3. The rate quoted shall be valid for a period of six months from the date of acceptance.
4. Payment will be made on half-yearly basis upon satisfactory service by the vendor.
5. 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,

-Sd/-

(T.S. Chandrashekhara Raju)

Office-in-Charge

To be uploaded on Sahitya Akademi's website