



साहित्य अकादेमी

(राष्ट्रीय साहित्य संस्थान)

रवीन्द्र भवन, 35 फीरोज़शाह मार्ग, नई दिल्ली-110001
दूरभाष : +91-11-23386626-28, फ़ैक्स : +91-11-23382428
ई-मेल : secretary@sahitya-akademi.gov.in
वेबसाइट : http://www.sahitya-akademi.gov.in

Sahitya Akademi

(National Academy of Letters)

Rabindra Bhavan, 35 Ferozeshah Road, New Delhi-110001
Phone: +91-11-23386626-28, Fax: +91-11-23382428
E-mail: secretary@sahitya-akademi.gov.in
Website: http://www.sahitya-akademi.gov.in

SA.37/HO/Stationery/19110

09th October 2019

Sub:- Quotation for supply of printing ink cartridges – reg.

Dear Vendor,

The Sahitya Akademi, National Academy of Letters which deals in literature in 24 languages recognized by it and an autonomous organization under Ministry of Culture, Govt. of India to work actively for the development of Indian letters and to co-ordinate literary activities in all Indian languages in India and abroad.

The Akademi proposes to procure on annual rate contract basis the following cartridges for its day to day use:


S. No.	Specification	Quantity (tentative)
1	HP 12A	50/(25 Dual Pack)
2	HP 36 A	08/(4 Dual Pack)
3	HP 88A	10/(5 Dual Pack)
4	HP 228A	04
5	HP 278A	03
6	HP 5200	01
7	Samsung 4521	02

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

- Copy of PAN/TAN/Services Tax/VAT to be submitted.
- Certificate of authorization by HP in original is required.
- The OEM Certificate shall be required at the time of delivery.
- All the cartridges to be supplied shall be open for inspection/certification by HP as per requirement.
- The rates quoted shall be valid for a period of six months from the date of acceptance.
- Payment shall be made within 30 working days' time on submission of bill after satisfactory supply/quality assurance of each supply.
- Sealed quotations addressed to Secretary, Sahitya Akademi, Rabindra Bhavan, IInd Floor, 35 Ferozeshah Road, New Delhi-110001 may be sent/submitted within 10 days time from the date of this letter.

Thanking you,

Yours sincerely,


(S Rajmohan)
Dy. Secretary (Admn.)