



# साहित्य अकादेमी

(राष्ट्रीय साहित्य संस्थान)

रवीन्द्र भवन, 35 फीरोजशाह मार्ग, नई दिल्ली-110001

दूरभाष : +91-11-23386626-28, फैक्स : +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/H.O./ 10730

27<sup>th</sup> October 2021

**Sub: Inviting quotation for various repair work in the Sahitya Akademi Library – reg.**

Dear Vendor,

The Akademi (National Academy of Letters), which deals in literature in 24 languages of India recognized by it, has been established by the Government of India, is an autonomous organization under Ministry of Culture to work actively for the development of Indian letters and co-ordinate literary activities in all Indian languages.

The Akademi proposes following repair work in the Library Section :

S. No.	Item	Cost including GST
1	Water proofing treatment with bitumen painting over roof	
2	Brick work/ false ceiling/ plaster etc.	
3	Iron work	
4	Inter locking tiles etc.	
5	Metro Sheet shed over doors	
6	Rain water pipe	
7	Painting	
8	Aluminium door with ACP Sheet	
<b>Total including GST</b>		

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

1. copy of PAN/TAN/GST.
2. on acceptance of the quotation the work is to completed within ten days' time from the date of issue of work order.
3. the rates quoted shall be valid for a period of six months.
4. There will be guarantee to the repair work.
5. payment shall be made within 30 working days' time on satisfactory completion of the work.
6. a certificate of firm not blacklisted.

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7. name and email/mobile number of the authorized person.
8. 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 quotation letter.

Thanking you,

Yours faithfully,

(Krishna R. Kimbahune)  
Dy. Secretary i/c Admn.

Matter for placing on Website.