



# साहित्य अकादेमी

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## Sahitya Akademi

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SA37/H.O. 12150

15 January, 2021

### Sub: Inviting Quotations for purchase of Laptop-Note Book-reg.

Dear Vendor

The Sahitya 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 is in process of acquiring Laptop-Notebook for day to day use in web casting/projection during meetings and other virtual programmes. The configuration required for the laptop is as under: -

	Item Description
S.no	<b>Laptop-Note Book Dell</b>
1	Intel® Core™ i5 processor 10/11 <sup>th</sup> Gen
2	8GB of RAM
3	1TB HDD
4	DVD R/W (Optional)
5	Preinstalled O.S. windows 10
6	Screen Size 14"

You are requested to submit your quotation/competitive rates for supply on the following terms and conditions:

- copy of PAN/TAN/Services Tax/VAT
- on acceptance of the quotation the supply is to be made within a weeks' time from the date of the issue of the work order.
- the rates quoted shall be valid for a period of six months
- payment shall be made within 30 days' time on satisfactory supply/installation/working of the product
- Sealed quotation addressed to Secretary, Sahitya Akademi, Rabindra Bhavan, 35, Ferozeshah Road, New Delhi - 110001 must reach within 10 days from the date of this letter.
- Competent Authority may reject any quotation and cancel the process of procurement without assigning any reason
- Any legal dispute shall be within the jurisdiction of Hon'ble High Court of Delhi.

(Baburajan S.)

Dy. Secy i/c Admin