



SA.37/H.O./ 7803

30th September 2021

Sub: Inviting quotations for Printer

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 requires a photocopier for use of its Sub Office Chennai of the following configuration:

Description		Quantity
CORE FUNCTIONS	Standard: Print, Copy, Scan, Send, Store	01 (One)
PROCESSOR	Dual Custom Processor (Shared)	
CONTROL PANEL	10.1" TFT LCD WSVGA Color Touch-panel	
MEMORY	Maximum RAM	
HARD DISK DRIVE	2 TB or as per standard	
PAPER CAPACITY	Maximum	
PRINT SPEED	Maximum speed of per minute	
DIRECT PRINT	Available from USB, Advanced Box, Remote UI, and Web Access (Opt.)	
TYPE	Optional Single Pass Duplexing Automatic Document Feeder or Duplexing Automatic Document Feeder	
PULL SCAN	Latest Windows support	
SCAN RESOLUTION	Minimum and maximum DPI	
SCAN SPEED (LETTER)	Maximum	
COLOR MODE	Automatic-Color Select/Grayscale/Four color and Black-and-White	

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

1. copy of authorized dealership of the Brand being offered.
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4. the rates quoted shall be valid for a period of six months.
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6. payment shall be made within 30 working days' time on satisfactory supply/installation/working of the product.



 Ministry of Culture
Government of India

साहित्य अकादेमी

(राष्ट्रीय साहित्य संस्थान)

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7. a certificate of firm not blacklisted.
8. name and email/mobile number of the authorized person.
9. 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.