



साहित्य अकादेमी

रवीन्द्र भवन, 35 फीरोज़शाह मार्ग, नई दिल्ली-110 001
तार : साहित्यकार, दूरभाष : 2338 6626-28
फैक्स : 091-11-2338 2428

Sahitya Akademi

(National Academy of Letters)
Rabindra Bhavan, 35 Ferozeshah Road, New Delhi-110 001
Gram : Sahityakar, Phone : 2338 6626-28
Fax : 091-11-2338 2428
E-mail : secy@ndb.vsnl.net.in
website : <http://www.sahitya-akademi.gov.in>

22-02-2023

S.A/Translation Prize/2022/.....२११२०

Subject: Quotation for printing and supply Citation and Invitations Cards

Sahitya Akademi, an autonomous organization under the Ministry of Culture, Govt. of India dedicated for the promotion of literature through publications and literary programmes invites sealed quotations from offset printers having professional and latest facilities of printing in Delhi and NCR. The format for quotation may be downloaded from the Sahitya Akademi website: www.sahitya-akademi.gov.in and rates must be quoted as per the prescribed proforma. Sealed documents should be addressed to: The Secretary, Sahitya Akademi, Rabindra Bhawan, 35, Ferozeshah Road, New Delhi-110001, on or before 28-02-2023.

The terms and conditions to furnish quotations: -

1. Rates not quoted in the prescribed proforma are liable for rejection.
2. It is mandatory to fill all columns of the format.
3. The Annexure –I is to be stamped and duly signed by the authorized signatory.
4. The rates should hold good for 60 days from the last date of receipt of quotation.
5. The Secretary, Sahitya Akademi reserve the right to either accept or reject any or all quotations without assigning any reason.


(Krishna R. Kimbhaune)
(Dy. Secretary (Incharge-Admn.))

For uploading on Sahitya Akademi Website

(on company letterhead)

The Secretary
Sahitya Akademi,
New Delhi-110001

Subject: Quotation for printing and supply Citation and Invitations Cards

Dear Sir,

Inresponse to your quotation No. S.A/Translation Prize/2022/..... dated 20-02-2023, I/we submit our competitive rates for printing and supply Citation and Invitation cards and enclosed the following documents duly signed and stamped.

1. Name of the Press.....
2. Address.....
3. Telephone number.....
4. 4. Email address.....
5. PAN no..... (copy attached/not attached)
6. GST no.....opy attached/not attached)

Specification of the jobs:

(A) Translation Prize-2022, CITATION:

PRINT RUN: 300 booklets

SIZE: 8" x 8"

1. no. of pages 52 (inclusive of cover)
2. Gloss lamination on 1st and 4th page of the cover
3. Perfect Binding
4. Gloss Art Paper 170 gsm (to be procured by the press)

(B) Translation prize-2022, INVITATION CARD & ENVELOPE:

Print Run: 500 cards with envelopes

1. Matt Finish Card 300 gsm for invitation and 170 gsm for the envelope
 2. Finished size: 5.75" x 8.75" (of invitation Card in two folds) and 6"x 9.25" (of envelope)
 3. Printing: (04 colour front/back on the invitation card) and (single colour on the envelope)
 4. Lamination: Gloss only on the invitation card.
 5. Binding: Two folds and gumming tape required of the flap of the envelope.
- Open size of invitation card: 17.25" x 8.75"

(C) Abhivyakti-2022, INVITATION CARD:

Print Run: 500 cards

1. Matt Finish Card 300 gsm for invitation - it will be inserted in the envelope of the translation prize invitation card.
2. Finished size: 5.75" x 8.75"
3. Printing: (04 colour front and back)
4. Lamination: Gloss
5. Binding: This card will be inserted in the envelope of the translation prize invitation card.

NOTE: Only word files and photographs will be provided by the Akademi for layouting and designing etc.

A). Translation Prize-2022, Citation with paper

@Rs..... Per booklet + (GST @.....extra)

B). Translation Prize-2022, Invitation card and envelope in double fold with paper

@Rs..... Per card + (GST @.....extra)

C). Abhivyakti-2022, Invitation card with paper

@Rs..... per card + (GST @.....extra)

Place..... Date..... Signature..... Stamp of company