



# साहित्य अकादेमी

(राष्ट्रीय साहित्य संस्थान)

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## Sahitya Akademi

(National Academy of Letters)

Rabindra Bhavan, 35 Ferozeshah Road, New Delhi-110001

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19<sup>th</sup> September 2016

### Sub: Quotation for Civil Work- reg.

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 is in process of renovation/revamp its Indian Literature Section the following works needs to be done:

1	Dismantling old plaster above false ceiling on toilet side wall, 20 mm cement plaster on same, Putty on new plaster, scrapping painting of ceiling and wall surface with acrylic emulsion paint, synthetic enamel paint on wooden partition and window and polishing of main door.
2	Wooden Partition in the room

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

- The work is to be completed within a weeks time from the date of issue of the work order
- Copy of PAN/TAN/Service Tax/VAT etc. as applicable should be submitted.
- The vendors may visit the site on any working day between 10 am to 5pm.
- Payment shall be made within 30 working days time on satisfactory completion/inspection of the work.
- Sealed quotation address to Secretary, Sahitya Akademi, Rabindra Bhavan, 35 Ferozeshah Road, New Delhi – 110001 should reach latest by 30<sup>th</sup> September 2016.

(R K Verma)

Administrative Officer

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