



SA.37/15909

Dated:19.03.2021

Subject:- Quotation for printing of Note Sheet-reg.

Dear Vendor,

The Sahitya akademi, National Akademi of Letters which deals in literature in 24 languages recognized by it an an autonomous organization under Ministry of Culture, Govt. of India to work actively for the development of Indian letters and to co-ordinate literary activities in all Indian languages in India and abroad.

The Akademi proposes to print the following stationary item for its day to day use:

S. No	Items	Specification	Quantity
1.	Note Sheet	90gsm Luky Parchment Paper	13"×8.5" 500 pads × 100 sheets

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

- I. Copy of PAN/TAN/Services Tax/VAT to be submitted.
- II. On acceptance of the quotation the supply is to be made within 10 days time from the date of work order.
- III. The rates quoted shall be valid for a period of six months from the date of acceptance.
- IV. Payment shall be made within 30 working days' time on submission of bill after satisfactory supply/quality assurance.
- V. Sealed quotations alongwith sample addressed to Secretary, Sahitya Akademi, sent/submitted latest by 2nd April 2021.

Thanking you,

Yours sincerely,


(S. Rajmohan)
Dy. Secretary (Admn.)