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Renu Mohan Bhan
Deputy Secretary (Admn.)

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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Website: http://www.sahitya-akademi.gov.in

19 November 2015

S.A 76A/ 17584

SUBJECT : QUOTATION REQUIRED

Sir,

Sahitya Akademi, an autonomous organization of the Government of India, Ministry of Culture invites sealed quotations for printing/binding of Akademi's Book Marks, as per the following specifications:

Job Title: Sahitya Akademi's Book Mark

- | | |
|-------------------|--|
| 1. Quantity | : 50000 Book Marks |
| 2. Size | : 2.25"x5" |
| 3. Printing | : 4 colour (front & Back) |
| 4. Text Paper | : Gloss Art Card (300 gsm) |
| 5. Fabrication | : Die cutting & Soft coards with riverts |
| 6. After effects | : Matt lamination & UV (textured & spot) |
| 7. Shrink Packing | : 200 book marks/ packet |

Terms:

- Quotations without sample paper will not be considered.
- Sahitya Akademi will only provide the text matter and logo.
- Art work will have to be prepared by the party.
- TIN / PAN no. must be mentioned by party on their quotation.
- Party have to submit a final dummy for approval before printing.
- Supply will have to be made at our Sales Office, Swati, Mandir Marg, New Delhi – 11001 within 10 days after approval of the dummy.
- Cartage will be borne by the party.
- Rate should be quoted as inclusive of VAT and all other levies and this fact must be specifically recorded in the bid.
- Secretary, Sahitya Akademi reserves the right to accept or reject any quotation, and to annul the process and to reject all bids at any time prior to the award of the contract, without thereby incurring any liability to the affected party on the ground of Sahitya Akademi's action. The decision of Sahitya Akademi in this regard would be final and binding.

Sealed quotation addressed to the Secretary, Sahitya Akademi, 35 Ferozeshah Road, Rabindra Bhawan, New Delhi 110001 must be reached on or before 30th November 2015 till 5.30 either by post or by hand. Quotations will be opened on 01st December 2015 at 11.30 am at Sahitya Akademi's conference room 3rd floor, Rabindra Bhawan, 35 Ferozeshah Road, New Delhi – 110001.

Thanking you,

Yours sincerely,

(Renu Mohan Bhan)