



साहित्य अकादेमी

(राष्ट्रीय साहित्य संस्थान)

संस्कृति मंत्रालय, भारत सरकार की स्वायत्तासी संस्था

Sahitya Akademi

(National Academy of Letters)

An Autonomous Organisation of Government of India, Ministry of Culture

SAC.38/ 48-56

April 12, 2023

Dear Vendor,

**Sub: Calling quotations for printing and supplying Sahitya Akademi envelopes**

Sahitya Akademi (National Academy of Letters) which deals in literature in 24 languages of India recognized by it was established by the Government of India and is fully funded by the Ministry of Culture to work actively for the development of Indian letters and coordinate literary activities in all Indian languages.

Sahitya Akademi Chennai calls sealed quotations from experienced firms for printing and supplying office envelopes for the Chennai office, as per the following specifications:

Specifications	Paper Density	Quantity
White envelope with poly lamination inside, width – 11.75" (without folding), 10.5" (with folding), height – 4.5", 2 colour printing. Logo and address will be provided by the office	100 GSM maplitho	1000 nos.

Sample, if required, may be seen/obtained from Sahitya Akademi's Chennai office (at the above address) before submission of quotation.

**Sealed quotations** superscripted as 'Quotation for printing and supplying office envelopes' to the above address **should reach** this office **on or before 3 May 2023**. Successful firm will have to ensure that the printing and supplying of the item quoted is completed within the given time frame. Full payment will be done after satisfactory completion of the work.

**Other Terms & Conditions:**

1. Copy of PAN/TAN/Service Tax/VAT to be submitted by the firm.
2. Quoted rate should be inclusive of all charges, viz. delivery, cartage and taxes.
3. Rate quoted should hold good for a period of 90 days.
4. The undersigned reserves the right to accept or reject in part or full, any quotation without assigning any reason therefor.

Thanking you,

Yours sincerely,

(T.S. Chandrashekhara Raju)

Office in Charge

12/04/2023

To be uploaded on Sahitya Akademi's website

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