



साहित्य अकादेमी

(राष्ट्रीय साहित्य संस्थान)

रवीन्द्र भवन, 35 फीरोजशाह मार्ग, नई दिल्ली-110001
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For Website only

Sahitya Akademi

(National Academy of Letters)

Rabindra Bhavan, 35 Ferozeshah Road, New Delhi-110001
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SA.37/Admn./

27th June 2017

Sub: Quotation for purchase of Window ACs - reg.

Dear Vendor,

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 procuring 4 Window Air Conditioners of the following specification on buy back basis of old window air conditioners:

Sl. No.	Specifications
1	Window AC 2 tonnes capacity
2	With copper coil
3	With Five Star rating
4	With 5KVA/Triple step voltage stabilizer
5	Including Installation

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

- The rates quoted shall be valid for a period of six months
- Certificate of guarantee/warranty
- Copy of PAN/TAN/Service Tax/VAT
- On acceptance of the quotation the time bound supply is to be made immediately on receipt of the work order.
- Payment shall be made within 30 working days time on satisfactory supply/installation/working of the product
- Sealed quotation address to Secretary, Sahitya Akademi, Rabindra Bhavan, 35 Ferozeshah Road, New Delhi - 110001 should reach within 10 days of issue of this letter.

Thanking you,

Yours faithfully,

Sd/-

(Renu Mohan Bhan)
Deputy Secretary (Admn)

Encl: List of vendors