



# साहित्य अकादेमी

(राष्ट्रीय साहित्य संस्थान)

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## Sahitya Akademi

(National Academy of Letters)

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31 August, 2016

1 सितम्बर 2016

### Sub: Inviting quotations for conference system spares 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 Sahitya Akademi is in the process to procure conference system spares as per details given below: -

Sl. No.	Item	Qty
1	Microphone Gooseneck of Bosch make	3
2	Handy Recorder Zoom H4N (common for recording)	1

The terms and conditions of the procurement is as under: -

- The sealed envelope should contain "Quotation for Conference System Spares" in bold letters.
- copy of PAN/TAN/Services Tax/VAT
- on acceptance of the quotation the supply & installation is to be made within a weeks' time from the date of work order.
- the rates quoted shall be valid for a period of six months
- certificate of guarantee/warranty
- payment shall be made within 30 working days' time on satisfactory supply/installation/working of the product.

Quotation addressed to Secretary, Sahitya Akademi, Rabindra Bhavan, 35 Ferozeshah Road, New Delhi - 110001 must reach within 10 days from the date of issue of this letter

(R K Verma)

Administrative Officer