



साहित्य अकादेमी

(राष्ट्रीय साहित्य संस्थान)

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Sahitya Akademi

(National Academy of Letters)

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1st June 2018

SA.37/Admn/Seminar / 7385

Sub: Translation Prize function and Abhivyakti programme scheduled to be held from 22-24 June 2018 at Guwahati

Dear Vendor,

It has been decided that to organize the above programmes, the following work is required to be executed:-

Work Heads			
1	Production of Exhibition Panels of Translation Prize winners, photographs & Picture Gallery	6	Seminar Backdrop
2	Book Corner	7	Auditorium Branding
3	Audio Visual screens installations (2 in No.) & Projector	8	Horticulture/Floral support
4	Branding Boards	9	Lighting
5	Signage as per requirement	10	Carpeting

It is requested that the vendors in the field may submit their quotations along with financial implications. There may be some addition/deletion on the spot in the above work. The terms and conditions of procurement are as under:-

- Copy of PAN/TAN/Services Tax/VAT/GST to be submitted.
- On acceptance of the quotation, the work is to be completed latest by 21st June 2018 from the date of issue of work order.
- The rates quoted shall be valid for a period of one year from the date of acceptance.
- Payment shall be made within 30 working days' time on submission of bill after satisfactory supply/quality assurance.
- Sealed quotations addressed to Secretary, Sahitya Akademi, Rabindra Bhawan, IInd floor, 35 Ferozeshah Road, New Delhi-110001 may be sent/submitted within 7 days' time from the date of issue of this letter.

(Renu Mohan Bhan)

Deputy Secretary(Admn.)

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