



साहित्य अकादेमी

(राष्ट्रीय साहित्य संस्थान)

संस्कृति मंत्रालय, भारत सरकार की स्वायत्त्वासी संस्था

Sahitya Akademi

(National Academy of Letters)

An Autonomous Organisation of Government of India, Ministry of Culture

SAC.38/ 3411 - 3417

January 30, 2026

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 for sealed quotations from printers for printing and supplying office envelopes, as per the following specifications:

| S. No. | Material Dimension & Specifications | Quantity |
|--------|--|----------|
| 1 | 10.5" x 4.5" (120 GSM) white laminated envelopes with printing | 1000 |
| 2 | 12" x 8" (300 GSM) white laminated lifafa printed envelopes | 2000 |
| 3 | 17.5" x 11.5" gada cloth cover with printing | 1000 |

Sample, if required, may be seen/obtained from Sahitya Akademi's Chennai office (at the below 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 13 February 2026**. Successful firm will have to ensure that the printing and supplying of the items quoted is completed within the given time. 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 120 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,

(Dr S. Rajmohan)
Officer in Charge

To be uploaded on Sahitya Akademi website

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