

02

No-567
21-2-19

To

Sub: Quotation for Printing of Examination & Office Materials for RIE.-regarding 2018-2020.

Dear Sir,

The Institute intends to print the following materials as per the detailed specification and quantity mentioned below. In case, you are interested to undertake the following works, you may submit your quotation mentioning valid PAN No. & GSTIN No. in a sealed cover superscribing "Quotation for Printing of Exam/Office Materials of RIE. 2019-2020" on or before 25.02.2019. The rate quoted by your firm will be valid up-to 31.03.2020. The sample paper to be used for the purpose may be attached along with the quotation. The rate may be quoted for each and every items positively. Please note that if the quality of printing is not satisfactory and the quality of paper is not as per the stated standard, the Institute reserves the right to reject the entire printed materials If you agree to the above terms and conditions, please quote rate for the following item of work.

Sl. No	Name of Item	Specification	Rate/ Unit (Book)/Pc/
01	Answer Books	Size: A4, Paper: 80 GSM. No. of Pages 16 Pages: 14 pages excluding cover page Matter to be printed on the cover page. Answer Books Nos. given number 001 to 50,000.	
02	Pupil's Attendance Register	Size: (30cm x 19.5cm), 14-inner proforma sheets + 2cover pages (Text sample enclosed) printing of JK Maphilitho 60 GSM paper	
03	Letter Head Pad	Size: A4, Paper: 75 GSM. No. of Pages 100 Matter to be printed on the top of the cover page,.	
04	Forms Bilingual	A/4 size paper , single side printing	
05	Forms Bilingual	A/4 size paper , Both side printing	
06	Receipt Books	100 receipts, Duplicate , JK Size-1/2 FS, Pink(Original) & White (Duplicate), Sl. Numbering of Book & Receipts	


Please note that quotation received after due date, unsealed quotations and without sample paper, valid PAN No. and GST No. will not be taken into consideration. The specimen copies of the material are available in the Institute General Store which may be examined before submitting the quotation.

This Institute reserves the right to reject the quotation either in full or part without assigning any reason thereof.

This issues with the approval of the competent authority.

Yours faithfully,


Administrative Officer


21/2/19.