

To,

M/s _____

No-3993
Dt-21.09.2023

Sub: Quotation for Printing of Examination & Office Materials for RIE 2023-2024.

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 GST No. and PAN No.(attach copy) in a sealed cover superscribing **“Quotation for Printing of Exam/Office Materials of RIE. 2023-2024”** on or before **26.09.2023**. The rate quoted by your firm will be valid upto **31.03.2024**. 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	Quantity	Unit Rate (inclusive GST)
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.	50,000 Copies	
02	Additional Answer Sheet	Size: A4, Paper: 80 GSM. No. of Pages 08 Pages: 06 pages excluding cover page Matter to be printed on the cover page.	20,000 Copies	
03	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	2000 Registers	
04	Admission Register	Size: (42cm x 30cm), 200 pages with Perfect Book Binding.	10 Books	
05	Forms Bilingual	A/4 size paper , Single side printing	5000 Nos	
06	Forms Bilingual	A/4 size paper , Both side printing	5000 Nos	
07	Receipt Books	JK Size-1/2 FS, Pink(Original) & White (Duplicate), Sl. Numbering of Book & Receipts (100 pages)	200 Books	
08	OPD Ticket	JK Size-1/2 FS, 70 GSM, White Page (100 pages)	200 Books	


Please note that quotation received after due date, unsealed quotations and without sample paper, copy of valid GST No. and PAN 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. The same as uploaded in the Institute Website also.

This Institute reserves the right to reject the quotation either in full or part without assigning any reason thereof. The materials are required to supplied by the firms within two weeks of receipt of work order.

This issues with the approval of the competent authority

Yours faithfully,


Administrative Officer


21/9/2023