

क्षेत्रीय शिक्षा संस्थान

(राष्ट्रीय शैक्षिक अनुसंधान एवं प्रशिक्षण परिषद)

सचिवालय मार्ग, भुवनेश्वर - ७५१०२२

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REGIONAL INSTITUTE OF EDUCATION

(National Council of Educational Research & Training)

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Administrative Office : 2542924(O)

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No. F. 5561(3)

Date : 11/2/2024

To,

M/s _____

Sub: Quotation for Printing of File Covers, Letter Head Pad, Receipt Books etc. for RIE 2024-2025.

Dear Sir,

This Institute intends to print the following materials as per the specifications given below. The style of printing and the format should as per physical sample available in the Institute General Store may be checked before submitting the sealed quotation if needed.

Sl. No	Name of Item	Specification	Quantity to be printed(apprx.)	Rate Quoted /1000 nos. /per Books
1	File Cover (Art Board Material)	Art Board paper with trilingual printing of Institute Name, Address and Telephone Numbers etc. with NCERT Logo and Emblem. Eyelet with cap, cloth lining on the middle. (As per sample)	10,000 nos.	
2	Letter Head Pad (Macro)	Size: A4 (29.7cm x 21cm), Paper: 75GSM. No. of pages 100, Matter to be printed on the top of the cover page. (As per sample)	100 Books	
3	Forms Bilingual	A/4 size paper , Single side printing	5000 Nos	
4	Forms Bilingual	A/4 size paper , Both side printing	5000 Nos	
5	Receipt Books	JK Size-1/2 FS, Pink(Original) & White (Duplicate), Sl. Numbering of Book & Receipts (100 pages)	400 Books	

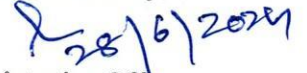
In case you are interested to undertake the printing work, you are requested to submit your sealed quotation along with sample paper with valid PAN No. and GSTIN No. in a sealed cover superscribing on the envelope **“Quotation for printing of File Covers, Letter Head Pad, Receipt Books etc. for RIE 2024-2025”** so as to reach the undersigned on or before **04.07.2024** by **5:00 pm**. The rate to be quoted will be valid upto 31.03.2025.

Please note that quotation received after due date, unsealed quotations and without sample paper, valid PAN No. and GSTIN No. will not be taken into consideration.

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,

Handwritten signature and date: 28/6/2021

Administrative Officer