

# 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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No. F. 5561 (1)  
To

Date : 01/02/2024

M/s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub: Quotation for printing of Envelopes and Registers 2024-25 regarding.

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 the particulars/size/pages etc.	Quantity	Specification	Rate/unit (i.e, 1000 nos./ 01 no. etc.)
1	Mail-Letter Sorting Machine (LSM)	5,000 nos.	(90x140mm to 165x245mm) size, (60-140gsm) paper	
2	Mail-Mixed Mail Sorter (MMS)	5,000 nos		
3	Flat Mail	5,000 nos.	(90x140mm to 260x380mm) size, (35-80gsm) window paper	
4	11.5" X 5.2" Envelope (closed)	5,000 nos.	Parchment paper White/Cream colour 100 GSM	
5	9.5" X 4.5" Envelope (closed)	5,000 nos.		
6	11" X 05" Cloth Envelope	5,000 nos.		
7	Cloth Envelope of File Cover Size	5,000 nos.		
8	Medical Register (100 Pages)	06 nos.	Size (13" x 10") Leather Binding, Rulled paper.	
9	Pension Register (300 Pages)	06 nos.		
10	LTC Register (200 Pages)	06 nos.		
11	TA Register (200 Pages)	06 nos.		
12	Guest Occupancy Register (100 Pages)	06 nos.		
13	OPD Register (500 pages)	02 nos.	Size (13" x 16") Leather Binding, White plane paper.	
14	Student's Attendance Register (30 Pages)	1000 nos.	Size (30.5 x 21)cm	

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 Envelopes and Registers 2024-25”** 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 in blue ink, appearing to be '28/6/2024'.

Administrative Officer