

# 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(2)

Date : 01/02/2024

To

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

Sub: Quotation for Printing and Supply of File Covers and Writing Pads for Plan Programme 2024-2025 reg.

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.	Description of the Item	Qty. to be Printed	Specification (Quality of Paper and Size etc.)
1.	File Cover (Art Board/ Glazed Material) Sample "A"	5,000 nos.	130 GSM paper quality with trilingual printing of Institute Name, Address and Telephone Numbers etc. with NCERT Logo and Emblem. The file should contain two inner pockets on both sides. Cloth lining on the middle.
2.	Printing of 1/6 <sup>th</sup> Size Writing Pad	5,000 nos.	a) 50 pages (25 sheets) with 70 GSM white paper for inner pages. Perforated/Centre stitched and text book model open. b) The cover page is of Colour Pulpboard Cover of 150 GSM with trilingual printing of Institute Name, Address, Telephone Number etc. with NCERT Logo inner hazy background in every pages and Emblem.
3.	Printed Pen	5,000 nos.	Pen with printing of NCERT logo & name of the Institute are to be printed. (Preferably Blue Colour)


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 and supply of File Covers and Writing Pads for Plan Programme 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

  
28/6/2024

Administrative Officer