



Regional Institute of English, South India

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Towards Excellence in English Language Education
RIESI
BANGALORE, INDIA

RIE/A2/Printing of Note pads/files/2024-25 /808

Date: 27.01.2025

Sir,

Sub: Printing and Supplying of Note Pads and Plastic Files and paper files - reg.

The Institute proposes to procure Note Pads (two size), Plastic Files and office (paper files) with printing for use of training programmes conducted at RIESI. The details are :

Sl.No.	Particulars	Quantity	Remarks
1.	Plastic Files (Fullscape size with RIESI Logo and address printed on cover page)	4,000 Nos.	As per sample
2.	Note Pads Spiral pad 1/8 dummy, good quality with RIESI logo and address on four sides of the cover pages as per sample given (40 pages + covering page)	2,000 Nos.	
3.	Note Pads Spiral pad 1/4 crown size, good quality with RIESI logo and address on four sides of the cover pages as per sample given (40 pages + covering page)	2,000 Nos.	
4.	Office File (Paper) (Fullscape size with RIESI Logo and address printed on cover page)	300 Nos.	

Terms and Conditions:

- A sample can be had from the Institute on working days.
- Quotation must be sent for all the items mentioned above.
- Quantity may vary as per the requirement.
- The decision of the Director will be binding in case of any dispute and all other related matters.

You are requested to quote lowest rate for printing and supplying the above materials. Your quotation should be submitted in a sealed cover super scribed as 'Quotation for Printing Files and Note Pads' on or before 03.02.2025 addressed to The Director, Regional Institute of English, South India, Jnanabharathi Campus, Bengaluru - 560 056.

Yours faithfully,


DIRECTOR