



# 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

Date: 05.02.2025

To

Locally available Printers & Suppliers

Institute's website

Institute Notice Board

Sir/Madam

Sub: Re – Inviting Quotations for Printing and Supply of Note Pads and Plastic Files and paper files - reg.

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The Institute had invited quotations on 27.01.2025 to procure Note Pads (two size), Plastic Files and office (paper files) with printing. Due to technical reasons, the quotation has been cancelled and now new quotations are invited for the following.

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 printer/supplier should provide the proof of past experience and GST registration details, address proof etc.
- The decision of the Director will be binding in case of any dispute and all other related matters.

You are requested to quote your lowest rate with applicable GST 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 **14.02.2025** addressed to **The Director, Regional Institute of English, South India, Jnanabharathi Campus, Bengaluru - 560 056.**

DIRECTOR