



Regional Institute of English, South India

Jnana Bharathi Campus, Bengaluru – 560 056

RIESIIB/LIBR/COM/1/2022-LIB/2023-24

19.08.2023

INVITATION FOR QUOTATIONS FOR SUPPLY OF SOFT COPIES OF RIESI PUBLICATIONS FOR CREATING THE RIESI DIGITAL LIBRARY

To:

Dear Sirs:

Sub: Invitation of quotation for supply of soft copies of RIESI Publications to create a digital library

1. Sealed competitive quotations are invited by the undersigned for the supply of soft copies of RIESI Publications to upload into the RIESI digital library. The list of RIESI Publications is provided in Annexure 1.
2. **Quoted Price:**
 - (a) The service provider shall quote for scanning the items in the format of the quotation attached;
 - (b) All duties, taxes and other levies payable by the service provider (including tax on the finished goods) shall be included in the item rate.
 - (c) The rates quoted for each item shall be fixed for the duration of the contract and shall not be subject to any adjustment.
 - (d) Rates for the scanning of a partial quantity of an item are not acceptable.
 - (e) Editing if any shall be made by crossing out, initialing, dating and rewriting.
 - (f) Cable or Facsimile quotations are not acceptable.
 - (g) The scanning of books must be done within one month of receiving the order.
 - (h) The scan should be done in-house and the delivery address is Regional Institute of English South India, Jnanabharathi Campus, Bangalore.
3. Each service provider must submit only one quotation
4. **Validity of quotations:**

The quotation shall remain valid for a period not less than 30 days after the deadline fixed for submission of quotations.
5. **Evaluation of quotations:**

The Consumer will evaluate and compare the quotations determined to be substantially responsive i.e., which are properly signed, and conform to the terms and conditions and

specifications in the following manner:

- (a) The evaluation will be done including the tax. If the service provider has not included the tax in his quotation for the item rate, and has also not indicated the rate of tax applicable, the quoted rate will be treated as though it is inclusive of the tax and no extra payment for tax will be made;
- (b) **The evaluation would be done for all the services put together. The services for which no rates have been quoted would be treated as zero and the total amount would be computed accordingly. The service provider who has quoted for the partial quantity of any one or more item(s) would be treated as non-responsive. The consumer will award the contract to the responsive service provider, whose total cost for all the items put together is the lowest.**

6. Award of contract:

- (a) The Consumer will award the contract to the service provider whose quotation has been determined to be substantially responsive and who has offered the lowest price as per para 5(b) above.
- (b) The Consumer reserves the right at the time of contract award to increase or decrease the quantities of the items indicated by 25% without any change in the unit price or any other terms and conditions.
- (c) The Consumer prior to the expiration of the quotation validity period will notify the service provider whose quotation is accepted of the award of the contract. The terms of the accepted offer shall be incorporated into the Purchase order.
- (d) It is mandatory to supply all the soft copies of the books that are quoted, failing to which leads the cancellation of the work order.
- (e) The scanning will be done in-house at the RIESI campus.
- (f) Necessary requirements in terms of devices like high-speed Scanners need to be brought by the tenderer. Other devices like computers, electricity and storage device are provided by the consumer.
- (g) The scanned softcopies must be High Definition quality
- (h) The item will be added or may be deleted by the consumer as per the requirements
- (i) The rate quoted, shall not, in any case, exceed the control price if any fixed by the Government of India or the State Government.
- (j) The same rate quoted will be applicable to the extra books added while the work is in progress.
- (k) The rates quoted shall include all applicable Taxes under the GST Act minus (-) the discount allowed.
- (l) Payment shall be made after the supply of HD-quality softcopies of the books in PDF format.
- (m) Notwithstanding the above, the Consumer reserves the right to accept or reject any quotations and to cancel the quotation process and reject all quotations at any time prior to the award of the contract.

Process of Work:

1. The scanning work has to be undertaken in the office premises of the Regional Institute of English South India, Jnana Bharathi Campus, Bangalore – 560056.
2. Unbinding the required books by the tenderer.
3. Dealing with adhesive notes, whiteout, blank pages, faded, torn, or illegible pages and reverse pages not relevant to the file. Blank pages must be omitted while scanned.
4. Managing: loose items are to be ensured with the original order of the pages in the document.
5. Scanning of documents with a Full HD: 1080p image resolution (1,920 x 1,080 pixels – approximately 2 million total pixels) to enable readable rendering of the document in physical form, preferably Portable Document Format (PDF) form.
6. Order of digitization: front to back including the cover page as available in the original order. A single page must be visible (two-page scanning in a single sheet is not preferred). All the pages in a book must contain the same size.
7. The name of the file must be the title of the book
8. The scanned pdf documents have to be submitted in the CDs provided by the office. The quality check will be done by the Library Staff and Library Advisory Committee.
9. The scanned pdf of RIESI Publications must not be sent or distributed to anyone in any form as it is copyrighted material.
10. RIESI will provide computers. The operators, scanners, and devices must be brought by the tenderer.
11. The scanning and handing over of the softcopies must be completed within 30 days of receiving this work order.

7. Last date and time of receipt of quotations:

You are requested to submit the sealed quotations superscribed on the envelope as “Quotations for the supply of soft copies of RIESI Publications Due on” latest by 5.00 pm hours on (date).

We look forward to receiving your quotations.

Yours faithfully,

**Sd/-
(Geetha S)
DIRECTOR**

Attachment: ANNEXURE 1 List of RIESI Books

ANNEXURE 1: List of books recommended by the Library Committee

LIST OF RIESI PUBLICATIONS FOR DIGITIZATION				
Sl No	Title	Author	Year	Pages
1	A 3500 Word Wordlist in English	Velayudhan, S	1988	90
2	Accidentally Yours	Ravindran, TK	1989	84
3	Contemporary Short Stories	Velayudhan, S	1989	125
4	Current English	RIESI	1987	200
5	English for Engineers	RIESI	2006	190
6	English for Young Learners: A Trainer's Manual	RIESI	2011	98
7	English Sound and Spelling : A Source Book	Bagchi, Ganesh	1989	126
8	English Sound and Spelling : Ideas of Difficulty	Bagchi, Ganesh	1989	124
9	GOI - RIESI Project Final Report : TEP 12	RIESI	1988	54
10	In Service Teacher Professional Development	RIESI	2012	85
11	Intensive Training Programme for Teachers of English in Rural and Tribal Areas : Course Package	RIESI	1991	124
12	Let's Write it Right : Tele Material	RIESI, Bangalore	2003	40
13	Listen and Read Radio Lessons on ELT Methods	RIESI	1987	124
14	Newsletter (Special Series)	RIESI	1980	112
15	Radio Lessons : Topics in English Grammar	Velayudhan, S	1987	103
16	Readings in ELT Methods Vol 1	Velayudhan, S	1991	77
17	Report of the Review Committee	RIESI	1989	15
18	Rhymes and Songs	RIESI	1994	99
19	RIE Spoken English Series ; Monograph 1 : a glossary of phonetics by T Balasubramanian	Velayudhan, S	1988	43
20	RIE Spoken English Series ; Monograph 10 : An English Phonetics and Phonology workbook by S Velayudhan, T Balasubramanian	Velayudhan, S	1988	43
21	RIE Spoken English Series ; Monograph 2 : a glossary of phonetics by T Balasubramanian	Velayudhan, S	1988	43
22	RIE Spoken English Series ; Monograph 3 : a glossary of phonetics by T Balasubramanian	Velayudhan, S	1988	43
23	RIE Spoken English Series ; Monograph 4 : The Consonents of English by T Balasubramanian	Velayudhan, S	1988	43
24	RIE Spoken English Series ; Monograph 5 : Conconent Clusters in English by T Balasubramanian	Velayudhan, S	1988	43
25	RIE Spoken English Series ; Monograph 6 : syllabus and syllable - structure in English by T Balasubramanian	Velayudhan, S	1988	43

26	RIE Spoken English Series ; Monograph 7 : Stress in English Words by T Balasubramanian	Velayudhan, S	1988	43
27	RIE Spoken English Series ; Monograph 9 : Intonation in English by T Balasubramanian	Velayudhan, S	1988	43
28	Syllabus for six year course in English as a Third Language AP 1990	RIESI	1980	40
29	Teaching Spoken English : Listening and Speaking Skills	Velayudhan, S	1988	92
30	Tele English	RIESI		123
31	Tele English	RIESI	2008	66
32	Test of English proficiency TEP - 10 : Report and Pre final Versions	RIESI	1989	32
33	Three minute Tales : English Through Reading - 2	Velayudhan, S	1987	42
34	Words : a Book of English Usage	Velayudhan, S	1985	123
35	Tele English 2 : Training of Secondary School Teachers in Teaching English (Tele-material) (Photocopy)	RIESI, Bangalore		153
36	Teaching English Classroom Journal 1988 SILVER JUBILEE VOL	RIESI	2013	98
37	Intensive training programme for teachers of English in rural and Tribal Areas	MHRD & RIESI	1991	119
38	English in Pictures 1	RIESI, Bangalore	2007	30
39	English in Pictures 2	RIESI, Bangalore	2007	30
40	English in Pictures 3	RIESI, Bangalore	2007	30
41	English in Pictures 4	RIESI, Bangalore	2007	30
42	Writing in English 1	RIESI, Bangalore	2007	30
43	Writing in English 2	RIESI, Bangalore	2007	30
44	Writing in English 3	RIESI, Bangalore	2007	30
45	Writing in English 4	RIESI, Bangalore	2007	30
46	English Language Learning Channel Manual	RIESI, Bangalore	2007	120
47	Play and Play	RIESI, Bangalore	2007	105
48	Enact English	RIESI, Bangalore	2007	37
49	Tell a Tale	RIESI, Bangalore	2007	110
50	English in Pictures	RIESI, Bangalore	2007	100
51	Story charts	RIESI, Bangalore	2007	9
52	Play with words Books Set	RIESI, Bangalore	2007	200
53	5 posters	RIESI, Bangalore	2007	60
54	English Classroom Journal Vol.1 No.1	RIESI, Bangalore		85
55	English Classroom Journal Vol.1 No.1	RIESI, Bangalore	1999	90
56	English Classroom Journal Vol.1 No.2	RIESI, Bangalore		90
57	English Classroom Journal Vol.1 No.2	RIESI, Bangalore	1999	60
58	English Classroom Journal Vol.2 No.1	RIESI, Bangalore	2000	68
59	English Classroom Journal Vol.2 No.2	RIESI, Bangalore	2000	58

60	English Classroom Journal Vol.3 No.1	RIESI, Bangalore	2001	72
61	English Classroom Journal Vol.3 No.2	RIESI, Bangalore	2001	65
62	English Classroom Journal Vol.3 No.2 & Vol.4 No.1	RIESI, Bangalore	2002	108
63	English Classroom Journal Vol.4 No.2	RIESI, Bangalore	2002	66
64	English Classroom Journal Vol.5 No.1 & 2	RIESI, Bangalore	2003	270
65	English Classroom Journal Vol.6 No.1	RIESI, Bangalore	2004	82
66	English Classroom Journal Vol.6 No.2 & Vol.7 No.1	RIESI, Bangalore	2005	321
67	English Classroom Journal Vol.8 No.1	RIESI, Bangalore	2006	103
68	English Classroom Journal Vol.8 No.2	RIESI, Bangalore	2006	128
69	English Classroom Journal Vol.9 No.1	RIESI, Bangalore	2007	129
70	English Classroom Journal Vol.9 No.2	RIESI, Bangalore	2007	87
71	English Classroom Journal Vol.10 No.1	RIESI, Bangalore	2008	106
72	English Classroom Journal Vol.10 No.2	RIESI, Bangalore	2008	93
73	English Classroom Journal Vol.11 No.1 & 2	RIESI, Bangalore	2009	149
74	English Classroom Journal Vol.12 No.1	RIESI, Bangalore	2010	156
75	English Classroom Journal Vol.12 No.2	RIESI, Bangalore	2010	96
76	English Classroom Journal Vol.13 No.1	RIESI, Bangalore	2011	128
77	English Classroom Journal Vol.13 No.2	RIESI, Bangalore	2011	65
78	English Classroom Journal Vol.14 No.1	RIESI, Bangalore	2012	138
79	English Classroom Journal Vol.14 No.2	RIESI, Bangalore	2012	106
80	English Classroom Journal Vol.15 No.1	RIESI, Bangalore	2013	94
81	English Classroom Journal Vol.15 No.2	RIESI, Bangalore	2013	98
82	English Classroom Journal Vol.16 No.1 & 2	RIESI, Bangalore	2014	91
83	English Classroom Journal Vol.17 No.1 & 2	RIESI, Bangalore	2015	148
84	English Classroom Journal Vol.18 No.1	RIESI, Bangalore	2016	149
85	English Classroom Journal Vol.18 No.2	RIESI, Bangalore	2016	128
86	English Classroom Journal Vol.19 No.1	RIESI, Bangalore	2017	113
87	English Classroom Journal Vol.19 No.2	RIESI, Bangalore	2017	119
88	Reading a Second Language Student Guide	RIESI, Bangalore	1999	199
89	Reading a Second Language Manual	RIESI, Bangalore	1999	74
90	Wall Magazine - (10 Posters)	RIESI, Bangalore	2005	10
91	English Classroom	RIESI, Bangalore	2005	277
92	Teacher Development Talk	RIESI, Bangalore	2005	165
93	A Passage to English	RIESI, Bangalore	2005	127
94	Trainers Treasure	RIESI, Bangalore	2005	84
95	Teacher Travelogue	RIESI, Bangalore	2005	96
96	Travel Card	RIESI, Bangalore	2005	146
97	Act, Action, Activity	RIESI, Bangalore	2005	110
98	General Proficiency in English	RIESI, Bangalore	2005	26
99	Dialogues in English – I	RIESI, Bangalore	2005	38
100	Dialogues in English – II	RIESI, Bangalore	2005	26
101	Listening Materials (<i>Secondary School</i>)	RIESI, Bangalore	2005	71
102	Hello English	RIESI, Bangalore	2005	66

103	English Around Us	RIESI, Bangalore	2005	89
104	Listening Materials Primary	RIESI, Bangalore	2005	54
105	Let's Talk	RIESI, Bangalore		147
106	Language Games	RIESI, Bangalore		46
107	Seminar 1973	RIESI, Bangalore	1973	129
108	Perspectives on English Language Teaching	RIESI, Bangalore		302
109	Words : a Book of English Usage	RIESI, Bangalore		121
110	English in You	RIESI, Bangalore	2007	27
111	All India Seminar 2001	RIESI, Bangalore	2001	100
112	2012 Seminar Abstract	RIESI, Bangalore	2012	100
113	Readings in ELT Methods Vol 2	Velayudhan, S		73
114	Learners' Multilingual Dictionary: English-English-Kannada/Malayalam/Tamil/Telugu	RIESI, Bangalore	2012	590
115	Teaching English Classroom Journal 1988 SILVER JUBILEE VOL	RIESI	2013	98
116	Tele English 2	RIESI, Bangalore		58
117	Reading Cards	RIESI	1992	124
118	Newsletter	RIESI	1973-79	204
119	Newsletter (Special Series)	RIESI	1980	114
120	Newsletter (Special Series) bound volume	RIESI	1979	123
121	Newsletter (Special Series)	RIESI	1980	258
122	Silver Jubilee Souvenir 1988	RIESI	1988	56
123	The Structure and Use of English	N Krishnaswamy	1985	51
124	Teaching English as Communication Report of Seminar	RIESI	1979	170
125	Wall Pictures	RIESI		12
126	Dialogues in English	RIESI	1989	42
127	The English Classroom Silver Jubilee Number	RIESI	1988	83
128	Afghan University Exchange Program (AUSEP) part 1	RIESI	2013	54
129	Afghan University Exchange Program (AUSEP) part 2	RIESI	2013	104
130	RIE Spoken English Series Monograph 8	Velayudhan S		58
131	Learner's Multilingual Dictionary	RIESI	2008	514
132	Impact Study on the Achievement of Learners in English in Classes 3 & 7 in Kerala	RIESI	2009	462
133	5 Day Professional Development Programme for D EL ED Lecturers	RIESI	2019	120
134	Report	RIESI	2011	183
135	10 Day KREIS Module	RIESI	2021	133
136	15 Day BSRNS Training Module	RIESI	2019	88
137	ELTI Support Scheme	RIESI	1985	66
138	Writing Progress	RIESI	2004	57
139	5 Day Hand Book on Communication Skills	RIESI	2018	64

140	20 Day Need Based Teacher Empowerment Program Lakshadweep	RIESI	2017	107
141	3 Day ELT Orientation for Lecturers in PU Colleges	RIESI	2012	77
142	Module cum Resource Materials Gurukulam AP	RIESI	2012	74
143	A Report on the Advanced Level Training in TESL	RIESI	2003	49
144	6 Day Advanced Level Refresher Training Programme	RIESI	2011	91
145	6 Day Workshop on the D EL ED Syllabus for ELT	RIESI	2017	118
146	7 Day English Proficiency Programme for SITTR, KL	RIESI	2017	96
147	12 Day Orientation Programme on English Language Learning and Teaching for APSWREIS	RIESI	2018	121
148	6 Day Advanced Level Refresher Training Programme	RIESI	2011	91
149	All India Seminar 2009	RIESI	2009	31
150	Resource Book 10 Day Empowerment for Ramanagar	RIESI	2016	70
151	National Conference cum workshop	RIESI	2018	93
152	Achievement Study Report	RIESI	2016	131
153	A Suggested Scheme of Studies	RIESI	1994	41
154	Tele English	RIESI	2007	75
155	Inter-State Board for Anglo-Indian Education	RIESI	1994	46
156	From Instruction to Construction of Knowledge	RIESI	2011	128
157	Inservice Teachers Professional Development	RIESI	2016	93
158	English: at what stage and why	RIESI	2001	64
159	Discourse Methodology 5 Day KL	RIESI	2008	65
160	5-Day Content Enrichment Programme RMSA	RIESI	2012	69
161	Module MDRS	RIESI	2019	104
162	6 Day Bridge Course on Basic English	RIESI	2018	138
163	All India Seminar Abstracts 2003	RIESI	2003	81
164	All India Seminar Abstracts 2010	RIESI	2010	42
165	YL Sig Conference	RIESI	2008	52
166	All India Seminar Abstracts 2011	RIESI	2011	82
167	The English Classroom Journal Vol 22 No 1&2 JUN DEC 2020	RIESI	2020	103
168	The English Classroom Journal Vol 21 No 2 DEC 2019	RIESI	2019	93
169	The English Classroom Journal Vol 23 No 2 DEC 2021	RIESI	2021	180
170	The English Classroom Journal Vol 23 No 1 JUN 2021	RIESI	2021	123
171	The English Classroom Journal Vol 3 No 1 JAN 1986	RIESI	1986	66
172	The English Classroom Journal Vol 1 No 1 JAN 1984 Bound Vol	RIESI	1984	196
173	Diploma in Communication Module 1 Pedagogy	RIESI	2006	116
174	Diploma in Communication Module 2 English for Media	RIESI	2006	113
175	Diploma in Communication Module 3 English for Business	RIESI	2006	154

176	Diploma in Communication Module 1,2,3 : Fluency, Accuracy Discourse Management	RIESI	2006	114
177	Spoken English Course Module 1 & 2 unit 1-10	RIESI	2000	75
178	Spoken English Course Module 3 & 4 unit 11-20	RIESI	2000	83
179	Report 2010	RIESI	2010	454
			Total	18673

FORMAT OF QUOTATION

Sl. No	Number of PDF	Number of Pages	Unit price (Rs.) Per page	Total amount
1	A4	20000		
2	A3	30		

1. We agree to supply the above goods in accordance with the technical specifications for the total price shown against the item(s) for which quotations have been submitted, within the period specified in the Invitation for Quotations.
2. We also confirm that the normal commercial warranty/guarantee of months shall apply to the offered goods.

(Service provider)

Name:

Signature:

Date:.....

List of Booksellers

M/s Shivaji Book Distributors

#3, Sheetal's, 5th Cross,
Singapura Layout
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Bengaluru – 560016
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Bengaluru, Karnataka 560082
Ph. 09845143485

M/s Mahalaxmi Enterprises

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Rajajinagar, Bangalore – 560010
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