



Regional Institute of English, South India

Jnanabharathi Campus, Bengaluru-560056

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RIE/PRINTING/FOLDERS/NOTEPAD/FILES/

20.11.2023

RIESI Website

Notice Board

Sir/Madam,

Sub: Printing and supplying of Plastic Folders, Note pads and Office Files (Paper files) - Inviting quotation - reg.

The Institute proposes to print **Plastic Folders, Spiral Note pads and Office (paper) files** and you are hereby requested to quote your rates towards printing and supplying of the same adhering to the following specifications, terms and conditions as given below.

Work Details

Sl.No	Description	Quantity	Specification	Remarks
1	Printing of Plastic Folders with RIESI logo	2,000	Size : 10" X 14" (4 colours) as per sample	Sample can be seen in the office during office hours on working days between 10.00 a.m. to 05.00 p.m.
2	Printing of spiral pads (1/8) with RIESI logo and address	2,000	Size: 8.5" X 5.5" (40 + 4 cover pages) as per sample	
3	Printing Office (Paper) files with long clip RIESI logo and address (4 colours)	100	Size : 10" X 14" (4 colours) Thick Paper as per sample	

Terms and Conditions:

1. Adhere to the layout and design given.
2. 1 proofs have to be provided before final printing.
3. The printed materials have to be delivered at this Institute at your own cost within 15 days from the receipt of the work order.
4. Delay and violation of any other conditions will be penalized by 10% cut in the cost of Printing.
5. The Director reserves the rights to alter or modify any part of the order or entire order itself without assigning any notice.
6. The decision of the Director will be binding in case of any dispute and all other related matters.
7. Payment will be made only on satisfactory completion of the work.

Your quotation should reach **Director, Regional Institute of English, South India, Jnanabharathi Campus, Bengaluru - 560 056** on or before 08/12/2023 in a sealed cover superscribed 'Quotation for Printing of Plastic Folders and Spiral Note Pads'.


(Geetha S)
DIRECTOR
