



Regional Institute of English, South India

Jnanabharathi Campus, Bengaluru-560056

Ph: +91 - 080 - 35101131

Email: riesi.bangalore@gmail.com / riediploma@gmail.com

Web: www.riesi.ac.in



Towards Excellence in English Language Education
RIESI
BANGALORE, INDIA

RIE/STATIONERY/2025-2026/176

16.08.2025

Sub: Inviting quotations for the supply of the stationary items to the Institute –reg.

Sir,

The Institute proposes to purchase the following stationery to the Institute for training programmes and office use. You are requested to provide us with the lowest prices for the supply of the following items so that the Institute may place orders for the supply of the same.

List of Stationery Materials REQUIREMENT

Sl.No.	Name of the Item	Quantity	Rate (Rs).
1.	J K Copier 75 GSM (A4 size)	30 Reams	
2.	J K Copier 75 GSM (Legal Size))	02 Reams	
3.	J K Ledger Green Sheets (Legal Size)	02 Reams	
4.	J K 75 GSM A3 Size	02 Reams	
5.	Sheet Protector - A4 Size- 150 Micron	05 NO	
6.	Cello Fine Grip Ball point Pens	500 No.	
7.	Brown Covers (A4 Size) quality	200 NO	
8.	White covers (4" x 9.5")	500 NO.	
9.	White Covers 4.5" X 10.5 "	200	
10.	Cloth Covers (10" x 13.5")	500	
11.	Cloth Covers (12" x 16")	200	
12.	White Board Markers – Kores (Blue &Bk)	04 Box	
13.	Drawing pins (Push Type)	02 Box	
14.	Stapler pins 10 No	2 Box	
15.	Camlin CD-DVD Marker Pens (Fine Tip) Blue	1 Box	
16.	K G Sheets (All Colours)	300 No	
17.	Long plain register (100 pages)	5 No	
18.	Sketch pens - Camlin	12 No	
19.	Page Markers (4 colours)	24 No	
20.	Scissors (Big)	12 No	
21.	Scissor (Medium)	12 No	

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22.	Fevistick (Glue)	24 No	
23.	Stapler - HD 10D Kangaro	12 NO	
24.	Duster	06 No	
25.	White Chalk	01 Box	
26.	Colour Chalk	01 Box	
27.	Brown Tape - 2"	12 No	
28.	Brown Tape - 1"	12 No	
29.	Cello tape - 2"	12 No	
30.	Cello tape - 1"	12 No	
31.	Whitner pnese	12 No	
32.	Tag	1 Kg	
33.	Cell 12V 2A 3A	12 No Each	
34.	Gift Wripper	30 Sheets	

TERMS AND CONDITIONS FOR SUPPLY OF THE MATERIALS:

1. Materials shall be as per the specification mentioned in the quotation.
2. Materials shall be delivered to RIESI, Bengaluru free of cost.
3. Payment will be made against delivery challan and bill with in the stipulated time.
4. If materials are not supplied as per specification, they shall be replaced by the supplier.
5. Materials shall be delivered to RIESI within a week against purchase order.
6. If the rates of the materials varies it should be brought to the notice of the undersigned before supply.
7. Director reserves the rights of making changes and modification in the Purchase order.
8. Director reserves the right to withdraw the orders if the items supplied are not satisfactory.

Your quotation along with the details of terms and conditions should be sent to the Director, Regional Institute of English, South India, Jnanabharathi Campus, Bengaluru – 560 056 on or before **22.08.2025 before 5.00 p.m.** in a sealed cover super scribed **“Quotation for Supply of stationery”**.

Thank you


DIRECTOR