

# GIRI INSTITUTE OF DEVELOPMENT STUDIES

Sector O, Aliganj Housing Scheme, Lucknow 226024

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Website: <http://gids.org.in>

Date: 16.08.2022

Sub: Quotations are invited for printing and supply of Envelopes & Writing Pads.

GIDS Lucknow, invites sealed Quotations for printing & supply of the following items:

S No.	ITEM	Size	Description	Quantity
1.	White Envelopes	25.4 x 11.3 cm	one colour (Institute's name, logo, Address and contact numbers)	2000 pcs
2.	Brown Envelopes Cloth lined	30 x 25 cm	one colour (Institute's name, logo, Address and contact numbers)	500 pcs.
3.	Writing Pad (Large size)	A4 size (29.7 x 21 cm)	<b>A)</b> Inner Page 65 gsm (one side ruled & other side plain) <b>B)</b> Front cover page : 200 gsm (card sheet) <b>C)</b> Back cover page hard carton (dafti) <b>D)</b> One colour (for cover page & inner page, only Institute's logo and GIDS)	500 pcs.
4.	Writing Pad (Medium size)	22 x 17.5 cm	<b>A)</b> Inner Page 65 gsm (one side ruled & other side plain) <b>B)</b> Front cover page : 200 gsm (card sheet) <b>C)</b> Back cover page hard carton (dafti) <b>D)</b> One colour (for cover page & inner page, only Institute's logo and GIDS)	500 gsm

The Interested parties are requested to send their sealed quotation(s) with sample (all types of papers) duly typed **“Quotation for printing & supply of different Envelopes and Writing Pads’** on the envelop, address to the Director, Giri Institute of Development Studies, Sector –O, Aliganj, Lucknow – 226024 on or before 04<sup>th</sup> September 2022. The Institute reserves all rights to accept or reject any quotation without assigning any reason(s). For further inquiry, if any, may contact to the stores of the Institute during office hours.

Finance & Administrative Officer  
Giri Institute of Development Studies  
Lucknow

