

PONDICHERY UNIVERSITY
EXAMINATION WING

QUOTATION FOR BINDING OF EXAMINATIONS REGISTERS

Sealed quotations are invited for binding of Registers pertains to Examination Wing as per the specification given below including the cost of binding materials.

Sl.no	Particulars	Quantity	Rate
1.	Legal size Registers	60	
2.	A4 size Registers	300	
3.	80 column Registers	350	
4.	120 column Registers	850	

Terms & conditions:

1. The rate should be quoted for single unit & also for the total quantity mentioned in column 3 including the cost of binding materials.
2. The execution of work should be good and the work to be carried out in the Examination Wing.
3. The work should be completed and supplied within the stipulated time mentioned in the supply order. If time schedule has not been adhered, specified percentage will be deducted from the bill as penalty for the delayed supply i.e. after the due date
4. The finished goods should be strictly as per the specification. In case of any deviation, the University has the right to reject the goods.
5. The rates should be inclusive of all taxes.
6. The University reserves the right to select and reject any quotation partly or fully without assigning any reason therefore.
7. The quotation is valid for two years from the date of confirmation of the rate.

8. The sample may be verified from the Examination Wing before quoting the rate.
9. The quantity shown against each item is approximate and may vary as per the demand of the section at the time of placing order.
10. An amount of Rs.4000/- should be remitted as EMD in the form of Demand Draft from any one of the nationalized bank, drawn in favour of the **Finance Officer, Pondicherry University** payable at Puducherry .
11. The bids without the EMD will be summarily rejected.
12. The quotation should be sent to the undersigned on or before **30.09.2013** before 12.00 noon in a sealed cover super scribing “Quotation for binding of Registers” along with the samples for binding.

CONTROLLER OF EXAMINATIONS