



**DEPARTMENT OF MANAGEMENT STUDIES**  
**School of Management, Pondicherry University, Puducherry 605 014, India**  
**Ph : (O) 91-413-2654305, +91-413-2655253**

Dr. T. NAMBIKARAN,  
Professor & Head of the Department

RefNo: PU/SOM/DMS/PB-P&D-02/2014-2015

Date: 09.09.2014

To,

Sir/Madam,

**Sub:** Call for the sealed quotation -  
Design and Printing of MBA placement brochure - Reg.

Department of Management Studies, Pondicherry University intends to Design and print 100 copies of Placement Brochure for the MBA Students of 2013-2015 batch.

Hence, you are requested to send your **sealed** quotations **with competitive rate** in the format attached herewith, along with your signature so as to reach this office before 3pm on or before 26<sup>th</sup> September, 2014 by REGISTERED POST to the following address:

To

The Head of the Department,  
Department of Management Studies,  
R.V. Nagar, Kalapet,  
Pondicherry University,  
Puducherry – 605014.

Thanking you,

Yours sincerely,

(Dr. T. NAMBIKARAN)

HEAD OF THE DEPARTMENT

DEPARTMENT OF MANAGEMENT STUDIES  
PONDICHERRY UNIVERSITY  
R.V.NAGAR, PUDUCHERRY - 605 014.



DEPARTMENT OF MANAGEMENT STUDIES

School of Management

Pondicherry University

Pondicherry 605 014, India.

Ph : (O) 91-413-2654305/5244,+91-413-2655253

Dr. T.NAMBIRAJAN,  
Professor & Head of the Department

No.PU/SOM/DMS/PB-P&D-01/2014-15/

Date: 09.09.2014

MOST URGENT  
UNDER CERTIFICATE OF POSTING

Sir(s),

Sub:- PU – SOM – DMS – Designing, Printing and supply of Placement Brochure to the MBA students of 2013-2015 batch - Sealed quotations called for – Regarding.

Ref:- AR (Stores), Letter no. PU/PS5/Printing/2014-2015/4853, dated 08/09/2014

:-o0o:-

The Department of Management Studies, Pondicherry University intends to Design and print 100 copies of Placement Brochure for the MBA Students of 2013-2015 batch as per the specifications mentioned in the enclosed schedule.

In this connection, you are requested to send us your competitive quote for innovative Professional design with high quality printing of the Placement Brochure. The schedule for the items to be printed can be seen in the tender specifications.

The quotation duly filled in the enclosed schedule should be sent in a sealed cover duly superscribed as "QUOTATION FOR DESIGN, PRINTING AND SUPPLY OF PLACEMENT BROCHURE FOR MBA STUDENTS OF 2013-2015 BATCH", to Dr. T.NAMBIRAJAN, Professor and Head of the Department, Department of Management Studies, Pondicherry University, R.V. Nagar, Kalapet, Pondicherry-605 014 so as to reach this office on or before 3.00 PM on 26<sup>th</sup> September 2014.

The quotations received will be opened at 4.00 PM on the same day.

Thanking you,

Yours sincerely,

(Dr. T.NAMBIRAJAN)

HEAD OF THE DEPARTMENT  
DEPARTMENT OF MANAGEMENT STUDIES  
PONDICHERRY UNIVERSITY  
R.V.NAGAR, PUDUCHERRY - 605 014.

Encl: Schedule for the design, printing and supply of Placement Brochure

Copy to:

1. The Finance officer, Pondicherry University, Pondicherry
2. The Dean, School of Management, Pondicherry University
3. The Assistant Registrar (P&S), Pondicherry University, Pondicherry.





**PONDICHERRY UNIVERSITY**  
**(A CENTRAL UNIVERSITY)**  
**DEPARTMENT OF MANAGEMENT STUDIES**

**SCHEDULE FOR DESIGNING AND PRINTING PLACEMENT BROCHURE REQUIRED FOR THE MBA PROGRAMME 2013-2015 BATCH**

Professional designing and High quality printing of Placement Brochure, as per the specifications given below:

S.No	Description of the materials	Quantity	Rate per Book Rs.	Amount Rs.
a)	<b><u>Designing of Brochure:</u></b> Creating Professional , innovative Page Designs for Placement Brochure Inserting prescribed Data as text, Graphical Model, Shapes & Diagrams, Logos, Images and Photographs [18 photos (8" X 8"), 4 photos (8" X 5"), 122 passport sized photos)], Approximately 46 pages each with Portrait size 8.27" × 11.69" (A4 size).	-	-	
b)	<b><u>Printing of Brochure:</u></b> All the pages to be printed with multi Color. The outer pages are with Matt finish lamination. (Inner page 170 GSM and Outer cover 300 GSM).	100 Nos		
			<b>Total Rs.</b>	

**TERMS & CONDITIONS**

1. The quoted rates should be inclusive of all taxes and charges and there should be no variations thereafter.
2. The Placement brochure should be with the specifications mentioned above.
3. The last date for receipt of quotation is up to 3.00 PM on 26<sup>th</sup> September 2014 and the same will be opened at 4.00 PM on the same day.
4. No advance payment will be made and payment will be made only after the Satisfactory supply of the entire quantity ordered.
5. The entire design creation should be done within 10 days from the date of issue of Design order.
6. The entire quantity should be supplied within 10 days from the date of issue of supply order.
7. A team of people from Placement team will look after the designs created and all their suggestion should be included, before printing copies of the placement brochure
8. A copy of the placement brochure should be submitted to this office for proof reading before its final printing.

SIGNATURE OF THE PRINTER WITH  
NAME AND ADDRESS AND SEAL OF THE FIRM

To

The Head of the Department,  
Department of Management Studies,  
Pondicherry University, Pondicherry-14.