



PONDICHERRY UNIVERSITY  
PURCHASE AND STORES

B.N.K. RADIBE  
ASSISTANT REGISTRAR (PURCHASE)

Kalapet, Puducherry – 605 014.  
☎ : 0413-2654217 / 231/ 561

PU/PS5/Printing / 2014-15/5258

Date: 29.12.2014

Sirs,

**Sub: Pondicherry University – Quotation called for Printing  
of Course Registration Forms – Reg  
-0o0-**

Sealed Quotations are invited on behalf of the Pondicherry University for printing and supply of Course Registration Forms as per specification given below for the Pondicherry University.

Name of the item with specification	Required
<b>Course Registration Forms</b> <ul style="list-style-type: none"><li>• Printing on 10kg thick colour board</li><li>• Both sides printing with serial nos.</li><li>• Total 600 pads (each pad contains 150 cards)</li></ul>	<b>90,000 cards ( three different colours )</b>

**TERMS AND CONDITIONS:**

- The quoted price should be inclusive of all taxes, packing, forwarding, transit etc and supply shall be made at our premises.
- The University has the right to accept or reject any quotation partly or fully without assigning any reason thereof.
- Delivery is to be made within 10 days from the date of receipt of supply order.
- **Participating firms are requested to verify the sample available with purchase section before quoting the rate.**
- The finished goods should be strictly as per the specification. In case of any deviation, the University has the right to reject the goods. No claim will be entertained in this regard.
- This rate contract should be valid for 1 year from the date of acceptance of the rate by the University.
- Sample of similar work done may be enclosed along with the quotation.
- An amount of Rs,5,000/- 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 Pondicherry. The bids without the E.M.D. will be summarily rejected.
- Printing firms accepting the terms and conditions of the University may submit their quote in sealed cover superscribing “Quotation for printing of Course Registration Forms” as per the details given above, so as to reach the office of the Assistant Registrar (Purchase), Pondicherry University, Dr. B.R. Ambedkar Building, R. Venkatraman Nagar, Kalapet, Pondicherry – 605 014 on or before 09.01.2015 at 3.00 P.M. and will be opened on the same day at 3.30 P.M.

ASSISTANT REGISTRAR (PURCHASE)