



PONDICHERRY UNIVERSITY
(A Central University)

DIRECTORATE OF DISTANCE EDUCATION

Prof. P. NATARAJAN
Director(i/c)

University Campus, Kalapet
Puducherry - 605 014.

Ref:PU/DDE/P&S-2/2015/

Date: 02.03.2015

To
The Publishers/ Distributors/ Book Sellers

Sir,

Sub: DDE - Purchase of Text Books – Sealed Quotation called – Regarding.

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We would like to purchase the following Text Books for the students enrolled for various programmes of the Directorate of Distance Education, Pondicherry University. Kindly send your Quotation with the maximum discount you can offer for purchase by Educational Institutions. **Quotation may be sent in a sealed cover “superscribed as Quotation for Text Book” to my above address and it must reach us on or before 17.03.2015 before 5.00 P.M and the same will be opened in the presence of available bidders on 18.03.2015 at 3.00 PM at the Directorate of DDE, Pondicherry University.**

S.No	Title	Author	Publisher	Cover Price / Book cost Rs.(Fixed)	Net Cost of the book after discount.
1	Human Resource Management	Seema Sanghi	Vikas	400.00	
2	Essentials of Marketing	Baines	Oxford	410.00	
3	Financial Management	Lasher	Cengage	465.00	
4	English and Softskills	Dhanavelu	University Press	125.00	

Total cost of four books after discount. ---- Rs.

Terms & Conditions:

- 1. The rate quoted must be valid for six months.**
- The Text Books should be delivered in time to the place mentioned in our supply order at your cost during working hours only.
- Text Books supplied have to confirm to the description mentioned in the quotation call letter and model copy supplied, if any.
- Any delay/defects in supply will attract penalty or cancellation of order as may be decided by the University. Failure of timely supply will lead to forfeiture of security deposit.
- The rate indicated above should be inclusive all Taxes.
- The payment will be made only on satisfactory receipt of items subject to inspection.
- The ISBN number and year of edition should necessarily be stated against each title in the invoice.
- Only latest edition of the books should be supplied
- Postage, freight, forwarding and other charges will have to be borne by you.
- The book should not be sent by V.P.P
- 11. The tenderer will be selected based on the lowest rate for all the Text Books as a package or book wise as decided by the University.**
- 12. The Selected tenderer has to pay 5% for the value of work order towards Security Deposit** by means of Demand Draft or Bank Guarantee in favour of the Finance Officer, Pondicherry University which will be returned after the execution of the supply order.

You may also note that the books listed above are to be supplied within 15 days from the date of the supply order. Approximately around 4400 books in each title will be required.

You may accordingly plan your schedule for procurement, and **delivery should be made within two weeks** if your quotation is accepted by the University.

Thanking you,

Yours faithfully,


DIRECTOR(i/c)