

PONDICHERRY UNIVERSITY
EXAMINATION WING

NO. PU/CE-FIN/E2/2018-19/

DATE: 07.12.2018

QUOTATION FOR BINDING OF REGISTERS

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

Item No.	Description	Quantity	Rate per unit	Total
01	A4 Size Registers	95		
02	80 Column Registers	185		
03	120 Column Registers	665		

Terms & Conditions:

1. The rate should be quoted for single unit & also for the total quantity mentioned in column 4 including the cost of binding materials.
2. The execution of work should be good and the work to be carried out in the premises of the Examination Wing of Pondicherry University.
3. The work should be completed and supplied within the stipulated time mentioned in the supply order. If time schedule has not been adhered, to, specified percentage will be deducted from the bill amount 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/charges.
6. The University reserves the right to select or reject any quotation partly or fully without assigning any reason thereof.
7. The quotation is valid for two sessions 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 the 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 received without the EMD will be summarily rejected.
12. The quotation should be sent to the undersigned on or before **17.12.2018 at 3.00 pm** in a sealed cover superscribing "**Quotation for binding of Registers**" along with the samples for binding
13. The quotations will be opened on **17.12.2018 at 3.30 pm**



CONTROLLER OF EXAMINATIONS i/c

Date: 07.12.2018

Place: Puducherry

To