

QUOTATION FOR PRINTING OF FORMS

Sealed quotations are invited for printing of forms pertains to Examination Wing as per the specification given below:

(1) SL. NO.	(2) TITE OF THE FORM	(3) REQUIREMENT (4 Semesters)
01	Appointment of Observer (A4 size)	10,000 Nos.
02	Instructions to Observer (A4 size)	10,000 Nos.
03	Report of the Observer (3 Pages) (A4 size)	10,000 Nos.
04	Question paper forwarding Letter (A4 size)	20,500 Nos.
05	Forwarding Letter for Provisional Results/Statement of Marks (Legal size)	20,000 Nos.
06	Form of Acceptance of Examiner ship for Central/Door Valuation (2 pages) (A4 size)	5000 Nos.
07	Appointment of Examiners for Theory Examinations (A4 size)	20,000 Nos.
08	UG-PG Appointment External, Practical Examination (A4 size)	30,000 Nos.
09	Attendance Certificate (A4 size)	5,000 Nos.
10	Ph.D Evaluation Report (A4 size)	2,000 Nos.
11	Detailed Report for Thesis (Ph.D) (A4 size)	2,000 Nos.
12	Ph.D Acceptance for evaluation-Reg (A4 size)	2,000 Nos.
13	PU- Thesis and Dissertation (ETD) approval form (A4 size)	2,000 Nos.
14	Certificate (Guide) (A4 size)	2,000 Nos.
15	Checklist for Ph.D Registration (Bond paper - Legal size)	2,000 Nos.
16	Declaration En-Douane /Customs Declaration (A4 size)	1,000 Nos.
17	BIO-DATA (A4 size)	4,000 Nos.
18	Rate of Remn. For Setting Question Papers(8 1/2'x5 1/2')	12,000 Nos.
19	Remun. Claim for Setting Question paper for the (9'x5 1/2')	12,000 Nos.
20	Manuscripts (A4 size)	12,000 Nos.
21	Form of Acceptance to the Question Paper Setter (Legal size)	12,000 Nos.
22	Checklist to be returned to the CE with the Question Papers set (Legal size)	12,000 Nos.

23	Valuation Distribution Register	(A4 size)	20,000 Nos.
24	Conduct of CBCS –Adjustment (Note)	(Legal size)	500 Nos.
25	Issue of Duplicate Grade Report	(A4 size)	3,000 Nos.
26	Remn. Bill	(Legal size)	40,000 Nos.
27	Statement of Expenditure (CBCS)	(A4 size)	1,000 Nos.
28	Note (College Advance – Adjustment)	(Legal size)	4,000 Nos.
29	Note (Bill submission)	(Legal size)	4,000 Nos.
30	Remuneration Practical	(A4 size)	4,000 Nos.
31	Expenditure Statement for Theory	(Legal size)	4,000 Nos.
32	Return of Claim – Reg.	(A4 size)	4,000 Nos.

Terms & Conditions:

1. For the due fulfillment of the order, the printer should execute an agreement in Non-Judicial paper of Rs.30/- & forward the same to the Controller of Examinations for acceptance.
2. The rate should be quoted for single unit & also for the total quantity mentioned in column 3 including the cost of papers.
3. 55 GSM paper should be used for printing of all forms & for Ph.D Registration form Bond paper to be used.
4. The material and execution of work should be good and as per specifications.
5. 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.
6. The finished goods should be strictly as per the specification. In case of any deviation, the University has the right to reject the goods.
7. The rates should be inclusive of all taxes.
8. The University reserves the right to select and reject any quotation partly or fully without assigning any reason therefor.
9. The quotation is valid for two years from the date of confirmation of the rate.
10. The sample may be verified from the Examination Wing before quoting the rate.

11. The quotation should be sent to the undersigned on or before **24.10.2013** at 12.00 noon in a sealed cover super scribing "Quotation for printing of forms" along with the samples for printing. The last date & time of opening of Quotation is at 3.00 pm on **24.10.2013**.
12. A sum of Rs.5000/- 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.
13. The bids without the EMD will be summarily rejected. Bids will be evaluated on the basis of single item.
14. In the event of the date specified for bid receipt & opening being declared as a closed holiday, the due date for submission of bids & opening of bids will be the following working day at the appointed times.
15. The offers will not be considered if received after the bid closing date and time.
16. The offers received through telex / tele-fax / e-mail will not be accepted by the University under any circumstances.
17. The University shall not be responsible for any delay / loss or non-receipt of tenders.
18. No unsolicited correspondence shall be entertained after the submission of the offer.
19. Additional terms and conditions will be incorporated in the supply order, if needed, to safeguard the interests of the University. Pondicherry University reserves the right to accept/reject any offer in full or in part or accept any offer other than the lowest offer without assigning any reason there for. Any offer containing incomplete information shall be liable for rejection.
20. No Agency commission will be paid to any authorized agent in India.
21. All the terms and conditions for the supply, testing and acceptance, payment terms etc. will be as those mentioned here in and no change in the terms and conditions by the bidders will be acceptable.
22. Liquidated damages: Timely supply of the ordered items is the essence of the contract. In case of failure to supply within the time specified in the supply order, a penalty/LD of 0.5% of the total value per week or a part there of shall be levied subject to a maximum of 7.5% in respect of items which are not supplied. The decision of Pondicherry University shall be final in this regard.

23. For any clarification with respect to technical specification please contact the Assistant Registrar (Exam./Fin.) Examination Wing contact No: 0413 – 2654818.
24. Any legal dispute arising out of any breach of contract pertaining to this order will be settled in the Court of competent Jurisdiction within Puducherry.
25. The supply order will course into effect only on production of a Bank Guarantee of 5% of the value of work which will be returned after the successful completion of supply. The Bank Guarantee should have validity for six months from the date of supply order or upto the extended date, whichever is later.

Controller of Examinations