



**PONDICHERRY UNIVERSITY**  
(A Central University Established under the Act of Parliament, 1985)

S. LOGANATHAN  
REGISTRAR  
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R.. Venkataraman Nagar,  
Kalapet,  
Puducherry – 605 014.

PU/REGR/Addl. IAO/ 2011-12/ 114-I

October 27, 2011

**POLICY CIRCULAR No. - 65**

**“Maintenance of Tender Register in proper format”**

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Despite repeated instructions, it is noticed that the Tender Register is not maintained in the proper format in some of the Departments/Offices to ensure a foolproof system.

It is once again requested to ensure that the Tender Register is maintained in all the Departments/Offices, in the format appended overleaf, with immediate effect, to avoid possibilities of omissions and errors. Kindly ensure strict compliance.

*S. Loganathan*  
(S. LOGANATHAN)  
REGISTRAR

All Deans/Heads of Departments  
The Director (DDE)  
The Director (ASC)  
The Superintending Engineer/Executive Engineer  
The Deputy Registrar (Planning)  
The Assistant Engineer (Electrical)  
The Horticulturist  
The Assistant Registrar (Purchase)

**Copy to:**

The A.R, Vice-Chancellor's Secretariat  
The P.S to Director (SEI & RR)  
The A.R (PCR), Registrar's Secretariat  
The Finance Officer  
The Internal Audit Officer  
The Addl. Internal Audit Officer

## TENDER REGISTER

Name of Work / item of purchase:

Name of Department / Wing / Unit	:
Name and Designation of the coordinator / Receiver	:
Date & Time for receipt of Tender	:
Date & time for opening of Tender	:
Notice inviting Tender / Quotation reference	:

Sl.No.	Name, Address and Contact details of the bidder (E.mail/Mobile/Telephone No.)	Availability of			EMD	Dated initials of the tender receiving Officer	Dated / Signature of the participant bidder/ authorized representative
		Technical Bid (Yes / No)	Financial Bid (Yes / No)	Comprehensive/ Single Bid (Yes / No)			

*University Members present at the time of opening of Tender*

Signature	:	Signature	:
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Name & Designation :		Name & Designation :	
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Date	:	Date
	:	

Signature \_\_\_\_\_

Name &amp; Designation :

Date ..