



**PONDICHERRY UNIVERSITY  
PUBLIC RELATIONS**

**Printing Of Academic Planner 2017-18**

Sealed Quotations are invited from reputed Printers for printing and supply of the University Academic Planner 2017-18, with the following specifications

Sl.No	Details	Quantity Required	Rate per Booklet *
1.	<b><u>ACADEMIC PLANNER 2017-18</u></b> Size : 4" x 6" Colour : All Pages 4/Colour Paper- ART : Wrapper 300 GSM, Inner 100 GSM Finishing : Wrapper MAT, Lamination & Perfect Binding. Pages : 175-193 (Approximate)	10,000 copies	
2.	Address of the Printer with Phone Numbers		
3.	No. of years of services in the field of Printing		
4.	Sales Tax Register No:		
5.	TAN & PAN No:		
6.	Any other specific remarks		

\* Rate should include applicable taxes and transportation cost etc.,

**Terms and Conditions:**

1. The content and the design for printing of Academic Planner will be supplied by the Office of the Public Relations, Pondicherry University.

2. An amount of Rs. 10,000/- towards E.M.D. has to be submitted along with the quotation by means of Demand Draft. The demand draft should be drawn in favour of Finance Officer, Pondicherry University, payable at Puducherry, obtained from any Nationalized Banks.
3. The printer should have valid registration certificate and copy of the Certificate should also be enclosed.
4. The printer should have experience in this field for a period of minimum 5 years for which proof should be attached.
5. The sample copy of Academic Planner is available in the Public Relations Office. The Printers can visit the PRO's Section during the Office hours to view the speceimen of the planner available.
6. The selected printer will be intimated by Registered Post.
7. The work should be completed within 15 days from the date of placing of printing orders.
8. If the order is placed for printing and supply of Academic Planner, the printer should deliver the Academic Planner to the office of the Public Relations Office at his cost.
9. The last date for receipt of the quotation is 28.08.2017 at 3.00 pm.(Monday) The quotation will be opened on the same day at 3.30 pm in the presence of available tenderers and the members of the committee constituted for this purpose.
10. The quotations received after the due date and time will not be entertained.
11. The University reserves the right to accept or reject any or all quotations without assigning any reasons there of.

The sealed Quotations may be submitted to The Assistant Registrar, Public Relations, Pondicherry University, R.V Nagar, Kalapet, Puducherry – 605 014 on or before **28.08.2017 at 3.00 pm (Monday)** by super scribing in the cover as “Quotations for Academic Planner 2017-18”.

Date: 07.08.2017



*K. Mahesh*  
07/08/2017  
Assistant Registrar (PR)