



PONDICHERRY UNIVERSITY  
PURCHASE AND STORES

B.N.K. RADIBE  
ASSISTANT REGISTRAR (PURCHASE)

Kalapet, Puducherry – 605 014.  
☎ : 0413-2654217 / 231/ 561

PU/PS5/Printing / 2013-14/ 4212

Date: 27.03.2014

Sirs,

**Sub: Pondicherry University – Quotation called for Printing  
of Inventory Registers and Bill pads – Reg  
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**Sealed Quotations invited on behalf of the Pondicherry University for printing and  
supply of Registers and Forms as per specification given below for the Pondicherry University.**

Sl. No.	Name of the Item	Specification	Qty	Printing cost
1	Inventory Book Small	F/Cap 12.2kg- 100 folio RMB Ledger paper	150 nos	
2.	Inventory Book Medium	F/Cap 12.2kg- 125 folio RMB Ledger paper	100 nos	
3.	Inventory Book Big	F/Cap 12.2kg- 175 folio RMB Ledger paper	25 nos	
4.	Contingent Bill (Non-Plan) Colour - Pink	Double side printing – Dy1/3- 100 sheets.	500 pads	
5.	Contingent Bill (Plan) Colour - White	Double side F/cap ½ white paper 100sheets in each pad	300 Pads	
6.	Temporary Advance Bill	Double side printing- F/Cap ½ white paper, 100 sheets in each pad	300 Pads	
7.	Adjustment Bill	F/Cap ½ white paper – 100 sheets in each pad	300 pads	

**TERMS AND CONDITIONS:**

- The quoted price should be inclusive of all taxes, packing, forwarding, transit etc and supply shall be made at our premises.
- The University has the right to accept or reject any quotation partly or fully without assigning any reason thereof.
- Delivery is to be made within 15 days from the date of receipt of supply order.
- **Participating firms are requested to verify the sample available with purchase section before quoting the rate.**
- The finished goods should be strictly as per the specification. In case of any deviation, the University has the right to reject the goods. No claim will be entertained in this regard.
- This rate contract should be valid for 1 year from the date of acceptance of the rate by the University.
- Sample of similar work done may be produced if required.
- An amount of Rs,5,000/- 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 Pondicherry. The bids without the E.M.D. will be summarily rejected.
- Printing firms accepting the terms and conditions of the University may submit their quote in sealed cover superscribing “Tender for printing of Inventory Registers and Bill Pads” as per the details given above, so as to reach the office of the Assistant Registrar (Purchase), Pondicherry University, Dr. B.R. Ambedkar Building, R. Venkatraman Nagar, Kalapet, Pondicherry – 605 014 on or before 07.04.2014 at 3.30 P.M. and will be opened on the same day at 4.00 P.M.

ASSISTANT REGISTRAR (PURCHASE)