



PONDICHERRY UNIVERSITY
PURCHASE AND STORES

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

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

PU/PS5/Printing / 2014-15/

Date: 07.04.2015

Sirs,

**Sub: Pondicherry University – Quotation called for Printing
of Attendance Register & Receipt Book – Reg
-000-**

Sealed Quotations invited on behalf of the Pondicherry University for printing and supply of Attendance Register & Receipt Book as per specification given below for the Pondicherry University.

Name of item	Specification	Req.	Cost of Printing
Attendance Register (containing 50 Folios)	<ul style="list-style-type: none">• D/Cap Ledger – 12Kg paper• ½ Size• Printed from Sl.No. 1 to 50 each book• Bounded Binding• Contains 50 Folios	500nos	
Attendance Register (containing 100 Folios)	<ul style="list-style-type: none">• D/Cap Ledger – 12Kg paper• ½ Size• Printed from Sl.No. 1 to 100 each book• Bounded Binding• Contains 100 Folios	100nos	
Receipt Books for Guest House I & II	1+1 (100 sets) 1 st copy – white (maplitho paper – 8kg) 2 nd copy – Pink colour (Seshasayee paper) Stiff binding with Sl.No.	30nos	

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 10 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.
- 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.
- An amount of Rs.550/- should be remitted as Tender Processing Fee 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 and Tender Fee will be summarily rejected.
- Printing firms accepting the terms and conditions of the University may submit their quote in sealed cover superscribing “Quotation for printing of **Attendance Register & Receipt Book** 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 17.04.2014 at 3.00 P.M. and will be opened on the same day at 3.30 P.M.

ASSISTANT REGISTRAR (PURCHASE)