

**PONDICHERRY UNIVERSTY**  
**PUDUCHERRY**

TENDER NOTICE

**Annual rate contract for preparation of Rubber Stamps, Self-Inking Stamps,  
Name Plates, Sign Board, etc., in the Pondicherry University**

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Tenders are invited from the Firms/Service providers having requisite experience of preparation of Rubber Stamps, Self-Inking Stamps, Name Plates, Sign Boards, etc. as per the Annexure - I

The Firms/Service providers who are having experience of carrying out similar nature of work of at least two years to the Ministries /Departments/ Organizations/ PSUs/ Corporations of the Government of India etc. need apply.

**Terms & Conditions:-**

- I. The rate contract shall be valid for one year from the date of award of contract and can be extended for an another tenure, subject to satisfactory performance.
- II. The firm must have at least two years experience in the relevant field in Govt. Departments/ Organizations/ PSUs/ Corporations (proof to be enclosed).
- III. The Tenderer should submit the participation fee of Rs. 100/- (Rupees One Hundred Only) through a demand draft drawn on any nationalized/ scheduled bank payable at Pondicherry in favour of " The Finance Officer, Pondicherry University". Tenders received without Tender participation fee shall not be considered.
- IV. Tenders without complete documents/ information shall not be considered and liable to be rejected.
- V. Failure (by the service provider / firm) to comply with any statutory requirement and terms of contract during the period of validity of the contract shall result in termination of the contract and subsequent disqualification for participation in any future tender in the Pondicherry University.
- VI. The Tenderer shall have to supply the stamps etc., within three days from the date of receipt of order.
- VII. The L1 bidder shall be decided on the basis of lowest rates given for individual items as mentioned at Annexure-I.

- VIII. The interested tenderers may submit their rates for the items as mentioned at Annexure-I.
- IX. The tenders duly complete and placed in a sealed cover superscribing tenders for" supply of Rubber Stamps, Name Plates in the Pondicherry University" addressed to the Asst. Registrar (P&S), Pondicherry University, Puducherry-14 latest by dt. 04.10.2017 at 3.00 pm.
- X. The tenders shall be opened on the same day at 3.30 pm in the presence of the available tenderers.
- XI. The Pondicherry University reserves the right to accept or reject all tenders without assigning any reason.

A.R. (P&S)