



PONDICHERRY UNIVERSITY

(A Central University)

Bharat Ratna Dr.B.R. Ambedkar Administrative Building
R. Venkataraman Nagar
Kalapet, Puducherry – 605 014

Dr. SASI KANTA DASH
REGISTRAR

Off : 0413-2654202
Fax : 0413-2655734
E-mail : registrar@pondiuni.edu.in

PU/PD3/515/32nd AR/2018/389

Date : 16.10.2018

Sir / Madam,

Quotation called for designing & printing of Annual Report as per specification below:

DESIGNING (Consisting of nearly 650-700 pages)

1. New Concept Design & Development
 - a. New Cover
 - b. New Inner Pages
2. DTP
3. Proof Editing
4. Relevant Photos
 - a. Coordination and collection of images from the University's Media Centre's Photo Bank.
 - b. Taking additional photographs

PRINTING

- | | | |
|---------------------------------------|---|---------------------------------------------------------------------------------------------------------------------------------------------------|
| 1) No. of Copies | : | 600 (English) |
| 2) Total No. of pages (approximately) | : | 650 - 700 pages (back to back) |
| 3) Size of the paper | : | Height/length: 28 cm
Width/breath: 21.5 cm |
| 4) Quality of paper for the text | : | Inner pages: Gloss Art Paper,
100 GSM
Images pages: Matt Art Paper,
130 GSM |
| 5) Cover Page | : | Art Board, 300 GSM, lamination |
| 6) Colour Pages | : | Water mark of images
+ Title of the School
Printed over it in Black : 30 Nos.
Black & White pages : 650-700
Multi-coloured pages : 30 |
| 7) Book Mark | : | 600 Nos. coloured |

P.T.O./-

TERMS AND CONDITIONS:

- The quoted price should be inclusive of all taxes, packaging, forwarding, transit, etc. and supply shall be made at our premises.
- The University has the right to accept or reject any quotations partly or fully without assigning any reason thereof.
- Delivery to be made within 1 month from the date of receipt of supply order.
- Participating firms are requested to verify the sample available with Planning & Development section before quoting the rate.
- The finished goods should be strictly as per the specifications. In case of any deviations, 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.
- Printing firms accepting the terms and conditions of the University may submit their quote in sealed cover super scribing "Tender for printing of Annual Report" as per the details given below. So as to reach the office of the Registrar, Pondicherry University, Bharat Ratna Dr. B.R. Ambedkar Administrative Building, R. Venkataraman Nagar, Kalapet, Puducherry – 605 014. On or before 07.11.2018 at 1.00PM, and will be opened on the same day at 3.00 PM.

Thanking you,

Yours faithfully,


(SASI KANTA DASH)
REGISTRAR

Copy to:

1. The Assistant Registrar (Purchase & Stores), Pondicherry University.
- ✓ 2. The Systems Manager – To circulate through the UMS, please