



DEPARTMENT OF MANAGEMENT STUDIES

**School of Management
Pondicherry University
Pondicherry 605 014, India.
Ph : (O) 91-413-2654305**

Dr. R.Panneerselvam,
Professor & Head of the Department

Ref. No: PU/SOM/DMS/PB-P&D-01/2015-16/

Date: 07.10.2015

MOST URGENT
UNDER CERTIFICATE OF POSTING

To
Printers

Sir(s),

Sub:- PU – SOM – DMS – Designing, Printing and supply of Placement Brochure to the MBA students of 2014-2016 batch - Sealed quotations called for – Regarding.

Ref:- AR(PURCHASE),Letter no. PU/PS5/Printing/2015-2016/642, dated 01/10/2015.
-:o0o:-

The Department of Management Studies, Pondicherry University intends to Design and print 75 copies of Placement Brochure for the MBA Students of 2015-2016 batch as per the specifications mentioned in the enclosed schedule.

In this connection, you are requested to send us your competitive quote for innovative Professional design with high quality printing of the Placement Brochure. The schedule for the items to be printed can be seen in the tender specifications.

The quotation duly filled in the enclosed schedule should be sent in a sealed cover duly superscribed as "QUOTATION FOR DESIGN, PRINTING AND SUPPLY OF PLACEMENT BROCHURE FOR MBA STUDENTS OF 2014-2016 BATCH", to Dr.R.PANEERSELVAM, Professor and Head of the Department, Department of Management Studies, Pondicherry University, R.V. Nagar, Kalapet, Pondicherry-605 014 so as to reach this office on or before 3.00 PM on 20th October 2015.

The quotations received will be opened at 4.00 PM on the same day.

Thanking you,

Yours truly,

A handwritten signature in blue ink, appearing to read 'R. Panneerselvam'.

(Dr. R.Panneerselvam)
HEAD OF THE DEPARTMENT

HEAD
DEPARTMENT OF MANAGEMENT STUDIES
PONDICHERRY UNIVERSITY
R.V.NAGAR, PUDUCHERRY - 605 014.

Encl: Schedule for the design, printing and supply of Placement Brochure

Copy to:

1. The Finance officer, Pondicherry University, Pondicherry.
2. The Dean, School of Management, Pondicherry University.
3. The Assistant Registrar (P&S), Pondicherry University, Pondicherry



PONDICHERY UNIVERSITY
(A CENTRAL UNIVERSITY)
DEPARTMENT OF MANAGEMENT STUDIES
SCHOOL OF MANAGEMENT

SCHEDULE FOR DESIGNING AND PRINTING PLACEMENT BROCHURE REQUIRED FOR THE MBA PROGRAMME 2014-2016 BATCH

Professional designing and High quality printing of Placement Brochure, as per the specifications given below:

S.No	Description of the materials	Quantity	Rate per Book Rs.	Amount Rs.
a)	<u>Designing of Brochure:</u> Creating Professional , innovative Page Designs for Placement Brochure Inserting prescribed Data as text, Graphical Model, Shapes & Diagrams, Logos, Images and Photographs [18 photos Approximately (8" X 8"), 4 photos Approximately (8" X 5"), 98 Approximately (7cm x 3.5 cm photos)], Approximately 55 pages in Portrait size 8.27" × 11.69" (A4 size).	-	-	
b)	<u>Printing of Brochure:</u> All the pages to be printed with multi Color. The outer pages are with Matt finish lamination. (Inner page 170 GSM and Outer cover 300 GSM).	75 Nos		
			Total Rs.	

TERMS & CONDITIONS

1. The quoted rates should be inclusive of all taxes and charges and there should be no variations thereafter.
2. The Placement brochure should adhere to the specifications mentioned above.
3. The last date for receipt of quotation is up to 3.00 PM on 20th October 2015 and the same will be opened at 4.00 PM on the same day.
4. No advance payment will be made and payment will be made only after the Satisfactory supply of the entire quantity ordered.
5. The entire design creation, printing of brochures should be supplied within 15 days from the date of issue of work order.
6. A team of people from Placement wing will look after the designs created and all their suggestion should be included, before printing copies of the placement brochure
7. A copy of the placement brochure should be submitted to this office for proof reading before its final printing.
8. The brochure should be delivered promptly to Department of Management Studies, Pondicherry University within specified time.

SIGNATURE OF THE PRINTER WITH
NAME AND ADDRESS AND SEAL OF THE FIRM

To

The Head of the Department,
Department of Management Studies,
Pondicherry University, Pondicherry-14.