



PONDICHERRY UNIVERSITY

PUBLIC RELATIONS

PU|PRO|2018-2019|PoAP|

09.05.2018

Printing of Academic Planner 2018-19

Sealed Quotations are invited from reputed Printers for printing and supply of the Academic Planner 2018-19 with the following specifications and norms:

Sl. No	Details of Academic Planner	Quantity required	Rate per Booklet *
1	<u>ACADEMIC PLANNER 2018-2019</u> Size : 4" x 6" Colour : All Pages 4/Colour Paper : Wrapper 300 GSM, Inner 100 GSM Art Finishing : Wrapper MAT Lamination, Perfect Binding Pages : 175-190	10,000 copies	
2	Address of the Printer with Phone Numbers		
3	No. of years of services in the field of Printing		
4	Sales Tax Register No:		
5	TAN & PAN No:		

* Rate should include applicable taxes and transportation cost etc.,

Terms and Conditions:

1. The content and the design for the Academic Planner will be supplied by the Office of the Public Relations, Pondicherry University.
2. An amount of Rs. 10,000/- towards E.M.D. has to be remitted along with the quotation by means of Demand Draft to be drawn in favour of "Finance Officer, Pondicherry University", payable at Puducherry, obtained from any Nationalized Banks.

3. The printer should have valid Registration Certificate.
4. The printer should have experience in this field for a period of minimum 5 years for which proof should to be attached.
5. The sample copy of Academic Planner is available in the Public Relations Office. The printers can view the specification of the planner during the office hours.
6. The selected printer will be intimated by Registered Post.
7. The work should be completed within 15 days from the date of placing of printing order.
8. If the order is placed for printing and supply of Academic Planner, the printer should deliver the Academic Planner to the office of the Public Relations Office at their cost.
9. The last date for receipt of the quotation is: **01.06.2018 (Friday)**. The quotations received will also be opned on the same day ie on **01.06.2018 (Friday) at 3.30 PM** in the presence of available Tenderers.
10. The quotations received after the last date **will not be entertained**.
11. The University reserves the right to accept or reject any or all quotations without assigning any reasons there of.

The sealed Quotations may be submitted to The Assistant Registrar, Public Relations, Pondicherry University, R.V Nagar, Kalapet, Puducherry – 605 014 on or before **01.06.2018 (Friday) at 3.00 PM** by superscripting in the cover as “Quotations for printing of Academic Planner for the year 2018-19”.

Date: 09.05.2018

K. Mahesh
09/05/2018
Assistant Registrar (Public Relations)



K. MAHESH
Assistant Registrar
Public Relations
Pondicherry University
Puducherry - 605 014.