



PONDICHERRY UNIVERSITY

PUBLIC RELATIONS

Printing of Academic Planner 2016-17

Sealed Quotations are invited from reputed Printers for printing and supply of the University Academic Planner 2016-17, with the following specifications

Sl. No	Details of Academic Planner	Quantity required	Rate per Booklet *
1	<u>ACADEMIC PLANNER 2016-2017</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 submitted along with the quotation by means of Demand Draft. The demand draft should be drawn in favour of Finance Officer, Pondicherry University, payable at Puducherry, obtained from any nationalised 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 has to be attached.
5. The sample copy of Academic Planner is available in the Public Relations Office. Those who wants to see the specification of the planner may visit to the section and peruse the same.
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 orders.
8. If the order is placed for printing and supply of Academic Planner, the printer should deliver the Academic Planner in the office of the Public Relations Office at his cost.
9. The last date for receipt of the quotation is: 10.06.2016 at 3.00 pm. The quotation will be opned on the same day 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 10.06.2016. at 3.00 pm. by superscribing in the cover as “Quotations for Academic Planner 2016-17”.

Date: 20.05.2016


Assistant Registrar (P R)

20/5/16