



**PONDICHERRY UNIVERSITY
PURCHASE AND STORES**

**Dr. M. VALLATHAN
ASSISTANT REGISTRAR (P&S)**

**KALAPET
PONDICHERRY -14**

PU/PS5/Printing / 2010-2011/1025

Date: 28.10.2011

To

All Printers

Sirs,

**Sub: Pondicherry University – Quotation called for Printing
of Craft Covers – Reg**

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Sealed Quotations are invited on behalf of the Pondicherry University for printing and supply of Craft Cover and File Folders as per specification given below for the Pondicherry University.

.Name of the Item	Specification	No. of Covers required
Craft Cover (with Printing)	a) Size : 9 x 4	50,000
	b) Size : 11 ½ x 8 ½	10,000
	c) Size: 15 ½ x 12	10,000
File Cover with Printing	Size: 15 x 9	25,000
Windows envelope(Small)	Size: 10 x 4 ½	10,000

TERMS AND CONDITIONS:

- a) **The Quotations in sealed covers should reach the above address on or before 04.11.2011 at 4.00 P. M.**
- b) **The quoted price should be inclusive of all taxes, packing, forwarding, transit etc and supply shall be made at our premises.**
- c) **The University has the right to accept or reject any quotation partly or fully without assigning any reason thereof.**
- d) **Delivery is to be made within 15 days from the date of receipt of supply order.**
- e) **You are requested to verify the sample available with purchase section before quoting the rate.**
- f) **The finished goods should be strictly as per the specification. In case of any deviation, the University has the right to reject the goods.**
- g) **This tender is valid for 1 year from the date of confirmation of the rate.**

Yours faithfully,

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Assistant Registrar (P&S)