

DEPARTMENT OF MANAGEMENT STUDIES

School of Management, Pondicherry University, Pondicherry-605014, India

Ph: 91-413-2654305, =91-413-2655253

Dr. R. Panneer Selvam.

Date: 04-10-2011

Professor & Head of the Department

MOST URGENT

No. PU/SOM/DMS/PLACEMENTS/10-12/

UNDER CERTIFICATE OF POSTING

Sir(s),

Sub: - PU-SOM-DMS- Printing and Supply of placement brochure for the MBA students of 2010-2012 batch-Sealed quotation called for-Regarding.

The Department of Management Studies intends to print 200 copies of placement brochure for the MBA students of 2010-2012 batch as per the specifications mentioned in the enclosed schedule.

In this connection, you are requested to send your lowest rate for high quality printing of the placement brochure. The schedules for the items to be printed are enclosed here with.

The quotation duly filled in the enclosed schedule should be sent in a sealed cover super scribed as "QUOTATION FOR PRINTING AND SUPPLY OF PLACEMENT BROCHURE FOR MBA STUDENTS OF 2010-2012 BATCH" to The Professor &Head , Department of Management Studies, Pondicherry University, R.V Nagar, Kalapet, Pondicherry-605014, so as to reach this office on or before 19-10-2011, 3.00 pm, and the quotations will be opened at 4.00 pm on the same day.

Thanking you,

Yours faithfully,

HEAD OF THE DEPARTMENT

PONDICHERRY UNIVERSITY
(A CENTRAL UNIVERSITY)
DEPARTMENT OF MANAGEMENT STUDIES
SCHEDULE FOR PRINTING PLACEMENT BROCHURE REQUIRED FOR THE MBA
PROGRAMME 2010-2012 BATCH

SNo	Description of Materials	Quantity	Cost per book Rs	Amount Rs
I	High quality Printing of Placement brochure As per the specifications given below:			
a	Approximately 60 pages in A4 or lesser size	200Nos		
b	All the pages to be printed with multi-colour and matt finish lamination (Inner page 170 GSM and Outer cover 300 GSM)			
c	Photographs (99 No's of students and 24 No's of Theme photographs, totally 123 No's Excluding logos)			

TERMS & CONDITIONS

- The quoted rates should be inclusive of all taxes and charges and there should not be any variation thereafter.
- The placement brochure should be within the specifications mentioned above.
- The last date for the receipt of the quotation is up to 3.00 pm on 19th OCT 2011 and the same will be opened at 4.00 pm on the same day.
- No advance payment will be made and payment will be made only after the satisfactory supply of the entire quantity ordered.
- The entire quantity should be supplied within 10 days from the date of supply of the order.
- A copy of placement brochure should be submitted to this office for proof reading before it is to be printed.

HEAD OF THE DEPARTMENT

SIGNATURE OF THE PRINTER WITH

NAME, ADDRESS AND SEAL OF THE FIRM.