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**GOVERNMENT OF PUDUCHERRY**  
**DEPARTMENT OF HINDU RELIGIOUS INSTITUTIONS**  
**SRI DHARBARANYESWARA SWAMY DEVASTHANAM**  
**THIRUNALLAR**

No: EO(T)/SDSD/TNR/2025/ **403**

Date: **13/10/2025**

**QUOTATION NOTICE**

Sub: SDSD – TNR – 2025 – Printing of Vibuthi Cover, Kumkum cover and  
Multi Cover Envelope - Quotation Called for.

Sealed quotations are invited from the reputed printers to print and supply the Small Size Vibuthi Cover, Small Size Kumkum Cover and Multi Cover Envelope as per the details here under.

Sealed quotations should reach this office **on or before 24.10.2025 at 4.00 PM**. The printers are requested to enclose Demand Draft for **Rs.10,000/- ( Rupees Ten Thousand only )** towards EMD obtained from the Bank in Karaikal region in favour of the Executive officer (Temples), Sri Dharbaranyeswara Swamy Devasthanam, Thirunallar along with the quotations.

| Sl.No | Details of Printing Covers                                                   | Requirement           |
|-------|------------------------------------------------------------------------------|-----------------------|
| 1     | Small Size Vibuthi Cover - Size 10 cm X 6 cm Map<br>Litho Paper (60 GSM)     | 5,00,000 (Five Lakhs) |
| 2     | Small Size Kumkum Cover - Size 10 cm X 6 cm Map<br>Litho Paper (60 GSM)      | 5,00,000 (Five Lakhs) |
| 3     | Multi Cover Envelope - Size 15 cm X 10 cm, 21 Kg Map<br>Litho Paper (80 GSM) | 5,00,000 (Five Lakhs) |

The quotations will be opened by the undersigned at **4.30 PM on 24.10.2025** in the Chamber of the undersigned. **Further details in this regard can be had from this office during office hours. Tenderers may contact this office in person for sample materials.** The undersigned has the power to accept or reject any quotations without any reason.

**Term and Conditions:**

1. Validity: Your offer should be valid for 30 days from the date of your quotations.
2. Payment: payment will be made on first and final bill basis.
3. The Rate quoted should be firm and inclusive of freight, insurance, charges, GST, etc., and change in rate will not be accepted by this department after placing the order.
4. Contractors/Suppliers should attach valid GST registration certificate as per GST act and rules and Municipality/Commune Trade License along with Quotation.
5. The printed items be supplied within 20 days from the date of work order.
6. The quotation received after the last date and time and not in proper format will be rejected.
7. The Executive officer reserves the right to reject any or all the quotations without assigning any reasons thereof.
8. Quotation which is not received in sealed cover and not complying with the above instructions are liable for rejection.

  
EXECUTIVE OFFICER