



**JAGAT GURU NANAK DEV
PUNJAB STATE OPEN UNIVERSITY PATIALA
(Established by Act No.19 of 2019 of Legislature of the State of Punjab)**

Ref. No./Reg./709-714

Dated:14/10/2021

To

As per list attached

Subject: Quotations for Purchase of Printing Machines

Dear Sir/Madam

You are requested to quote the rates for computing machines as per Annexure A (Separately attached with the letter) including necessary hardware/ software at Jagat Guru Nanak Dev PSOU, Patiala.

Following shall be taken into consideration while quoting the rates:-

- a. The rates will be F.O.R., JGND PSOU Patiala.
- b. Rate of GST if extra must be mentioned clearly.
- c. Quotation received later than due date are liable to be ignored/ rejected.
- d. Quotation must be submitted on letter head of the firm with all particular, any other format will not be acceptable.
- e. The quality of the items to be quoted should be best available in the market.
- f. The sealed envelope must bear the word:-
"QUOTATION FOR" Purchase of Printing Machines

NOTE: Quotations through email will not be entertained

IMPORTANT:- In the absence of information as required under 2(f), if an envelope is received through the registered post is found opened inadvertently, the university will not be responsible and the quotation may not be considered even if quoting lowest rates.

The quotation duly completed & sealed in an envelope should be in the name of **Registrar, Jagat Guru Nanak Dev Punjab State Open University, Patiala and should reach the office of the University on or before 29-11-2021 up to 02:00 PM by registered post only.**

Address of the University

C/28, Lower mall, Adjoining Government Mohindra College
Patiala, Punjab, 147001

Registrar

Terms and Conditions

- a. Vice-Chancellor JGDND PSOU reserved the right acceptance and rejection of any/all the quotations
- b. Quotations will be considered to be valid for 3 months.
- c. No correspondence w.r.t acceptance/rejection of quotations will be entertained
- d. Product(s) must be delivered within 20 days of placing the order.

Copy to:

1. PA to Vice Chancellor for information Pl.
2. IT Cell, PSOU for uploading a copy on the university website
3. Accounts Department, PSOU for information and necessary actions.

Annx. A

S.No	Item Name	Quantity	Specification
1	Printer	2	A4 Size, Composite Cartage, min 25 PPM Speed, 200+ sheet tray, USB, LAN, Automatic duplex printing, 1year warranty
2	All-in-one Printer	1	A4, Print, Copy, Scan, Composite Cartage, min 20 PPM Speed, 200+ sheet tray, USB, LAN, Automatic duplex printing, 1year warranty

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