



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

**QUOTATION NOTICE**

(For Quotation No. **PSOU/S&P/207** Dated **12/05/2025**)

Sealed Quotations are invited for Stationary Items/printing material upto 19.05.2025 (3:00 P.M.) as per prescribed format given below duly signed and stamped by the vendor through registered Post/Courier/Speed post.

Sr. No.	Description	Specification	Qty.	Rate per Item (ream) (including all taxes)
1	Stock Register	Register <ul style="list-style-type: none"><li>• Size 17 x 27 cm</li><li>• 200 pages</li><li>• 80 GSM (paper Quality)</li><li>With Green cloth cover</li><li>With Printing (Copy Enclosed)</li></ul>	10	
2	Dairy Register		10	
3	Dispatch Register		05	
4	Envelope (A4)	<ul style="list-style-type: none"><li>• Yellow Envelope</li><li>• Lamination</li><li>• Size A4</li><li>With Printing (Copy Enclosed)</li></ul>	500	
5	Envelope (Small)	<ul style="list-style-type: none"><li>• White Envelope</li><li>• Size 9.5 x 4.5 inches</li><li>With Printing (Copy Enclosed)</li></ul>	500	
6	File Cover	Hard File Cover Paper clip With Printing (Copy Enclosed)	1000	
7	Writing pad/ Slip Pad	<ul style="list-style-type: none"><li>• Size 7.2 x 5 inches</li><li>• 70 GSM</li><li>• Base hard board with front Cover paper.</li><li>With Printing (Copy Enclosed)</li></ul>	150	

**Terms and Conditions**

1. The sealed quotations in all respects must reach to the Registrar, Jagat Guru Nanak Dev Punjab State Open University, 28-C, Lower Mall, Patiala on or before **19.05.2025 upto 3:00 PM** through registered post/Courier /Speed Post.
2. The bidder shall strictly abide by the time schedule given by university for delivery of the material /Items as per work order.
3. Validity of the bid is 90 days from the date of opening quotation.
4. Selected bidders are strictly prohibited for subletting the assigned work/work order.

5. Incomplete and conditional Quotation will not be accepted.
6. The Registrar, Jagat Guru Nanak Dev Punjab State Open University, Patiala reserves the right to cancel the bid without assigning any reason.
7. Copy of Pan Card & GSTN must be attached.
8. Payment shall be made in Indian rupees on Final acceptance & after verification by the specified consignees and their issue of clearance & acceptance certificates to the satisfaction of the authority.
9. If the material is not delivered on or before the due date the competent authority will have the right to deduct 2% of the total bill for every week default, no extension time will be permitted. The decision of the University shall be binding on the bidder in this regard.
10. TDS is applicable as per Income tax rules.
11. Quotations will be opened at **20.05.2025 11:00 AM** in the committee room of the University i.e., Jagat Guru Nanak Dev Punjab State Open University, 28-C Lower Mall Patiala. The firm or its representative can attend the opening of the quotation. In case of holiday, the Quotations will be opened on next working day.
12. The rates should be F.O.R. and should include excise duty, sales tax, freight charges, GST and other taxes rates in respect of the supplies. The University shall not be liable to pay any tax, freight etc. Which has not been expressly stipulated in the quotation.
13. All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the sole arbitrator i.e, the Registrar JGNDPSOU Patiala. The award of the sole arbitrator shall be final and binding on both the parties under the provisions of the Arbitration and Conciliation Act, 1996 or by statutory modification re-enactment thereof for the time being in force. Such arbitration shall be held at Patiala.
14. A sample of the above items will have to be submitted to the Purchase Cell of the University before the work order is issued. Only after finalizing the received sample, the work order will be given to the L-1 firm.

  
Registrar  
12/05/25.