



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

QUOTATION NOTICE

(Ref. No: PSOU/REG/3035 Dated..... 26/7/23...)

The sealed quotations are invited for **Supply/Refilling of Printer Toner Cartridges with spare parts under Annual Rate Contract as Annexure –A attached** as prescribed format duly signed and stamped. Quotaions must be reach to the Registrar, Jagat Guru Nanak Dev Punjab State Open University, Patiala through Registered post/Speed post/Courier upto (07-08-2023 by 03:00 PM). Quotations will be opened at 10:00 AM on 08-08-2023 in the committee room of the university.

SECTION-II:INSTRUCTION TO BIDDER (ITB)

1. Conditional bids shall be rejected.
2. Bids should be valid for minimum Ninety (90) days from the date of opening the Bid. A bid, validfor a shorter period, is liable to be rejected. the Registrar, Jagat Guru Nanak Dev Punjab State Open University, Patiala may ask the bidders to extend the period of validity, if required.
3. Price should be quoted for all the items listed in **Price Bid**. Overwriting / erasing / cutting / use of whitefluid / correction fluid /correction tapeetc should be signed by the bidder.
4. Govt. Levies like GST etc. shall be paid at actual rates applicable on the date of submission of Bid. Rates should be quoted accordingly giving the basic price including GST.
5. The rates should be inclusive of freight charges, packing charges etc.
6. The Registrar, Jagat Guru Nanak Dev Punjab State Open University, Patiala reserves the right to accept/reject the offers or cancel the whole quotation proceedings without assigning any reason whatsoever. Offers through Email / Fax, etc and open offers shall not be accepted. Late / Delayed offers shall not be accepted under any circumstances. Incomplete offers will be rejected. In case the specified date for bid processing is declared holiday for the Registrar, Jagat Guru Nanak Dev Punjab State Open University, Patiala, the bid processing deadline shall stand extended to the next working

day up to the same time.

7. Any attempt of direct or indirect negotiations on the part of the bidder with the authority to whom he has submitted the tender or authority who is competent to finally accept / reject the same after he has submitted his tender or any endeavor to secure any interest for an actual or prospective bidder or to influence by any means the acceptance of a particular tender will render the tender liable to be rejected.

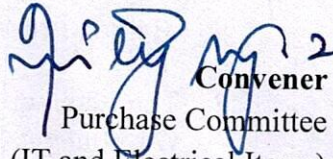
SECTION III:

SPECIAL CONDITIONS OF CONTRACT (SCC)

1. **PriceBasis:**Price basis should be F.O.R the Registrar, Jagat Guru Nanak Dev Punjab State Open University, Patiala.
2. Billing is to be done in the name of the Registrar, Jagat Guru Nanak Dev Punjab State Open University, Patiala. The payment would be on the basis of the actual bill of material supplied, duly certified by our authorized representative at the Registrar, Jagat Guru Nanak Dev Punjab State Open University, Patiala.
3. The final award of tender shall be made to the bidder on the basis of lowest rates (inclusive of GST) worked out in the price bid. The Registrar, Jagat Guru Nanak Dev Punjab State Open University, Patiala reserves the right to split the Order to different bidders.
4. The supply shall have to be made several times during the year depending on the requirements for which separate orders will be issued.
5. The vendor is bound to supply the items within stipulated period. If the order is still not supplied, the supply order will be cancelled and the item will be procured from else where and the difference will be recovered from subsequent bills.
6. The materials shall be accepted subject to the complete satisfaction of the Registrar, Jagat Guru Nanak Dev Punjab State Open University, Patiala. Any defect founding the materials supplied will render it open to rejection and decision of the Registrar, Jagat Guru Nanak Dev Punjab State Open University, Patiala shall be final and binding. The rejected items shall have to be taken back by the vendor contractor at his / her own cost and risk, and the vendor shall replace such rejections with the items of standard specifications /quality as acceptable to the Registrar, Jagat Guru Nanak Dev Punjab State Open University, Patiala.
7. The contractor shall not sublet, transfer or assign the job without the written permission of the Registrar, Jagat Guru Nanak Dev Punjab State Open University, Patiala. In the event of the contractor contravening this condition, the Registrar, Jagat Guru Nanak Dev Punjab State Open University, Patiala has right to terminate the contract.

8. Payment shall be made after receipt of complete materials mentioned in the order and due inspection by the nominated official of the Registrar, Jagat Guru Nanak Dev Punjab State Open University, Patiala. Payment will be made within 30 days from the date of receiving the invoice direct to the supplier through **RTGS** only. No request for other mode of payment will be entertained. **No advance payment will be made in any case.**
9. **DEDUCTION OF TAX:** Income Tax and other relevant Taxes at the rates applicable from time to time shall be deducted at source.
10. Original / Quality of material shall be ensured the vendor.

DISPUTES AND ARBITRATION: In case of any dispute, the decision of the Registrar, Jagat Guru Nanak Dev Punjab State Open University, Patiala will be final. The venue of arbitration, if any, will be Patiala. The Registrar, Jagat Guru Nanak Dev Punjab State Open University, Patiala reserves the right to terminate the contract at any time without assigning any reason(s) thereof.

 26/7/23
Convener
Purchase Committee
(IT and Electrical Items)

Annexure I
Undertaking

To

The Registrar,
Jagat Guru Nanak Dev Punjab State Open University,
C/28, adjoining Government Mohindra College,
Lower Mall, Patiala (PB.- 147001)

Sir,

I/We do hereby solemnly declare and undertake that:

1. The terms & conditions of the tender is acceptable in complete. I understand that if any information in the bid submitted by me/us is found incorrect/false, at any time, the bid /contract is liable to be rejected.
2. My/ our firm is in this business for the last two years.
3. The items quoted by me/us have not been and are not being supplied to any other Government organization/ institution at rates lower than those quoted here
4. The quoted rates are for quality refilling (not re-inking) and refurbishing as per scope of work. Any damage to the printers, cartridges and toners due to inferior quality refilling shall be made good by me/us during the contract period.
5. My/ our firm is not blacklisted in any Govt. organization / institution.
6. I/We give the rights to The Registrar, Jagat Guru Nanak Dev Punjab State Open University, Patiala to forfeit my payment if any delay / failure occurs on my/our part to supply the items within the prescribed time or the items of desired quality.

For and on behalf of

(Bidder's Name & Address)

(Signature of Authorized Signatory)

Name: _____

Designation: _____

AnnexureII

CHECKLIST FOR BIDDER PRE-QUALIFICATION

Sl. No.	Particulars	Tobefilled inby the Bidder
1	Name of the BiddingAgency	
2	Detailed office address of the Agency with office telephone number,e-mail ID,Mobile number and the Name of the contact person (copyto beenclosed)	
3	Date of establishment of theAgency	
4	PAN/GSTNumber (Copyto be enclosed)	
6	Whether the undertaking (AnnexureI) duly signed by The bid derissubmitted?	

I, _____ Proprietor/Partner/Director of(name of the company/ firm) here by declare that the information given above is true to the best of my knowledge and belief.

Seal of the Bidder Signature:

(Authorized signatory of the Bidder)

