



**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/ S & P /PSOU/45

Dated: 09-02-2024

QUOTATION NOTICE

(For Quotation No. JGNDPSOU/Proc./2024/...01.... dated 09-02-2024...)

Sealed Quotation from reputed supplier are invited for the supply of stationery items upto 22-02-2024 (5.00PM) as prescribed format given below duly signed and stamped:-

Annexure - A


Sr No.	Description	Quantity	Rate per unit (inclusive of all taxes)	Total cost (inclusive of all taxes)
1	AA Cell (Duracell)	10		
2	AAA Cell (Duracell)	30		
3	Attendance Register (100 Pages)	6		
4	Black Binder Clip-36pcs (19MM)	100 pcs		
5	Clear Bag (upto Rs. 10/-)	200		
6	Cutter (Premier 18mm)	10		
7	Clip Long + Clip Lever	30		
8	Clip U-Pin	30 packets		
9	Envelope (White-9x4)	100		
10	Envelope Yellow (A4 Size) (Laminated)	100		
11	Envelope Yellow (Legal) (Laminated)	100		
12	Eraser- Doms extra long dust free non-toxic (17x10mm)	20		
13	File Flapper Binder (220GSM)	100		
14	File Cover Record (S-1500)	500		
15	File Index (Naman)	50		
16	L-Folder (A4)	50		
17	L-Folder (A5)	50		
18	Marker Permanent (stick) (Reynolds) (Black)	20		
19	Marker Permanent (bold wide) (Reynolds) (Black)	30		
20	Marker White Board –Reynolds (Black)	15		

21	Punch Double Machine - Kangaro-DP-52	5		
22	Punch Double Machine - Kangaro-DP-700	5		
23	Paper Green Note Sheet (A5)	1		
24	Paper Bond (A-4-85 GSM)	130 packets		
25	Paper Weight (Glass)	10		
26	Pencil-HB Wooden Length-6 inch	20		
27	Poker/Sua (With wooden handle)	10		
28	Pen Blue Ball (Hauser XO 0.6 mm)	30		
29	Pen Black Ball (Hauser XO 0.6 mm)	30		
30	Pen Correction (Camlin)	10		
31	Pen Hi-Techpoint V7 RT (Black)	10		
32	Pen Pilot-Hi-Tech Point V-7 – Cartridge (Green)	30		
33	Ream Legal – (Spectra-75GSM)	5		
34	Ream A4 – (Spectra 75GSM)	240		
35	Register- (150 pages) with hard bound	30		
36	Register- Dispatch (150 pages)- with hard bound	5		
37	Register- Receipt (150 pages) with hard bound	5		
38	Cash Book (Jindal) 300 Pages with hard bound	10		
39	Cash Book (Jindal) 150 Pages with hard bound	10		
40	Cash Book (Jindal) 100 Pages with hard bound	10		
41	Scale Steel (30cm)	10		
42	Stapler (Big) - Kangaro- HP45	4		
43	Stapler (Small) - Kangaro- 10	8		
44	Stapler Pins- Kangaro-10	60		
45	Stapler Pins- Kangaro-HP45	30		
46	Sticky Notes - Paper Flags	80		
47	Tape Dispenser (1")	5		
48	Tape Cello (1.5")	30		
49	Tag Small	20 bundles		
50	Tag Big	10 bundles		

51	Writing Pad (Slip Pad) No. 33	100		
52	Notice Board (3x2) Pin-up Display Board (Aluminum Frame)	7		
53	Exam Board (Transparent)	15		

Terms and conditions

1. The sealed quotations complete in all respects must be reach to the Registrar, Jagat Guru Nanak Dev Punjab State Open University, Patiala by Registered Post/Speed Post/Courier on or before 22-02-2024 upto 5.00 PM. Any quotation received after the closing date & time will not be considered.
2. The sealed envelope must bear the words:- **“QUOTATION FOR STATIONARY ITEMS”** .
3. The bidder shall strictly abide time schedule given by university for stationery and delivery of the material/items as per work order.
4. Rates/Price should be quoted for items as per above listed items mentioned in Performa an Annexure ‘A’ without any overwriting/erasing/cutting. Use of white fluid/correction fluid/correction tape is strictly prohibited.
5. The rates should be inclusive of freight charges, packing charges etc and no advance payment of any type will be made.
6. The rates for the quoted items should not be higher than the M.R.P.
7. Validity of the bid is 90 days from the date of opening quotation.
8. Selected bidders are strictly prohibited for subletting the assigned work/work order.
9. Incomplete and conditional quotation will not be accepted.
10. The Registrar, Jagat Guru Nanak Dev Punjab State Open University, Patiala reserves the right to cancel the bid without assigning any reason.
11. Payment will be issued 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.
12. Copy of PAN No. (PAN Card) must be attached.
13. 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 weeks default, no extension time will be permitted. The decision of the University shall be binding on the bidder in this regard.
14. 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, Jagat Guru Nanak Dev Punjab State Open University, 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.
15. Sealed Quotation will be opened on 23-02-2024 at 11:00 AM in the Committee Room of the University. Representative of the firms can attend the same.


 Assistant Registrar- Purchase
 09/02/24