



**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/143** Dated **21.11.2024**)

Sealed Quotations are invited for the Printing and supply of Dairy, Table Calendar, Wall Calendar as per specification upto **04.12.2024 (3 P.M.)** as per prescribed format given below duly signed and stamped by the vendor through Registered Post/Speed post/Courier.


Sr.No.	Description	Unit	Rate per Item (including all taxes)	Total
1	Diaries: <ul style="list-style-type: none">• Size A5• Black Outer Cover with golden edge paper• ITC min 68 GSM Paper• Full Sunday Dairy (with University Name and Logo printed on the front cover)	350		
2	Table Calendar: <ul style="list-style-type: none">• 8.7 x 7.75 Kapa Board (English Board),• 300 GSM imported Card 500 sheet• Wiro Binding• Case Paper (Fedrigony Imported)• Matt Lamination Front Back with designing and Printing	500		
3	Wall Calendar: <ul style="list-style-type: none">• Size 20x30 inch• Paper 170 GSM• Iron Patti	500		

Terms and Conditions

1. The sealed quotations in all respects must reach to the Registrar, Jagat Guru Nanak Dev Punjab State Open University, Patiala on or before **04.12.2024 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.


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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. All the material ordered shall be delivered within 10 days from the date of receipt of work order. All the aspects of safe delivery shall be the exclusive responsibility of the supplier. If the supplier fails to deliver the goods on or before the stipulated date, then a penalty at the rate of 0.5% per week of the total order value.
10. The decision of the University shall be binding on the bidder in this regard.
11. TDS is applicable as per Income tax rules.
12. Quotations will be opened on **05.12.2024 at 3:00 PM** 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.
13. 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.
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 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.
15. Sealed Envelopes should be super-scribed as "Tender for Printing & Supply of Calendar & Diary".
16. All the bids in sealed format only will be accepted.
17. A very high quality of printing is required. The work done in slipshod manner will not be accepted.
18. The firm will be entirely responsible for quality of supplied goods/ materials. The supplier should replace the rejected/ damaged goods within 10 days, failing which penalty will be imposed by the Institute.


Registrar
Registrar
Jagat Guru Nanak Dev
Punjab State Open University
Patiala
21/11/24