



**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**

**Letter No: PSOU/S&P/13**

**Dated: 30-05-23**

Sealed Quotation duly completed & sealed in an envelope in the name of Registrar, Jagat Guru Nanak Dev Punjab State Open University, Patiala are invited by this University by courier/registered post for the **supply of following Stationary Items under SCERT sanctioned project “Impact of Community Involvement in Improving Enrolment and School Attendance: A Study of Punjab” upto 09.05.2023 (04:00PM)** as prescribed format given below duly signed and stamped:-

**The Details of the items are given below:-**

<b>Sr. no.</b>	<b>Items</b>	<b>Quantity</b>
1.	Paper RIM	2 boxes
2.	File folders	4 (2 Plastic + 2 Leather)
	Clear bags	30
3.	File Covers Simple	20
	File Cover Spring	20
	File tags	Small= 20 Large= 20
4.	Index File	10
5.	Calculators	2
6.	Pen Drives (128 GB)	3
7.	Paper clips	(Small Size) 2 boxes (Large Size) 2 boxes
8.	Paper Puncher	2

9.	Metal Plier Punch	2
10.	Poker	2
11.	Sticky notes	5 packets
12.	Flags	Small=5 packets
		Broad=5 packets
13.	Highlighter	1 Box (Multicolour)
14.	Scale	Steal (Large) 2
		Plastic: (Small) =2, (Large) =2
15.	Yellow Envelops	A4=50
		Legal=50
16.	Gum	4 Medium Size
	Fevicol	4 Medium Size
	Fevistick	4 Medium Size
17.	Erasers	4
18.	Sharpeners	4
19.	Whitener or Correction Pen	4
20.	Register (Hard Board)	4
21.	Note Pads (Hard Board)	4
22.	Pencils	2 boxes
23.	Pens	50 Ball Pens (Different Types)
		50 Gel pens (Different Types)
24.	Staplers and Pins	Small=2
		Large=2
25.	Cello tape	Small= 4
		Broad=4

## **Terms and Conditions**

1. The sealed quotations in all respects must be reach to the Registrar, Jagat Guru Nanak Dev Punjab State Open University, Patiala on or before 09.05.2023 upto 4:00 PM, quotations will be opened at 4.10 pm on the same day.
2. Validity of the bid is 90 days from the date of opening quotation.
3. Selected bidders are strictly prohibited for subletting the assigned work/work order.
4. Incomplete and conditional Quotation will not be accepted.
5. The Registrar, Jagat Guru Nanak Dev Punjab State Open University, Patiala reserves the right to cancel the bid without assigning any reason.
6. Payment will be issued in Indian rupees on final acceptance & after inspection of the material/items supplied.
7. The rates will be F.O.R., JGND PSOU Patiala and Quotation received later than due date are liable to be rejected.
8. Payment will be made in Indian Rupee on final acceptance and after inspection of the material supplied.
9. If the selected L1 firm is not able to deliver the material within week of the issuance of the supply/work order, then competent authority reserve the right to deduct 2% of the total bill for every week default, no extebtion will be permitted. The decision of the university shall be binding on the bidder in this regard.
10. The sealed envelope must bear the words:- **“QUOTATION FOR STATIONARY ITEMS” must reach at Registrar, Jagat Guru Nanak Dev Punjab State Open University C/28, The Lower mall, Patiala, Punjab, Pin - 147001** on or before the aforesaid due date.
11. All disputes are under Patiala jurisdiction.



**Convener  
Purchase Committee**