



**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/3138 dated 15-09-2023)

Sealed Quotations are invited for the supply of Microsoft Office 2021 LTSC standard with lifetime validity for Mac Book through Registered-post/Speed Post/Courier upto 25-09-2023 till 4:00pm as prescribed format given below duly signed and stamped. Quotations will be opened on 26-09-2023 AT 10:00 AM.

Sr. No.	Description	Units	Rate per unit (inclusive of GST)	Remarks
1	Microsoft Office 2021 LTSC standard with lifetime validity for Mac Book	01		

Terms and Conditions

1. The sealed quotations completed in all respects mentioning the subject “**Quotation for Microsoft Office LTSC**” must reach to **The Registrar, Jagat Guru Nanak Dev Punjab State Open University, C-28, Lower Mall, Patiala** on or before 25-09-2023 till 4:00pm through Registered post/Speed post/Courier.
2. The bidder shall strictly abide 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 No. (PAN Card) of firm 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 weeks default, no extension time will be permitted. The decision of the University shall be binding on the bidder in this regard.
10. 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 JGND PSOU, 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.
11. TDS is applicable as per income tax rules.
12. Rates should be F.O.R. and should include all taxes in r/o supplies.

Convener Purchase Committee