



**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

(For Quotation No. PSOU/Reg/4627 Dated 17/06/2025)

Sealed Quotations are invited for Printing and Supply of Answer Books upto 27.06.2025 (02:00 P.M.) as per prescribed format given below duly signed and stamped by the vendor through registered Post/Courier/Speed post.

Sr. No	Specification	Parameters (Size)	Qty.	Rate per Answer Book (inclusive of all taxes)	Total Amt.
1	32 pages (as per specification given in Annexure I)	as per Annexure I	20,000		

Terms and Conditions

1. The sealed quotations in all respects must reach to the Registrar, Jagat Guru Nanak Dev Punjab State Open University, 28-C, Lower Mall, Patiala on or before **27.06.2025 upto 02:00 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.
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 5% of the total bill for every week default, no extension time will be permitted. The decision of the University shall be binding on the bidder in this regard.
10. TDS is applicable as per Income tax rules.
11. Quotations will be opened at **27.06.2025 03:30 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. In case of holiday, the Quotations will be opened on next working day.

12. 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.
13. 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.


Registrar

Annexure I

**28 lines pages and 04 cover pages (Total 32 pages) answer books to the
JGND, PSOU Patiala**

Specification of Answer Sheets for theory paper	
1	Size of answer book should be 21.0 cm x 29.7 cm and will be printed in the portrait form.
2	Paper quality and weight should be non-absorbing 70 GSM, white cream wove containing (i) brightness min 75 (ii) opacity min 80
3	Single colour, ISI approved black printing ink should be used.
4	Thread stitching is to be done on the left hand side.
5	The word PSOU is to be perforated in all the pages of the answer book at the left hand top corner.
6	Inner ruled pages must have page numbering from 1 to 28
7	1.5" margin on the top of the page and 0.5" in the end of the page.
8	The 1st four pages will be printed as per the sample to be provided by the Exam. Branch of the University.
9	All the pages will be cross-rules with ruling at 1 cm interval in light black colour. Margin at 1" on the left hand side by a double vertical line. Number of lines in a page should be 26.
10	Printing of boxes on the answer sheet in the upper margin with logo for awarding evaluation and re-evaluation marks.
11	Serial Number to be printed with good quality ink on the first page of the answer books as per specimen which may be collected from the office of the controller of Exams, PSOU.
12	The Packing should be done in butter paper in a lot of 50, Five Such lots i.e. 250 Answer Books shall be packed in a good quality polypropylene bag. (Serial nos of the answer books should be carefully mentioned on the top of the polypropylene bag.
13	The Paper should be good quality so that the ink and writing should not be visible on both sides.