

**JAGAT GURU NANAK DEV
PUNJAB STATE OPEN UNIVERSITY PATIALA**

QUOTATION NOTICE

(For Quotation No. PSOU/S&P **296**...../ Dated **07/11/25**)

Sealed quotations are invited from reputed firms/agencies for the **Printing and Supply of Pre-Printed Detailed Marks Cards (DMCs)** for various programmes of the University, as per the specifications and terms & conditions mentioned below:

1. Item Description

Sr. No.	Description of Item	Quantity	Remarks
1	Printing and supply of Pre-Printed Detailed Marks Cards (DMCs) with security features on A4 size 120 GSM paper	50,000 Nos.	As per approved sample/specifications

2. Specifications

Specifications	Security Features	Quantity
DMCs a. Size – A4 (210 mm x 297 mm) b. Printing – 4 (Front Side) +1 (Back Side) • Front page – Multicolour • Back page – Single colour c. Paper – Sunshine 120 GSM	1. Anti-Copy feature 2. Invisible original mark. 3. University logo as water mark. 4. Hidden security in background layer 5. Micro text 6. QR code (DMC Verification page of University website) 7. Barcode (Serial No.) 8. High resolution border 9. Invisible currency strip 10. MICR font printing	50,000 (Fifty Thousand)

3. Terms & Conditions

1. The rates should be quoted **inclusive of all taxes, delivery, and other charges (F.O.R. University Store, Patiala)** and should include excise duty, sales tax, freight charges, GST and other taxes rates in respect of the supply. The university shall not be liable to pay any tax, freight etc. which has not been expressly stipulated in the quotation.
2. The supplier shall be responsible for maintaining confidentiality and security of the University data/designs.

3. The delivery shall be completed within **30 days** from the date of issue of Purchase Order.
4. Payment shall be made after satisfactory supply and verification by the concerned branch.
5. The quotation should be submitted in a **sealed envelope** superscribed "**Quotation for Printing and Supply of DMCs**" and addressed to:

The Registrar,

Jagat Guru Nanak Dev Punjab State Open University,
Patiala – 147001.

6. The last date for submission of quotations is **18/11/2025 up to 3:00 PM**.
7. Incomplete and conditional quotations will not be accepted.
8. The University reserves the right to reject any or all quotations without assigning any reason.
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 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.

Delivery: The items should be delivered at the **University premises within 30 days from the issue of supply order.**

Instructions for Vendors:

1. All quotations must be **signed and stamped** by the vendor.
2. Quotations must include **unit price, total cost, GST, and grand total**.
3. Copy of PAN Card & GSTN must be attached.
4. **Late submissions will not be considered.**


(Registrar)