



# JAGAT GURU NANAK DEV PUNJAB STATE OPEN UNIVERSITY PATIALA

## QUOTATION NOTICE

(For Quotation No. PSOU/S& 234 Dated 22/12/25)

Sealed quotations are invited for the printing and supply of Table calendar and Wall Calendar upto 29.12.2025 as per prescribed format given below duly signed and stamped by the vendor through Registered Post/Speed Post/Courier. The Specification of the items as follows:

### Material Required:

S. No.	Description	Quantity
1	<b>Specification for Wall Calendar:</b> <ul style="list-style-type: none"><li>• Art Paper 170 gsm</li><li>• Product dimension: 20 Inch × 30 Inch</li><li>• Multi Colour Printing with designing</li><li>• Iron Patti</li></ul>	1000
2	<b>Specification for Table Calendar:</b> <p>Size : 8.7 Inches x 8 Inches Page : 14 Sheet (28 Page) Multi-Colour Printing with designing Paper : Imported Art Paper 300 gsm (Imported Card Sheet) Binding : Wiro Binding Base : Kapa Hard Board (English Board) with Printing Front Back Lamination</p>	1000

Interested parties are requested to submit their quotations in sealed envelopes, clearly superscribed “**Quotation for supplying the above Table and Wall Calendar**” and addressed to:

**The Registrar,**

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

## 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 delivery shall be completed within **07 days** from the date of issue of Purchase Order.
3. The last date for submission of quotations is **29.12.2025 up to 5:00 PM.**
4. Incomplete and conditional quotations will not be accepted.
5. 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.
6. TDS is applicable as per income tax rules.
7. No advance or part payment shall be made. The payment will be released only after the supply and verification of the required materials, subject to a satisfactory report from the Inspection Committee of the University.
8. The University reserves the right to accept or reject any or all quotations without assigning any reason thereof.

**Delivery:** The items should be delivered at the **University premises within 07 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.**

*For*  
*Registrar*  
*22/12/25*

Registrar