

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

QUOTATION NOTICE

(Quotation No. PSOU/Purchase/342 Dated: 25/2/26)

Sealed quotations are invited from reputed and experienced firms/suppliers for supplying the following **A-4 Paper Ream** material through **speed post/courier by 9/03/2026 5.00 pm** as per specification below:

Sr. No.	Item Name	Quantity	Size
1.	Paper Ream 75 GSM	600	A4

Interested parties are requested to submit their quotations in sealed envelopes, clearly super scribed "**Quotation for supplying the A-4 Paper Ream**" and addressed to:

**The Registrar,
Jagat Guru Nanak Dev Punjab State Open University,
C/28, Lower Mall, (Transit Campus)
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 supplier shall be responsible for maintaining confidentiality and security of the University data/designs.
3. The delivery shall be completed within **15 days** from the date of issue of Purchase Order.

4. The last date for submission of quotations is **09.03.2026 up to 5:00 PM.**
5. Incomplete and conditional quotations will not be accepted.
6. 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.
7. TDS is applicable as per income tax rules.
8. Validity of the bid/quotation is 90 days from the date of opening quotation.
9. 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.
10. 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 15 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
25/2/25