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/S&P/357** dated **24/03/2026**)

Sealed Quotations are invited for Supply of following Items upto 06.03.2026 (04:00 P.M.) as per prescribed format given below duly signed and stamped by the vendor through registered Post/Courier/Speed post.

Sr. No	Item	Specification	Remarks	Qty.	Rate per Item (inclusive of all taxes)	Total Amt.
1.	University Students DMC Record Register For UG	• Size 32 x 21cm • 200 pages per register • 80 GSM paper quality • Register Cover hardboard with Green Cloth	(Register page photo copy enclosed) 1. Annexure A 2. Annexure A-1	20		
2.	University Students DMC Record Register For PG		(Register page photo copy enclosed) 1. Annexure A 2. Annexure A-2	20		
3.	University Students DMC Record Register For Certificate/Diploma		(Register page photo copy enclosed) 1. Annexure A 2. Annexure A-3	10		
4.	LSC Students DMC Record Register For UG/PG/Diploma/ Certificate		(Register page photo copy enclosed) 1. Annexure B 2. AnnexureB-1 3. Annexure B-2 4. Annexure B-3	150		

Terms and Conditions:

1. The sealed quotations in all respects must reach to the Registrar, Jagat Guru Nanak Dev Punjab State Open University, Patiala on or before **06.03.2026 upto 04:00 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 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.
11. Quotations will be opened on **07.03.2026 at 12:00 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 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.

Registrar

24/3/26

Annexure - A

ਜਗਤ ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਪੰਜਾਬ ਸਟੇਟ ਓਪਨ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ

DMC Record Register - University

This is to certify that this register is used as a DMC Record Register. It consist of _____ numbered pages from serial no. _____ to _____.

Full Signature of the Employee

Maintained by:

Sr. No	Name of Employee	Designation of Employee	Date		Sign (as used for dispatch purposes)	Full Signature
			From	To		

Annexure - A-1

ਜਗਤ ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਪੰਜਾਬ ਸਟੇਟ ਓਪਨ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ

DMC RECORD (University Students) - UG

Name of Programme .....**Regd.No.** .....**Roll No.** ..... **Name of Student**..... **Phone No**.....

Admission cycle .....**ABC ID** .....**Student Type**.....**Address**.....**City/Distt.** .....

S. No.	Diary No.	DMC Serial No.	Sem.	SGPA	Examination	Fees Status (paid/Pending) (sign with date)	DMC Issued By (Sign. With Date)	Received: By Hand- Sign/Date/Mobile No. By Post- Mention attached Barcode	Remarks

CGPA. .....

Status . .....

Annexure - A-2

Page No._____

ਜਗਤ ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਪੰਜਾਬ ਸਟੇਟ ਓਪਨ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ

DMC RECORD (University Students) - PG

Name of Programme .....**Regd.No.** .....**Roll No.** ..... **Name of Student**..... **Phone No**.....

Adm. cycle .....**ABC ID** .....**Student Type**.....**Address**..... **City/Distt**.....

S.No.	Diary No.	DMC Serial No.	Sem.	SGPA	Examination	Fees Status (paid/Pending) (sign with date)	DMC Issued By (Sign. With Date)	Received: By Hand- Sign/Date/Mobile No. By post-mention attached Barcode	Remarks

CGPA. .....

Status . .....

Annexure - A-3

Page No._____

ਜਗਤ ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਪੰਜਾਬ ਸਟੇਟ ਓਪਨ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ

DMC RECORD (University Students) – CERTIFICATE/DIPLOMA

Name of Programme ……..Regd.No. ……Roll No. …….. Name of Student……..…… Phone No……..…..

Admi. cycle ……...ABC ID ……..……Student Type……..……Address……..…….……..City/Distt. ……..

S.No	Diary No.	DMC Serial No.	Sem	SGPA	Examination	Fees Status (paid/Pending) (sign with date)	DMC Issued By (Sign. With Date)	Received: By Hand- Sign/Date/Mobile No. By post-mention attached Barcode	Remarks

CGPA ……..

Status……..

Name of Programme ……..……..Regd.No. ……Roll No. …….. Name of Student……..…… Phone No…..……..…..

Admi. cycle ……..……...ABC ID ……..……Student Type……..……Address……..…….……..City/Distt. ……..……..……

S No.	Diary No.	DMC Serial No.	Sem	SGPA	Examination	Fees Status (paid/Pending) (sign with date)	DMC Issued By (Sign. With Date)	Received: By Hand- Sign/Date/Mobile No. By post-mention attached Barcode	Remarks

CGPA……..…..

Status……..……

Annexure - B

ਜਗਤ ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਪੰਜਾਬ ਸਟੇਟ ਓਪਨ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ

DMC Record Register - LSC

This is to certify that this register is used as a DMC Record Register. It consist of _____ numbered pages from serial no. _____ to _____.

Full Signature of the Employee

Maintained by:

Sr. No	Name of Employee	Designation of Employee	Date		Sign (as used for dispatch purposes)	Full Signature
			From	To		

Annexure-B-1

Page No.____

ਜਗਤ ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਪੰਜਾਬ ਸਟੇਟ ਓਪਨ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ

INDEX (DMC ISSUED) - LSC Students

LSC ID.....**Name of LSC**.....**City/District**..... **(Govt. /Govt. Aided/Private)**

S. No.	Dispatch No.of (DMC Issued)	Total No. of DMCs Issued	Programme Type & count of DMCs		Page No. of this DMC Record Register	Exam	Fee Status (Paid/Pending)	DMC Issued By (Sign with Date)	Received: By hand (Sign/Date/Mobile) By post (mention & attach barcode)	Remarks
			PG							
			UG							
			Diploma							
			Certificate							
			PG							
			UG							
			Diploma							
			Certificate							
			PG							
			UG							
			Diploma							
			Certificate							
			PG							
			UG							
			Diploma							
			Certificate							
			PG							
			UG							
			Diploma							
			Certificate							

Annexure- B-2

ਜਗਤ ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਪੰਜਾਬ ਸਟੇਟ ਓਪਨ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ

DMC RECORD (LSC Students) – UG/PG

Name of Programme ..... **Regd.No.** ..... **Roll No.** ..... **Name of Student**.....

Phone No.....**Admission cycle** .....**ABC ID** .....**Student Type**.....

S No.	Diary No.	DMC Serial No	Semester	SGPA	Examination	DMC Issued By (Sign. With Date)	Remarks

CGPA. .....

Status .....

Annexure-B-3

ਜਗਤ ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਪੰਜਾਬ ਸਟੇਟ ਓਪਨ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ

DMC RECORD (LSC Students) - Certificate/Diploma

1. Name of Programme ..... **Regd.No.** ..... **Roll No.** ..... **Name of Student**.....

Ph. No. .....**Admission Cycle** .....**ABC ID** .....**Student Type**.....

S No.	Diary No.	DMC Serial No	Semester	SGPA	Examination	DMC Issued By (Sign. With Date)	Remarks

CGPA. .....

Status . .....

2. Name of Programme ..... **Regd.No.** ..... **Roll No.** ..... **Name of Student**.....

Ph. No. .....**Admission Cycle** .....**ABC ID** .....**Student Type**.....

S No.	Diary No.	DMC Serial No	Semester	SGPA	Examination	DMC Issued By (Sign. With Date)	Remarks

CGPA. .....

Status . .....