



**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**

**(Ref. No. PSOU/Pro/ANRF15 dated 06-03-2026)**

Sealed Quotations are invited from **firms** for the supply and installation of Tent, Light, Sound and catering for internal conference to be held on 18-19 March 2026 through Registered-post/Speed Post/Courier up to **16-03-2026 till 4:00pm** as per the specifications and prescribed format given below duly signed and stamped. Quotations will be opened on 16-03-2026 at 4:10 pm

<b>Sr. No.</b>	<b>Description For 2 days ( 18and 19 march 2026)</b>	<b>Quantity</b>	<b>Total Amount (Inclusive of all taxes)</b>
1.	Decoration of Entry Gate : Flower decoration on metallic frame and approach road , having flex on the side of the gate with cloth and flower decoration	1	
2	Red carpet new	1000 sq feet	
3	Flower decoration Disc	04	
4	Flower decoration stage and venue-3	02	
5	Light lamp brass big	01	
	<b>TENT</b>		
7	Celing tent NEW	5000 sq ft	
8	Seating arrangements Separate for VVIPS and VIPS ,	100 person	
9	Sofas set	4	
10	Sides Chunnat	As per requirements	
11	Carpeting of areas	5000 sq ft	
12	Pots with live plants	100	
13	Sound System with wireless mics , LEDs with Stand (2)	1	

<b>Sr. No.</b>	<b>Catering and Other rated items Description For 2 days ( 18and 19 march 2026) Details given per day</b>	<b>Quantity</b>	<b>Rate per plate (Inclusive of all taxes)</b>
1.	High tea/coffee (morning and evening) with snacks (atleast 7) for few persons with Suitable arrangements for VVIP with required quality crockery	20 persons	



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	High tea (morning and evening) for few persons with Suitable arrangements for VIP with required quality crockery	50 persons	
	High tea (morning and evening) for participants	200 persons	
2	Drinking water arrangements	300 persons	
3	Chairs for VVIPS and VIPS , round tables as per requirement	50	
4	Manpower for service (as per requirement)	10 persons(min)	
5	Lunch ( 2 veg, 2 dal, rice salads, curd, soup, 3 dissert 3 drinks ) Other details will be given in pre-bid meeting)	200 persons	
6	Dinner (menu as per lunch)	50 persons	

Sr. No.	Videography For 2 days ( 18and 19 march 2026) Details given per day	Quantity	Rate per plate (Inclusive of all taxes)
1.	Videography of the event (1 person) Photography of the event (2 persons)	-	

**Terms and Conditions:**

- 1. Samples of all material services and items details will be provided to parties on pre bid meeting to be held on 12.03.26 at 3:30 pm at Academic Block of the university. Interested parties may reach the venue intime.*
2. The sealed quotations completed in all respects mentioning the subject “supply of tent light sound for international conference” must reach to **The Registrar, Jagat Guru Nanak Dev Punjab State Open University, C-28, Lower Mall, Patiala** on or before **16-03-2026 till 4:00 pm** through Registered post/Speed post/Courier.
3. The bidder shall strictly abide time schedule given by University.\
4. Date of programme may be changes
5. Tender will be elevated on total cost, itemwise rate will not be considered.
6. Validity of the bid is 90 days from the date of opening quotation.
7. Selected bidders are strictly prohibited for subletting the assigned work/work order.



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8. Incomplete and conditional Quotation will not be accepted.
9. The Registrar, Jagat Guru Nanak Dev Punjab State Open University, Patiala reserves the right to cancel the bid without assigning any reason.
10. Copy of PAN No. (PAN Card) & GSTIN of firm must be attached.
11. 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.
12. If the report 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 weeks default, no extension time will be permitted. The decision of the University shall be binding on the bidder in this regard.
13. No advance payment will done for this quotation. Full payments shall be made to the seller after completing audit and commissioning of the product.
14. Your quotations may be accepted in part or whole.
15. The quotations not strictly in accordance with the above conditions are liable to be rejected without considerations.
16. 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.
17. TDS is applicable as per income tax rules.
18. All items that are required for arrangements as per above has to be borne by the supplier.
19. Quantity may be increased or decreased as per requirement
20. University holds to right to reject or drop item(s) form the bid.
21. Rates should be F.O.R. and should include all taxes in r/o supplies.

**Principal Investigator**