



INDIRA GANDHI INSTITUTE OF TECHNOLOGY

SARANG-759146, DIST: DHENKANAL, ODISHA

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Website: <http://www.igitsarang.ac.in>

No. IGIT/FC/10

Date-23/8/18

Quotation Notice

Sealed quotations are invited for GREEN BOARD and WHITE BOARD as per enclosure in **Annexure 1**, from registered suppliers / manufacturers / authorized dealers on or before 03/09/2018, mentioning quotation number and date super scribed on the sealed envelope and sent by Post / Registered post / Speed post to the **Director (Attention - Chairman, Furniture Committee) I.G.I.T, SARANG-759146, DIST: DHENKANAL, ODISHA**. Samples of boards are to be submitted along with the quotation (to be returned back).

Quotation received after the due date, or without seal shall not be considered. The materials will have to be delivered within 15 days from the date of placing order unless otherwise directed failing which the purchase order is liable to be cancelled.

The quotationer must have submitted a copy of registration under GST, PAN and ITCC issued by the competent authority along with the quotation.

The terms of delivery & mode of payment should be indicated clearly in the quotation. The material should be delivered to IGIT Sarang on FOR basis. Accordingly the rate may be quoted.

The work will be awarded to those firm whose sample are found as per specification and will be approved by the committee quality wise.


23/8/18
CHAIRMAN,
FURNITURE COMMITTEE

For details visit our website <http://www.igitsarang.ac.in>



Annexure - 1

INDIRA GANDHI INSTITUTE OF TECHNOLOGY, SARANG

**REQUIREMENT OF GREEN BOARD AND WHITE BOARD WITH REFERENCE TO QUOTATION
CALL NOTICE NO. IGIT/FC/10 Dt. 23-8-18 FOR PROCUREMENT AT NEW ACADEMIC BLOCK.**

Item No.	Description of Ittems	Qty.	Rate quoted by the supplier (including GST and FOF to IGIT Sarang)
1	White Board (4 ft x 4 ft.) with complete fittings, ceramic with magenitc board (allark / omega / scholar /crown / kores). Aluminium frame with chrome plated corners, fixed to the walls by proper rigid clamping in the wall in first, second and third floor of the new academic building.	16 nos	
2	Green Board (12 ft. x 4 ft.) with complete fittings, ceramic with magenitc board (allark/omega/scholar/crown/kores) Aluminium frame with chrome plated corners, fixed to the walls by proper rigid clamping in the wall in first, second and third floor of the new academic building.	16 nos	

Signature of the supplier with seal

**Terms and Conditions for submission of Quotation for supply of
Green Board and White Board**

Ref:- Quotation Call Notice No. IGIT/FC/10 Dated. 23-8-18, which published on institute website.

1. Sealed quotation for the supply of the articles shown in the Quotation Call Notice are invited by the undersigned upto 3.00 P.M. Date. 03/9/2018 .
2. The quotation should be sent to the Director (Attention- Chairman, Furniture committee) I.G.I.T, SARANG-759146, DIST: DHENKANAL, ODISHA under strong sealed cover marked as "QUOTATION FOR THE SUPPLY OF GREEN BOARD AND WHITE BOARD" and not by the name. The quotation will be opened in the office of the Director, I.G.I.T., Sarang on same day at 3.30 P.M.
3. The quotation should be submitted according to the terms and conditions specified in serial number 3 to 15 unless specified in otherwise in the quotation, it shall be treated that the terms and conditions stipulated hereunder have been agreed to.
4. The rate should be F.O.R., IGIT, SARANG and should include GST, CGST, Excise Duty and any other taxes, or imposition whatever liable in respect of the supplies.
5. Each page of the quotation be certified with signature and seal of the firm. No claim will be entertained if there is no signature on each page.
6. There should not be any over writing, corrections in the quotation. If a figure is to be amended, it should be neatly scored out and then revised figure should be written above and the same should be attested with full signature and date. In the absence of the attested signature the quotation is liable to be rejected.
7. The authority does not bind himself to accept the lowest tender and reserve the right to accept the quotation in whole or in part i.e. with respect to all the articles mentioned in the quotation call notice or in respect of any one or more than one articles specified in the quotation call notice as he/she may decide. On the acceptance of the lowest quotation as per the decision of the committee, his/her case will be place a P.O. and the supplier shall be bound by the terms and conditions of the P.O. as per the provision of O.G.F.R./ IGIT, Sarang.
8. **The work will be awarded to those firm whose sample are found as per specification and will be approved by the committee quality wise.**
9. If the supplier fails to supply the articles within the time stipulated in the letter of acceptance by the undersigned, the undersigned shall be at liberty to purchase the articles from the market or get the rest of the contract completed by any other person of firm.
10. The quantity of articles indicated in the attached statement may be increased or decreased at the discretion of the authority without assigning any reason.
11. **Prior to acceptance of the Quotation, the supplier must come with a sample mentioning brand/company etc. and submit in the time of opening of the tender free of cost.**
12. The rate quoted by the supplier shall hold good up to 31st Dec.'2018. No amount amendment in the rate except increase/ decrease in the rate of sales tax during the period of supplies will be accepted.

Contd.



13. In the event of acceptance of the quotation and placing of the order for purchase, the articles ordered for would be subjected to an inspection by the undersigned or his representative and are liable to be rejected if the articles supplied are not according to approved samples or do not confirm to the specifications prescribed.
14. Quotation which does not comply with the above conditions is liable to be rejected.
15. The sealed quotation is liable to be rejected if does not contains (should invariably contain):-
- i) Current GSTN, PAN ITCC and other Tax clearance certificate from the competent authority.
 - ii) Copy of the TIN No. of concern form.
 - iii) Lowest rate as well as terms of supply and payment terms and conditions if any.
 - iv) Specification and printed catalogue and other concerned literature.
 - vi) In case of authorized Dealers, Authorization letters from the manufacture/supplied.
 - vii) Signature of the authorized person on all pages of the quotation with date and seal.



Chairman

Furniture Committee