

**INDIRA GANDHI INSTITUTE OF TECHNOLOGY**  
TRAINING & PLACEMENT CELL  
SARANG-759146, DIST: Dhenkanal, Odisha

Ref.No. IGIT/TP/444

Date: 03.07.2018

## Call for Quotation

Dear Sir,

Sealed quotations are invited for the articles mentioned below on or before 09.07.2018. Quotation number and date should be superscribed on the sealed envelope and sent by Registered post / speed post to HEAD, TRAINING & PLACEMENT CELL., INDIRA GANDHI INSTITUTE OF TECHNOLOGY, SARANG-759146, DIST: DHENKANAL, ODISHA, INDIA. Samples of articles (to be returned back to you) should be supplied along with your quotation.

Quotation received after the due date, or without seal shall not be considered. The materials will have to be delivered within 30 days from the date of placing order unless otherwise directed failing which the purchase order is liable to be cancelled.

The terms of delivery along with any extra charges e.g GST etc. & mode of payment should be indicated clearly in the quotation.

QUOTATION OPENING TIME: 09.07.2018 (4.30 PM)


Yours faithfully,

  
HEAD, Training & Placement Cell

Sl. No.	ITEM	SPECIFICATION	QUANTITY	REMARKS
1	2	3	4	5
1	PLACEMENT BROCHURE	Pages 32 (Both side) Printing : Multi color Paper : 250 gsm Finishing : Matt lamination, Spot lamination & Centre Stitch Matching Envelopes with multi color printing.	250	<b>N.B:</b> Please furnish the PAN/ GST / IT clearance certificate  Please indicate clearly following information F.O.R- IGIT SARANG with included all charges , Guarantee period , Free service period at IGIT Sarang. (Payment shall be made after successful installation.)

CONDITIONS

1. The materials should be delivered to the principal , Indira Gandhi Institute of Technology Sarang F.O.R destination Ex-Go down as per terms within 30 days of issue of this order
2. The materials are to be carefully packed and insured against breakage /pilferage and losses during transit.
3. Rate as per your quotation/ as per manufacturers price list should be furnished with usual discount admissible to the educational institution / dispensaries.
4. Inspection of goods before delivery shall be allowed to our representative, if allowed.
5. Defective supplies will be rejected and returned at the cost of suppliers.
6. The supplier to withstand guarantee for a period of one year against all manufacturing defects and during the guarantee period, all the repair/replacements will be done at their cost.
7. Payment will be made by crossed cheque /Bank draft on State Bank of India , IGIT Sarang. Full payment will be made on receipt of materials in good condition & after successful installation.
8. No advance will be paid for the above supply.
9. Bill prepared in triplicate named Principal , IGIT Sarang should be submitted to the Principal , attention to HEAD , TRAINING & PLACEMENT CELL, IGIT Sarang .
10. Any legal disputes pertaining to the purchase order will be subjected to jurisdiction of concerned courts within the state of Odisha.
11. All correspondences arising out of this order should be addressed to the Principal IGIT Sarang attention to HEAD , TRAINING & PLACEMENT CELL, IGIT Sarang noting the number and date of order.
12. Valid upto date VAT clearance certificate be submitted along with the bill/ acceptance of the order.
13. The firm should furnish PAN / IT copy of the firm.
14. Copy of the service tax certificate may be produced, if order is accepted.

  
03/07/18