



INDIRA GANDHI INSTITUTE OF TECHNOLOGY

SARANG-759146, DIST-DHENKANAL, ODISHA

No. IGIT/ACCNTS/75

Date-13.02.2023

Quotation Call Notice

Sealed quotations are invited for the articles enclosed herewith from original equipment manufacturer/ registered suppliers/ dealers/ firm /person concerned having valid PAN/GSTIN and registration number. Quotations will be received on or before Dt. 28/02/2023 upto 4:30 PM. The quotationers should apply by mentioning quotation number and date superscribed on the sealed envelope and should send the quotations by Post/ Registered post/ Speed post / Courier to **The Director, IGIT SARANG, DHENKANAL, ODISHA-759146.**

Quotation received after the due date, or without seal shall not be considered. The articles/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 submit a copy of registration number, GST number and PAN card issued by the competent authority along with the quotation.

The terms of delivery along with any extra charges e.g. GST etc. should be indicated clearly in the quotation. The material may be delivered to IGIT, SARANG on FOR basis. Mode of payment will be as per standard rule of IGIT, SARANG through NEFT/RTGS system. Accordingly, the quotationer should mentioned their Bank Account Number, IFSC Number and Name of the bank positively at the time of submission of quotation. Payment shall be made after successful installation of the articles. The bidder should submit the manuals of the supplied articles.

The authority reserves the right to reject any or all the quotations without assigning any reason thereof.

OPENING OF QUOTATION: 07.03.2023 (11.00 AM) at ACCOUNTS SECTION Office, IGIT SARANG.

10/02/2023

Principal & Secretary

**Indira Gandhi Institute of Technology
DIRECTOR
Sarang, Dhenkanal- 759146**

C.C to: 1. PA to Director for kind information

2. Prof. in-charge, institute website for uploading

CONDITIONS

- i) The materials/articles should be delivered to The Principal, Indira Gandhi Institute of Technology, Sarang F.O.R destination Ex-Godown as per terms within 15 days of issue of purchase order.
- ii) The materials are to be carefully packed and insured against breakage/ pilferage and losses during transit.
- iii) Rate as per your quotation/ as per manufacturers price list should be furnished with usual discount admissible to the educational institution.
- iv) Inspection of goods before delivery shall be allowed to our representative.
- v) Defective supplies will be rejected and returned at the cost of suppliers.
- vi) Acceptance of Quotation will be intimated to the successful Quotation through a Letter of Intent (LOI) duly signed by the authorized signatory of the institution.
- vii) The rates quoted by the bidder shall be complete for supply and installing of the finished items as per the specification(s) and shall be inclusive of all applicable tax, duty(i.es) loading, unloading, packing, transportation to IGIT, sarang installation etc. and nothing extra / additional shall be payable on these rates.
- viii) Conditional Quotation will not be accepted.
- ix) 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.
- x) Full payment will be made on receipt of materials in good condition and after successful installation.
- xi) Bill should be prepared in triplicate named **The Principal, Indira Gandhi Institute of Technology, Sarang, Dhenkanal, Odisha, India, Pin-759146.**
- xii) The authority reserves the right to accept or cancel any or all Quotations without assigning any reason there-of.
- xiii) No advance payment will be paid for the above supply.
- xiv) Any legal disputes pertaining to the purchase order will be subjected to jurisdiction of concerned courts within the state of Odisha.
- xv) All correspondences arising out of this order should be addressed to The Principal, IGIT Sarang.

Sl. No	ITEM/ARTICLE/ MATERIAL	SPECIFICATION	QUANTITY	Quoted rate (Including of all taxes)	GST	Remark
01	Computer	All-in-One Desktop (Core i3, 11 th Generation or later, 8 GB RAM, 512 SSD, 22-inch screen or higher, windows-11 or higher with Microsoft office) with wireless mouse and keyboard	01			(i)3 years onsite warranty should be provided by the supplier (ii) 3 Years Antivirus protection (iii)Authorization/Dealer Certificate is mandatory.
02	Black and White Printer with Scanner	Laser printer, Monochrome-copy, print & scan function. Refill type: toner cartridge, print resolution- 1200 x 1200 dpi, print speed- 27 ppm, duplex print, optical scanning resolution- 600 x 600 dpi, wireless support	01			(i)One year warranty (ii)Onsite service should be provided by the supplier.
03	UPS	Capacity:600VA/300 Working range: 140-300 VAC, Cold Start Facility, Battery Over Charge/ Deep Discharge Protection	01			(i) One year warranty (ii) Onsite service should be provided by the supplier.

Note:- The Quotation should be attached with the product catalogue clearly showing the product specification.


 10/02/2023
Principal & Secretary
DIRECTOR
 Indira Gandhi Institute of Technology
 Sarang, Dhenkanal- 759146