

BUDGETARY QUOTATION CALL NOTICE

Sealed Budgetary Quotations are invited by the undersigned from the reputed software firms having valid PAN/TIN/ITCC etc. and interested in developing software for Controller of Examination office in Indira Gandhi Institute of Technology, Sarang, Dhenkanal on the terms and conditions as mentioned below. The budgetary quotation along with all relevant documents has to reach the office of the Controller of Examination latest by 4:00 PM of **14/02/2020** by Regd. Post/Speed Post only. The authority will not be responsible for any postal delay. Quotations received beyond the above deadline are liable to be rejected.

The authority reserves the right to reject/cancel the tenders in whole or in part without assigning any reason thereof.

The quotation cover should be super scribed as **“BUDGETARY QUOTATION FOR DEVELOPING SOFTWARE FOR OFFICE OF THE CONTROLLER OF EXAMINATION”**.

Normally the quotation with lowest price and highest quality will be accepted. The quotationer whose offer will be accepted by the Institute authority shall have to develop the software within **SIX** months from the date of place of order.

Any litigation shall be subject to the jurisdiction of Dhenkanal district only. The Institute authority reserves the rights to accept or reject any or all quotations without assigning any reason thereof.

TERMS AND CONDITIONS

1. The quotationer should have all the arrangement for developing the software in house (at IGIT, Sarang) to the full satisfaction of the Institute.
2. The quotationer should have all the arrangement for maintaining the software in IGIT, Sarang, to the full satisfaction of the Institute.
3. The tenderer should have at least FIVE year experience in similar type of work in anyone of the Examination boards /Universities/Institutes in the state of Odisha. The certificates or copy of the purchase orders from the organizations where similar services rendered needs to be enclosed.
4. The rate quoted by the quotationer/bidder should be valid for both odd semester and even semester examinations which are to be conducted normally in an academic year.
5. No alteration or overwriting is permitted in the rates. Any conditional offer with the words such as 'subject to', 'prior sale' etc. will be ignored. Ambiguity must be avoided in filling the quotation and the language used in filling the quotation forms must be clear and precise. The quotationer not complying with these conditions may be rejected.
6. The selected quotationer shall be required to complete the job fully within **06 months** failing which the purchase order shall be liable to be cancelled.
7. All taxes, levies, surcharges etc. should be paid and borne by the quotationer.
8. No advance will be paid for the work.

(In the letter head of the quotationer)

1. Name of the Firm:
2. Official Address:
3. Contact person with designation:
4. Contact Info: e-mail:
 - i. Mobile no:
5. Quotation paper cost deposited: Yes /No (tick one)
 - i. If yes, give details:
6. EMD deposited: Yes/ No (tick one)
 - i. If yes, give details:
7. Registration of the firm:
8. Tax Clearance up to:
9. Name of the document(s) submitted:
10. TIN/PAN:
11. GST/GSTIN as applicable:
12. Manufacturer's Authorization:
13. **Experience of the Firm in the state of Odisha:**

Please enclose Experience Certificate/POs (at least 5 year)	Name of Board/ University/Institute in the state of Odisha	Nature of work done	Volume of Work
1			
2			
3			

14. Any other document etc. submitted:

Date:

Place:

Signature of the authorized person & seal

Annexure-II

(In the letter head of the quotationer)

1. Name of the Firm:
2. Official Address :
3. Contact person with designation:
4. Contact Info: e-mail:
Mobile no.:
5. Tax Clearance up to :
6. TIN/PAN:
7. **Requirement:**

Sl.No.	Requirements	Total Quantity	Rate per 1000 or in part in Rs.
1	Registration of students for semesters, yearly twice	Approximately 5000 students per semester	
2	Assignment of subject teacher by department after Registration		
3	Uploading of internal/sessional and semester evaluation mark on proper format online, validation of the data.		
4	Processing of data for result publication.		
5	Publication of result; downloading of mark sheet etc.		
6	Total Result Sheets preparation etc.		
7	Printing of grade sheets and provisional certificates etc		

Date:

Place:

Signature of the authorized person & seal

Declaration

1. I/We have read the above terms and conditions carefully and these are acceptable to me/us.
2. I/We hereby declare that our firm/company/concern is registered for the above work. I/We are in the business of above work, which can be verified from our office record. I/We have all technical infrastructure and technical staff etc. for smooth and effective execution of above work. I/We have not been black listed by any Government (Central and State), Board/University/Public undertakings etc.

Date:

Place:

Signature of the authorized person & seal

Name of Tenderer:

Address:

Annexure-IV

(In the letter head of the quotationer)

LIST OF DOCUMENTS

Sl. No.	Name of the documents	Submitted (“yes” or “No”)	Page no. (if yes)
1	Copy of Firm Registration Certificate from the competent authorities.		
2	Sale Tax / GST certificate		
3	Income Tax Clearance		
4	PAN Card copy		
5	Details of technical specifications, leaflet, etc		
6	Experience Certificates/POs		
7	Any other document in support of quotationer with regard to the capability of doing the job.		

Date:

Place:

Signature of the authorized person & seal