



**INDIRA GANDHI INSTITUTE OF TECHNOLOGY**  
SARANG-759146, DIST: DHENKANAL, ODISHA  
Tel: 06768267086, Fax: 06768267128

No. IGIT/ETC/286

Date 30-08-2022

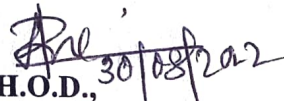
## **Quotation Call Notice**

Sealed quotations are invited for the articles enclosed herewith from original equipment manufacturer / registered suppliers / dealers / firm / person concerned having valid GSTIN and registration no, on or before Dt.15-09-2022 upto 4.00PM, mentioning quotation number and date super scribed on the sealed envelope and sent by Post / Registered post / Speed post / Courier to the **Registrar IGIT Sarang, Attention – H.O.D., ETC Engineering Dept., DIST: DHENKANAL, PIN - 759146, ODISHA.** Quotation will be opened on Dt.16-09-2022 at 11.30AM in presence of the quotationers.

Quotation received after the due date, or without seal shall not be considered. The materials will have to be delivered within 07 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 and PAN number 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 as per standard rule of IGIT Sarang is through NEFT/RTGS system, accordingly the quotationer mentioned their Bank Account Number ,IFSC Code no, and Name of the bank positively at the time of submission of quotation. The authority reserves the right to reject any or all the quotations without assigning any reason thereof.

  
H.O.D.,

**ETC Engineering Dept.**

Head of the Department  
Electronics & Tel. Communication Engg.  
IGIT, Sarang, Odisha-759146

1. PA to Director for kind information to authority
2. Registrar IGIT Sarang for kind information
3. Prof. in-charge, website for uploading in institute website for wide circulation

Sl. No	Description of Items and Specification	Required Quantity (in Nos)	Remarks
1	<p>Printer All in one.</p> <p>Printer Type Laser Jet; Functionality – Multi - function (Print, Scan, Copy). Scanner type – Flatbed; Printer Output – Black &amp; White only</p> <p>Connectivity – USB, Network; Compatible</p> <p>Operating System: Windows: 10, 8.1, 8, Windows Vista, Windows XP SP3 or Higher Mac OS X Version 10.10 Yosemite, OS X Version 10.11 El Capitan, Mac OS Sierra Version 10.37</p> <p>Pages per minute – 20 pages; As per ISO standards</p> <p>Page size supported – A4, B5, A6, DL, envelope;</p> <p>Duplex printing – Manual; Print Resolution – Up to 1200 × 1200 rendered DPI (Black)</p> <p>Compatible Laser Toner – Black Original LaserJet Toner Cartridge; Page Yield – 1500 pages</p> <p>Duty Cycle-Up to 8000 pages per month</p>	4	<p>Catalog to be provided by the dealer.</p> <p>Authorization / Dealer Certificate are mandatory.</p>

*[Signature]*  
30/08/2022

H.O.D.,

ETC Engineering Dept.

Head of the Department  
Electronics & Tel. Communication Engg  
IGIT, Sarang, Odisha-759146

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 7 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. 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, Indira Gandhi Institute Of Technology, Sarang-759146, Dist: Dhenkanal, Odisha, India** , attention to **H.O.D., ETC Engineering, 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 H.O.D., ETC Engineering, 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.
15. Please mention the discount that is offered for educational institute on the quoted price.