

INDIRA GANDHI INSTITUTE OF TECHNOLOGY
SARANG, DHENKANAL, ODISHA-759146

No. IGIT/EM/572

Date: 24.09.2025

QUOTATION CALL NOTICE

Sealed quotations in the company letter head are invited from Original Equipment Manufacturer/ Authorised Distributor/ Authorised Dealer/ Supplier for the items mentioned below on or before 13.10.2025 (3 PM). **Quotation number and date should be superscribed on the sealed envelope** and sent by registered post/ speed post to the Estate Manager, Indira Gandhi Institute of Technology, Sarang, Dist-Dhenkanal, Odisha-759146.

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.

Photocopy of valid authorization certificate, PAN/TIN card and GST registration are also required to be enclosed. The terms of delivery along with any extra charges e.g. GST etc. should be indicated clearly in the quotation. The material will 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 quotationers need to mention their Bank Account Number, IFSC Code and name of the Bank at the time of submission of quotation.

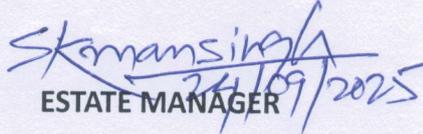
The lowest bidder including all items will be taken in to consideration.

Opening of quotation: 14.10.2025 (11 AM) at Estate Office in presence of the quotationers.

Name of work: Supply of Computer, Printer & Scanner to Estate Maintenance Department.

Sl No.	Items	Quantity	Rate	Amount
1	HP i5, 13 th Gen Desktop Computer with 21.5" Monitor, 8 GB RAM, 512 GB SSD, Win 11, MS Office 2024	03 No.		
2	HP Scanjet Pro 3000 Scanner	01 No.		
3	HP LaserJet Pro MFP M126a Multifunction Printer	02 No.		
4	UPS, 600 VA, APC	03 No.		

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


ESTATE MANAGER

Copy to: Professor in Charge, Institute Web Site

Estate Manager
I.G.I.T., SARANG
Dist. : Dhenkanal