



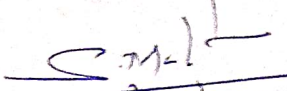
**INDIRA GANDHI INSTITUTE OF TECHNOLOGY**  
**SARANG: DHENKANAL, ODISHA-759146**

No-IGIT/Estt- 1115

Date- 02/12/2024

**TENDER CALL NOTICE**

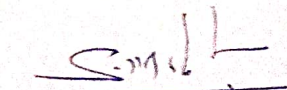
Sealed tenders are invited from the registered firms for supply of printing & stationary materials to IGIT, Sarang. The details of tender call notice are available in the Institute website [www.igitsarang.ac.in](http://www.igitsarang.ac.in).


  
02/12/2024  
**DIRECTOR**

 Director  
Indira Gandhi Institute of Technology  
Sarang, Dist. Dhenkanal

Copy communicated to:-

1)The Deputy Director (Advertisement) Information & Public Relation Department (I&PR),Govt. of Odisha,Bhubaneswar-751001 with a request to publish the above advertisement in the daily Odia newspaper " The Samaja" in all Odisha edition in one issue within dt. 05.12.2024. The bill may be sent in duplicate along with a copy of the paper in which the publication is made for necessary payment at this end.

  
02/12/2024  
**DIRECTOR**

 Director  
Indira Gandhi Institute of Technology  
Sarang, Dist. Dhenkanal



INDIRA GANDHI INSTITUTE OF TECHNOLOGY  
SARANG, DHENKANAL-759146  
(An Autonomous Institute of Govt. of Odisha)

No.IGIT.Estt- 1114

Date- 02/12/2024

**TENDER CALL NOTICE**

Sealed Tenders are invited in letter head pad from the intending Registered Firms/Suppliers having valid GSTIN under OGST Act 2017 and PAN for supply of **Printing & Stationary materials** as per the list (Annexure-1 & Annexure-2) attached in official website of INDIRA GANDHI INSTITUTE OF TECHNOLOGY SARANG (www.igitsarang.ac.in). The tenders should reach to the undersigned latest by 26.12.2024 at 4.00 P.M through registered post/speed post. The tenders shall be opened in presence of tenderer or their authorized representative. The tenders received incomplete or after the scheduled date and time shall be summarily rejected. The tender call notice may be download from the Institute website.

The Tender must submit two bids separately i.e. "Technical Bid" and "Financial Bid" in two separate envelopes. **The Technical Bid and the Financial Bid should be sealed by the bidder in separate covers duly superscribed as 'Technical Bid' and 'Financial Bid' respectively.** Both these sealed covers are to be put in a bigger envelope which should also be sealed and duly superscribed "**Tenders for Printing and Stationary materials.**

**Technical Bid** should contain following documents.

1. Registration Certificate for the firm / supplier
2. GST Registration Certificate
3. Copy of PAN
4. Copy of Up to date GST Return (GSTR 3B)
5. IT Return (2021-22,2022-23,2023-24 )
6. EMD of Rs. 5000/- in shape of Bank Draft in favour of Principal INDIRA GANDHI INSTITUTE OF TECHNOLOGY SARANG.
7. Cost of tender paper Rs.1000/- in shape of Bank Draft in favour of Principal INDIRA GANDHI INSTITUTE OF TECHNOLOGY SARANG.
8. Address and contact details of firm.

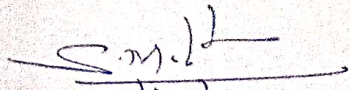
**Financial Bid** should contain the price of each material in the prescribed format per unit /packet of supply. **All prices should be inclusive of taxes.**

**FORMAT FOR OFFER (FINANCIAL BID)**

Name of the Firm:  
(With full particulars)

Sl. No.	Item	Make / Model	Specification if any	Unit pack	Unit price (In. Rs.)	Remarks

The Technical Bid will be opened on 30.12.2024 at 10.A.M. On qualifying in the Technical Bids, the Financial Bid will be opened on the same day at 11.30 A.M. Those who do not qualify in the technical bid their financial bid will not be opened. The authority reserves the right to reject any or all tenders without assigning any reasons thereof. **Sample copy of the materials shall be placed before the undersigned before submission of tenders.**

  
02/12/2024  
**DIRECTOR**  
Director  
Indira Gandhi Institute of Technology  
Sarang, Dist. Dhenkanal



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

List of Stationary Materials

Annexure-I

Sl. No	Name	Quantity
1	Xerox Paper (JK Red) A4 75 GSM	800 pkts
2	Duster(Kores)	500 pcs
3	Chalk (Colour)	200 pkts
4	Tonner (TN118 ) Konica Minolta	3 pkts
5	Tonner Cannon NPG-90 tonner for canon printer IR2945	02 nos
6	Register No.4 (Best quality)	100 nos
7	Register No.8 (Best quality)	200 nos
8	Register No.10 (Best quality)	100 nos
9	Register No.12 (Best quality)	100 nos
10	Register No.14 (Best quality)	100 nos
11	Register No.30 (Best quality)	50 nos
12	Stapler (Small)	200 pcs
13	Stapler (pin)No.10	600 pkts
14	Stapler(Big)	40 pc
15	Tag	100 bundles
16	Markin Cloth (Red)	50 mtrs
17	Markin Cloth (white)	100 mtrs
18	Elkos Pen use & through(Black/Blue)	2500 Nos
19	Cover File	100 pcs
20	Paper-A3 Xerox paper	05 pkts
21	Stamp Pad	50 pcs
22	Fevistik (8g)	200 nos
23	Paper Weight	50 nos
24	Rubber	100 nos
25	White Fluid	100 nos
26	Lever Arch File(Lotus)	30 nos
27	Stamp Ink	50 bottle
28	Highlighter	50 nos
29	James Clip	50 pkts
30	Paper Flag	100 nos

31	Pencil Cutter	200 nos
32	Cello Tape (Big)	50 nos
33	Cello Tape (Small)	50nos
34	Thread (Round)	20 nos
35	Punching Machine	20 nos
36	Permanent Marker	100 nos
37	Calculator (Big) CASIO MJ-120D	10 nos
38	Re Stick notes( Oddy)75 X 125 mm	20 nos

*S.M.H.*  
02/12/2024  
**DIRECTOR**  
*[Signature]*  
Director  
Indira Gandhi Institute of Technology  
Sarang, Dist. Dhenkanal

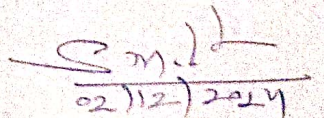



**INDIRA GANDHI INSTITUTE OF TECHNOLOGY**  
**SARANG: DHENKANAL, ODISH-759146**

List of Printing Materials

Annexure-II

Sl. No	Name	Quantity
1	Students Attendance Sheet	10000 nos
2	Students Feed back	10000 nos
3	File Board	1000 nos
4	File leaf	3000 nos
5	Institute letter pad	5000 nos
6	Envelope (A/3)	500 nos
7	Envelope (Medium)	3000 nos
8	Note Sheet	10,000 nos
9	C.L form	3000 nos
10	Dak Despatch Register (Page-200)	50 nos
11	Dak Received Register (Page-200)	50 nos
12	Comparative Statement	2000 nos
13	Stationary requisition form	1000 nos
14	DCR Register	10 nos
15	Drug issue slip	8000 nos
16	OPD Ticket	5000 nos
17	Staff Attendance Register	20 nos
18	Cash Book (400 pages)	10 nos
19	Cash Book (200 pages)	10 nos
20	Stock Register (Page-200)	20 nos
21	Stock Register (Permanent) (Page-200)	20 nos
22	Pay acquaintance roll register (Page-300)	10 nos

  
02/12/2024  
**DIRECTOR**

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Indira Gandhi Institute of Technology  
Sarang, Dist. Dhenkanal