



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

Website: www.igitsarang.ac.in

No. IGIT/COE/40

Date: 02/04/2025

Quotation Call Notice

Sealed quotations along with sample copies are invited from reputed printing firms/ Suppliers having valid GSTIN and registration number and having a minimum turn over of Rs 50 Lakhs per annum for printing and supply of Grade Sheets and Provisional Certificates. The quotations must be submitted along with GST/ IT return for last three years and certificate showing annual turn over of the firm/supplier. The sealed quotations along with all relevant documents should reach the office of the **Controller of Examination, Indira Gandhi Institute of Technology, Sarang, Dist: Dhenkanal, Odisha, PIN: 759146** on or before **Dt.16-04-2025 up to 1.00 PM** through **Registered post/ Speed post only**.

The cover of the sealed quotations should be superscribed with "**Quotation for printing and supply of Grade Sheets and Provisional Certificates**" along with the quotation number and date. The quotation documents along with the details of the terms and conditions may be downloaded from the institute website (www.igitsarang.ac.in).

The quotations and other documents will be opened on **Dt. 17-04-2025** at **11.45 AM** in presence of the quotationers / their representatives in the office of the Controller of Examination, IGIT, Sarang.

Quotations received after the due date, or without seal shall not be considered. The materials will have to be delivered within 10 days from the date of issue of the purchase order unless otherwise directed failing which the purchase order is liable to be cancelled.

The quotationer must submit 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 rules of IGIT Sarang is through NEFT/RTGS system, accordingly the quotationers need to mention their **Bank Account Number, IFSC Code no**, and Name of the bank positively at the time of submission of quotation. The authority will make pre-supply verification of the materials. The authority reserves the right to reject any or all the quotations without assigning any reason thereof.

By Order

Controller of Examination *02/04/2025*

**Controller of Examination
IGIT, Sarang**

1. PA to Director for kind information to authority
2. Registrar IGIT Sarang for kind information
3. Prof. in-charge, Institute website for information and necessary action. He is requested to upload the Quotation call notice in the institute website for information of all concerned.

TERMS AND CONDITIONS

1. Institute refers to Indira Gandhi Institute of Technology, Sarang, Dhenkanal, Odisha-759146.
2. The quotationer should have all the arrangement for printing, stitching, ruling, binding, packing etc. to the satisfaction of the Institute.
3. The Grade sheet and provisional certificate materials shall be manufactured according to the specifications laid down by the institute. The material should be water, tear and grease resistant made up of laminated and FSC certified A4 size paper along with solved free adhesive and not of any synthetic material. The product should be of 150 GSM thickness about 6.5 mils (155 μ m), tensile strength of about 68lbf (MD) and 58lbf (CD) with smoothness of 160 Sheffield units (\pm 3% Tolerance), which can be printed by any Offset, inkjet and/or laser printing machines without using any special inks and coatings.
4. The photocopy/scanned sample copy of the blank Grade sheet and Provisional certificate will be provided on request.
5. The details of the student as well as examination provided by the institute should be printed on the blank Grade sheet and Provisional certificate on the space as indicated.
6. The Institute logo in water mark should be printed at the middle of each blank material.
7. The materials are to be packed in good quality firm card board packing after wrapping it with waterproof poly bags. The packed materials are to be delivered as per the instructions of the Institute and with the time frame fixed by the Institute.
8. Financial Bids shall always be both in the figures and words. No revision of financial bid is allowed once the bid is opened.
9. No alteration or overwriting is permitted in the rates quoted. 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.
- 10. The quotationer has to submit sample of Grade sheets and Provisional Certificate along with the quotation which needs to be kept in Technical Bid cover. (If required the quotationer may collect sample copy from the office of the controller of Examination).**
11. The Technical Bid, Financial Bid formats and the list of signed documents to be submitted by the quotationer are given in the Annexexure-I, Annexure-II and Annexure-III respectively.
- 12. The quotation along with all relevant documents has to reach the Office of the Controller of Examinations, Indira Gandhi Institute of Technology, Sarang, Dhenkanal, Odisha-759146 on or before Dt. 16.04.2025 upto 1.00 PM by Registered Post/ Speed Post only. Quotations received beyond the above scheduled date and time are liable to be rejected.**
13. The quotations (both the technical bid and financial bid) along with the relevant documents will be opened in the Office of the Controller of Examination, IGIT, Sarang on **Dt. 17.04.2025 at 11.45 AM** in presence of the quotationers and/or their representatives.
14. The selected Quotationer shall be required to supply the articles within 10 days from the issue of the purchase order failing which the purchase order shall be liable to be cancelled.



15. The institute authority reserves the rights to accept or reject any or all quotations without assigning any reason thereof.
16. The materials should be delivered to the Controller of Examination, Indira Gandhi Institute of Technology Sarang F.O.R destination Ex- Go down as per terms within 10 days of issue of this order.
17. The materials are to be carefully packed and insured against breakage / pilferage and losses during transit.
18. Inspection of goods before delivery shall be allowed to our representative, if allowed.
19. Defective supplies will be rejected and returned at the cost of suppliers.
20. GST/CGST may be charged extra, if payable as per rules. As the institution is an Educational Institution and the materials purchased are solely for the purpose of imparting education and related works, central sale tax may be charged at a concessional rate. Necessary declaration will be furnished, if required.
21. Mode of payment as per standard rule of IGIT Sarang is through NEFT/RTGS system, accordingly the quotationers need to mentioned their Bank Account Number, IFSC Code no, and Name of the bank positively at the time of submission of quotation. Full payment will be made on receipt of materials in good condition.
22. No advance will be paid for the above supply.
23. Bill prepared in triplicate named **Director, IGIT Sarang** should be submitted to the Director, attention of The Controller of Examination, IGIT, Sarang.
24. Any legal disputes pertaining to the purchase order will be subjected to jurisdiction of Dhenkanal court within the state of ODISHA.
25. All correspondences arising out of this order should be addressed to the Director, IGIT, SARANG attention of The Controller of Examination, IGIT, Sarang noting the number and date of order.
26. Valid up to date GSTIN Clearance certificate /IT return certificate be submitted along with the bill / acceptance of the order.
27. The firm should furnish PAN copy of the firm.
28. Please mention the discount that is offered for educational institute on the quoted price.
29. Decision of committee will be final towards L1 for procurement of the individuals/group of items.
30. The Quotation cover should be superscribed as "**Quotation for printing and supply of Grade Sheets and Provisional Certificates**".

By Order
Controller of Examination
02/04/2025

**Controller of Examination
IGIT , Sarang**

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Annexure-I

Short quotation call

TECHNICAL BID

(to be submitted by the Firm in the letter head of the quotationer)

To,

Ref No:

Date:

Format for qualifying details

General Details of the Bidder			
Serial No.	Particulars	Remarks /Documents submitted	
1.	Name of the firm		
2	Official Address		
3	Name of the Contact Person(s) with designation		
4	Contact Information: Email: Mobile No:		
5	Company Status:- Proprietor/ Partner/ Pvt. Ltd Company (enclose details)	Company incorporation certificate	
6	Turnover of the agency for the last three years: Annualized average financial turnover equivalent to Indian National Rupee during the last three financial years	Year : INR (in Lakhs) 2021-22: 2022-23: 2023-24:	
7	Indian Income Tax Return Acknowledgement	Financial Year: 2022-23 Financial Year: 2023-24	
8	Income tax- PAN no.		
9	GST/ GSTIN as applicable		
10	GST Clearance copy -Service Tax Registration		
11	Similar work order of last three years to any Govt. Institution/ University		

Date:

Place:

Signature of the authorized person and seal

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Annexure-II

(In the letter head of the quotationer)

FINANACIAL BID

1. Name of the Firm:
2. Official Address:
3. Contact Person with designation:
4. Contact Info: E mail:
Mobile No:
5. Tax Clearance upto:
6. TIN/PAN:
7. Technical Specification of the answer booklet:

Serial No.	Technical Specification	Quantity	Rate per Unit item (in INR)	GST	Total Rate per Unit item (in INR)
1	Grade sheet/ Provisional Certificate Materials: The material should be water, tear and grease resistant made up of laminated and FSC certified A4 size paper along with solved free adhesive and not of any synthetic material. The product should be of 150 GSM thickness about 6.5 mils (155µm), tensile strength of about 68lbf (MD) and 58lbf (CD) with smoothness of 160 Sheffield units (± 3% Tolerance), which can be printed by any Offset, inkjet and/or laser printing machines without using any special inks and coatings	As per actual data generated by the institute			

Date:

Place:

Signature of the authorized person and seal

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Annexure-III

(In the letter head of the quotationer)

LIST OF DOCUMENTS AND CHECKLIST TO BE ATTACHED

Serial No.	Name of the documents	Submitted ('yes' or 'No')	Page No. (if yes)
1	Copy of Firm Registration Certificate from the competent authority		
2	Sale tax/ GST certificate		
3	Income tax clearance		
4	PAN card copy		
5	Details of technical specifications, leaflet etc.		
6	Authorisation certificate from Manufacturer in case of Dealer		
7	Sample Answer copy (signed and sealed)		
9	Clientele list in support of printing of answer booklets of any educational institution., preferably government degree level engineering institutions		
10	RBI license for printing press, if any		
11	Documents in support of Turn over for last three years i.e. 2021-22, 2022-23 and 2023-24 (certified by the Chartered Accountant)		
12	Any other relevant document in support of quotationer with regard to the capability of printing and supply of answer books.		

Date:

Place:

Signature of the authorized person and seal