



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

NO.IGIT/ACA-EXAM- 13

Date-07/01/2025
02

Short Quotation Call Notice

Sealed Quotation along with sample copy are invited from reputed printing firms/Suppliers having minimum 5 lakhs turn over per annum for printing of PVC ID card (both side printing) along with printed neck band and card holder for IGIT, Sarang. The quotation must be submitted along with GST/ IT return for last three years and certificate showing annual turnover of the firm/supplier. The bidders are requested to receive sample of PVC ID card from the office. The quality of materials must be at par with the sample provided. The sealed quotation should reach in the office of the Dean, A&E IGIT, Sarang on or before 30/01/2025, by 1.00 P.M through speed post only. The details of the terms and conditions are mentioned below. The authority will make pre supply verification of the materials. The authority reserves the right to accept or reject any or all quotations without assigning any reason thereof.

Deep
08/01/2025
Deputy Registrar

List of Items to be Supplied:

- 1) PVC ID card with both side printing along with multi colour printed neckband with card holder as per sample provided.

Conditions:

1. The materials should be delivered at Indira Gandhi Institute of Technology, Sarang, within 15 days of issue of this order.
2. The materials are to be carefully packed and delivered at IGIT, Sarang within the above stipulated period.
3. GST/CGST may be charged extra, if payable as per rules. As the Institute is an Educational Institute and the materials purchased are solely for the purpose of imparting education and conducting research work. Central sales Tax may be charged at the concessional rate necessary declaration will be furnished, if required.

4. Inspection of goods before delivery shall be allowed to our representatives, if required.
5. Defective supplies will be rejected and returned at the cost of suppliers.
6. Payment will be made by crossed cheque on State Bank of India. IGIT, Sarang Payment will be made on receipt of materials in good condition and balance will be paid on successful testing of items (or 45 days of receipt the same whichever is earlier).
7. Bill prepared in triplicate, should be submitted to The Director, Indira Gandhi Institute of Technology, Sarang, attention of Dean (Academic & Examination).
8. Any legal disputes pertaining to this purchase order will be subjected to jurisdiction of Dhenkanal Court within the State of Odisha.
9. All correspondences arising out of this order should be addressed to the Principal, Indira Gandhi Institute of Technology, Sarang, attention of Dean (Academic & Examination) mentioning the number and date of the order/quotation call noticed.

Short quotation Call (Technical Bid) format

(To be submitted by the Firm on their letter head)

To -----

Ref No.

Date:

Quotation Call Notice No _____ and Date: _____

Format for Qualifying Details:

A. General Details of the Bidder:			
SI. No.	Particulars	Remarks/ Documents attached	
01.	Name of the Organization:		
02.	Address of Head Office: Telephone No: E-mail: Fax number (if any) Name(s) of the contact person(s):		
03.	Company Status: - Proprietor/Partner/Pvt. Ltd. Company Enclose Details.		
04.	Turnover of the Agency for The last three years: Annualized average financial turnover equivalent to Indian Rupees during last three financial years	Year: INR (in Lakh) 2021-22 2022-23 2023-24	
05.	Indian Income Tax Return Acknowledgement	Financial Year-2022-23 Financial Year-2023-24	
06.	Income Tax-PAN No.		
07.	VAT Tax Payer Identification Number (TIN)		
08.	Constitution of Firm (Proprietor/Partnership/ Company/Society)	Company Incorporation Certificate	
09	VAT Clearance Copy: -Service Tax Registration		
10	Similar work order of last 3 years to any Govt. Institution / University		