

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

No.IGIT Estt AE - 1203

QUOTATION CALL NOTICE

Date- 22/9/2023

Sealed quotations in letter pad are invited from the intending Registered Firms/Suppliers having valid GSTIN under OGST Act 2017 and PAN for supply of **Printing, Stationary Materials & Printing of ID cards** as per the list attached for official use of academic and examination section of INDIRA GANDHI INSTITUTE OF TECHNOLOGY SARANG. The quotations should reach to the undersigned latest by 26.09.2023 through registered post. The quotations shall be opened in presence of quotationers or their authorized representative. The Quotations received incomplete or after the scheduled date and time shall be summarily rejected. Rs.2000/- will be charged towards download of Quotation call notice from Institute website www.igitsarang.ac.in.

The quotationer 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 super scribed "Quotations for Printing, Stationary Materials & Printing of ID cards."

The quotationer must collect the sample copy of the item no 32 & 33 from the office of Deputy Registrar on any working days. The quoted rates must be based at par with the provided sample.

**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, )
6. EMD of Rs. 5000/- and Paper cost of Rs2000/- in shape of Bank Drafts in favour of Dean A/E INDIRA GANDHI INSTITUTE OF TECHNOLOGY SARANG.
7. Address and contact details of firm.

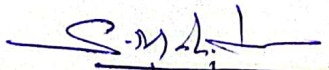
**Financial Bid** should contain the price of each material in the prescribed format per unit /packet of supply. All prices should be inclusive of taxes.

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 03.10.2023 at 10.A.M.in the office chamber of the Deputy Registrar. 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 quotations without assigning any reasons thereof. **Sample copy of the materials shall be placed before the undersigned before submission of quotations.**

  
22/09/2023  
**DIRECTOR**  
Indira Gandhi Institute of Technology  
Sarang, (Dhenkanal) 759146

**IMPORTANT INFORMATION TO THE QUOTATIONER.**

- a) Availability of tender document : Official web site  
www. igitsarang.ac.in
- (b) Last date and time for receipt of the  
Quotation documents by Registered/Speed post : up to 04 PM of 26.09.2023
- (c) Cost of tender paper : Rs.2000/-  
In shape of Demand draft drawn in favour of Dean A/E, IGIT,SARANG  
Payable at SBI,IGIT,SARANG.
- (d) Earnest money Deposit : Rs.5000/-  
EMD In shape of Demand draft drawn in favour of Dean A/E  
IGIT,SARANG Payable at SBI,IGIT,SARANG.
- (e) Date, time and venue of opening of  
(i) Technical Bid : 03.10.2023 at 10.00 AM  
(ii) Financial Bid : 03.10.2023 at 11.30 AM  
(iii) Venue : Office chamber of Deputy Registrar, IGIT  
SARANG.

  
22/09/2023  
**DIRECTOR**  
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INDIRA GANDHI INSTITUTE OF TECHNOLOGY  
SARANG: DHENKANAL, ODISHA-759146  
List of Stationary Materials 2023-24

Sl. No	Name	Quantity
1	Xerox Paper (JK Red) A4 75 GSM	100 pkts
2	Tonner (TN 118) Konica Minolta	01 pkt
3	Register No.4 (Best quality)	10 nos
4	Register No.8 (Best quality)	10 nos
5	Register No.10 (Best quality)	10 nos
6	Register No.12 (Best quality)	10 nos
7	Register No.14 (Best quality)	10 nos
8	Register No.30 (Best quality)	5 nos
9	Stapler (Small)	5nos
10	Stabler (pin)No.10	5 pkts
11	Stapler(Big)	5 pkts
12	Tag	5 bundles
13	Markin Cloth (white)	20 mtrs
14	Pen (Red/Blue)	5 pkts
15	Cover File (printed)	20 pcs
16	Stamp Pad	5nos
17	Fevi Gum (100 ml)	5 bottles
18	Rubber	1 pkt
19	White Fluid	10 ncs
20	Lever Arch File(Lotus)	5 nos
21	Stamp Ink	5 bottle
22	Highlighter	10 nos
23	James Clip	10 nos
24	Paper Flag	100 nos
25	Pencil Cutter	10 nos
26	Cello Tape	5 nos
27	Punching Machine	10 nos
28	Steel Scale	10Pic
29	Computer mouse pad	10nos
30	Notice board pin	5pck
31	A4 cloth plated envelop	50nos
32	Printed Blank answer Sheet 06 pages (as per the sample)	1,00,000
33	printing of PVC ID Card (both side)along with multicolored printed neck band (as per the sample)	1500 Approx

*S.M.H.*

22/09/2023

**DIRECTOR**

Indira Gandhi Institute of Technology  
Sarang, (Dhenkanal) 759146