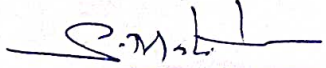


**IMPORTANT INFORMATION TO THE QUOTATIONER.**

- a) Availability of tender document : Official web site  
www. igitsarang.ac.in
- (b) Last date and time for submission of the  
Tender documents by Registered post : up to 04 PM of 25.08.2023
- (c) Cost of tender paper : Rs.2000/-  
In shape of Demand draft drawn in favour of PRINCIPAL, IGIT,SARANG  
Payable at SBI,IGIT,SARANG.
- (d) Earnest money Deposit : Rs.5000/-  
EMD In shape of Demand draft drawn in favour of PRINCIPAL,  
IGIT,SARANG Payable at SBI,IGIT,SARANG.
- (e) Date, time and venue of opening of
- (i) Technical Bid : 26.08.2023 at 10.00 AM
- (ii) Financial Bid : 26.08.2023 at 11.30 AM
- (iii) Venue : Office chamber of Registrar, IGIT SARANG.

  
13/07/2023  
**DIRECTOR**

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

No.IGIT.Estt- 668

Date- 13/07/2023

**QUOTATION CALL NOTICE**

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** as per the list attached for official use of INDIRA GANDHI INSTITUTE OF TECHNOLOGY SARANG. The quotations should reach to the undersigned latest by 25.08.2023 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 superscribed "Quotations 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, )
6. EMD of Rs. 5000/- in shape of Bank Draft in favour of Principal 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.

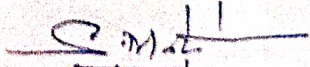
**FORMAT FOR OFFER (FINANCIAL BID)**

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 26.08.2023 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 quotations without assigning any reasons thereof. Sample copy of the materials shall be placed before the undersigned before submission of quotations.

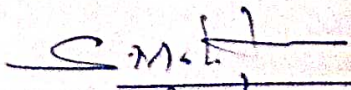
  
13/07/2023  
**DIRECTOR**



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

List of Printing Materials

Sl.No	Name	Quantity
1	Students Attendance	5000
2	Students Feed back	10000
3	File Board	500
4	Institute letter pad	5000
5	Envelope (A/3)	500
6	Envelope (Medium)	3000
7	Peon Book	50
8	Note Sheet	5000
9	C.L form	2000
10	E.L/M.L/DL/HPL/SPCL	2000
11	Joining Report	3000
12	T.A Bill	2000
13	Dak Despatch Register (Page-200)	50
14	Dak Received Register (Page-200)	50
15	Adjustment of Temporary Advance	3000
16	Quotation Call	1000
17	Purchase Order	1000
18	Stationary requisition form	500
19	Application for Temporary Advance form	2000
20	DCR Register	12nos
21	Drug issue slip	8000
22	OPD Ticket	5000
23	Staff Attendance Register	50
24	Cash Book (400 pages)	10
25	Cash Book (200 pages)	10
26	Stock Register (Page-200)	20
27	Stock Register (Permanent) (Page-200)	20

  
DIRECTOR 13/07/2023

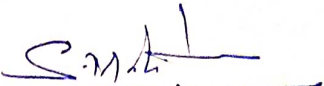


**INDIRA GANDHI INSTITUTE OF TECHNOLOGY**  
**SARANG: DHENKANAL, ODISHA-759146**

List of Stationary Materials 2023-24

Sl. No	Name	Quantity
1	Xerox Paper (JK Red) A4 75 GSM	350 pkts
2	File leaf	2000 pcs
3	Duster(Kores)	500 pcs
4	Chalk(Colour)	200 pcs
5	Tonner (TN118 ) Konica Minolta	05 pkt (10 Nos)
6	Register No.4 (Best quality)	50 nos
7	Register No.8 (Best quality)	100 nos
8	Register No.10 (Best quality)	50 nos
9	Register No.12 (Best quality)	50 nos
10	Register No.14 (Best quality)	50 nos
11	Register No.30 (Best quality)	30 nos
12	Stapler (Small)	100pcs
13	Stabler (pin)No.10	100 pkts
14	Stapler(Big)	20pc
15	Tag	500 bundles
16	Markin Cloth	50 mtrs
17	Markin Cloth (white)	50 mtrs
18	Pen (Red/Blue)	500 pkts (2500 Nos)
19	Cover File	100 pcs
20	Computer Paper-A4	15 pkts
21	Stamp Pad	50 pcs
22	Fevi Gum (100 ml)	100 bottles
23	Paper Weight	50 nos
24	Rubber	100 nos
25	White Fluid	100 nos
26	Lever Arch File(Lotus)	20 nos
27	Stamp Ink	50 bottle
28	Highlighter	50 nos
29	James Clip	50 pkts
35	Paper Flag	100 nos

36	Pencil Cutter	100 nos
37	Cello Tape	50 nos
38	Thread (Round)	20 nos
39	Punching Machine	20 nos
40	Re Stick notes( Oddy)75 X 125 mm	20 nos

  
DIRECTOR 12/07/2023