



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

NO. IGIT/ACA-EXAM- 682

Date-25.06.2022

Short Quotation Call Notice

Sealed Quotations are invited from the reputed firms/Suppliers having minimum 10 lakhs of yearly turnover for printing of student ID card for IGIT, Sarang. The sealed Quotations should reach in the office of the Dean, Academic & Examination, IGIT Sarang on or before 12/07/2022, by 4.00 P.M through speed post only. The bidders are requested to collect the sample copy from the office on any working days. The bidding amount must be based on the quality at par with the sample copy provided by the office. The details of the terms and conditions are mentioned below. The authority reserves the right to accept or reject any or all Quotation without assigning any reason thereof.


Deputy Registrar

Documentary proof in a sealed Envelope-

1. Proof of GST Number.
2. Proof in support of annual turnover of last 02 years.
3. GST Return Last Three years.
4. Sample as received from the institute.
5. Quoted rate (In a separate sealed envelope)

All these items to be placed in one envelope.

List of Items to be Supplied:

- 1) Student ID card- 1500 Nos.
 - (i) PVC both sided printing multicolour
 - (ii) Multicolour necktie

Conditions:

1. The materials should be delivered at Indira Gandhi Institute of Technology, Sarang, within 15 days of issue of purchase 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. The firm must have upto date GST return document which may be submitted along with the quotation. The firm must have annual turnover of RS.10,00,000/- in last financial year.
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 if any will be paid on successful testing of items (or 45 days of receipt the same whichever is earlier).
7. Bill 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 Talcher Courts 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).