

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

NO.IGIT/ACA-EXAM-1721

Date- 06.12.2023

Short Quotation Call Notice

Scaled Quotations along with samples are invited from reputed printing firms/Suppliers with a minimum turnover of 10 lakhs per annum for design and printing of **Institute Calendar 2024, Diary, Personalised Printed Pen and Gift Bags** for IGIT, Sarang. The sealed Quotations should reach in the office of the Dean, Academic & Examination, IGIT Sarang on or before 15.12.2023, by 1:30 P.M through speed post only. The bidders are requested to collect the sample copy from the office on any working days positively. The bidding amount must be based on the quality at par or higher with the sample copy provided by the office. The bidders are requested to supply sample of the materials along with the quotations. Further, they have to fill up the information and provide necessary documents as per Annexure -1. The details of the terms and conditions are mentioned below. The authority reserves the right to accept or reject any or all Quotations without assigning any reason thereof.

2/12/2023
16/12/2023
Deputy Registrar

List of Items to be Supplied:

- 1. Institute Calendar 2024 (Desk,Table,Wall)**
- 2. Diary**
- 3. Personalised Printed Pen**
- 4. Gift Bags**

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.

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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 Full payment will be made on receipt of materials in good condition. 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 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) noting the number and date of the order/quotation call noticed.
10. Annual turnover statement, GST returns of last three years.
11. Three work orders and Invoices of similar work received and executed in the last three years from Educational Institutions/ Government organisations are to be provided along with the Quotations.
12. The bidder must submit a sample copy along with the quotation.

Short quotation Call (Technical Bid) format

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

To

Ref No.

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Date:

Quotation Call Notice No _____ and Date: _____

Format for Qualifying Details:

A. General Details of the Bidder:			
Sl. 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) 2019-20 - 2020-21 2021-22	
05.	Indian Income Tax Return Acknowledgement	Financial Year-2019-20 Financial Year-2020-21	
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		