



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

NO.IGIT/Estt- 850

Date-14/10/2022

QUOTATION CALL NOTICE

Sealed quotations are invited from the registered firms for supply of printing & stationary to IGIT, Sarang. The details of requirement and last date of submission of seal quotations is available in the Institute website www.igitsarang.ac.in.

Sd/-
DIRECTOR

Copy to: 1) Prof, G.Ghosh, Asst. Prof. Mechanical Engg., I/c website for information and necessary action.

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

No.IGIT.Estt- 851

Date- 14/10/2022

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 **Stationary articles** as per the list attached for official use of INDIRA GANDHI INSTITUTE OF TECHNOLOGY SARANG. The quotations should reach to the undersigned latest by 07.11.2022 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.

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 Stationary articles**".

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 (2021-22,2020-21)
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 article in the prescribed format per unit /packet of supply. All prices should be inclusive of taxes.

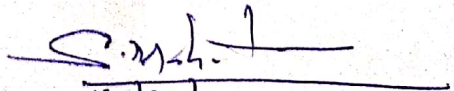
FORMAT FOR OFFER (FINANCIAL BID)

Name of the Firm:

(With full particulars)

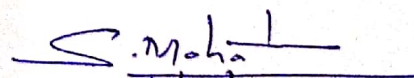
Sl.N o.	Item	Make / Model	Specification if any	Unit pack	Unit price (In. Rs.)	Remarks

The Technical Bid will be opened on 09.11.2022 at 10.A.M. On qualifying in the Technical Bids, the Financial Bid will be opened on the same day at 3.00 P.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.


14/10/2022
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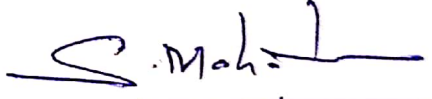
ANNEXURE-A
LIST OF STATIONARY MATERIALS

Sl.No	ITEM	Quantity
1	2	3
1	Bodkin	50 nos
2	Chalk Colour (Kores)	250 pkts
3	Chalk White (Kores)	1000 pkts
4	Computer paper A4	25 pkts
5	Cover File	50 nos
6	Duster (Kores)	500 pkts
7	Knife	150 nos
8	Markin Cloth (Red)	30 mtrs
9	Markin Cloth (White)	50 mtrs
10	Pencil (HB)	100 pkts
11	Register No.10	100 pcs
12	Register No.12	200 pcs
13	Register No.14	50 pcs
14	Register No.30	50 pcs
15	Register No.4	100 pcs
16	Register No.8	100 pcs
17	Scale Steel	50 nos
18	Scissor	50 nos
19	Stamp Pad	30 nos
20	Stapler Big (Kangaro)	20 pcs
21	Stapler Pin No.10 (Kangaro)	100 pkts
22	Stapler Pin No.24/6 -1m(Kangaro)	50 pkts
23	Stapler Small (Kangaro)	100 pcs
24	Tag	500 Bondles
25	Tonner(Konica Minolta)	05 pkts
26	Xerox Paper (JK Red)A4 75Gcm	400 pkts


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ANNEXURE-B
LIST OF PRINTING MATERIALS

Sl.No	ITEM	Quantity
1	2	4
1	Student Attendance Sheet	2500 nos
2	Student Feedback Form	5000 nos
3	File Board	300 nos
4	Institute Letter Pads	3000 nos
5	Envelop (A/3)	1500 nos
6	Envelop Medium	2000 nos
7	Peon Book	50 nos
8	Note Sheet	3000 nos
9	C.L Form	2000 nos


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