



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

Website: www.igitsarang.ac.in

No. IGIT/COE/25

Date: 03/03/2025

Quotation Call Notice

Sealed quotations in company letter head are invited from Original Equipment Manufacture/ Authorized Distributor / Suppliers having valid GSTIN and registration number for supply of the articles mentioned below. The sealed quotations along with all relevant documents should reach the office of the **Controller of Examination, Indira Gandhi Institute of Technology, Sarang, Dist: Dhenkanal, Odisha, PIN: 759146 on or before Dt.11-03-2025 up to 1.00 PM through Registered post/ Speed post only.**

Quotations received after the due date, or without seal shall not be considered. The materials will have to be delivered within 10 days from the date of issue of the purchase order unless otherwise directed failing which the purchase order is liable to be cancelled.

Photo copies of valid authorization certificate, PAN/TIN card and GST registration are required to be enclosed with the quotations. Annexure-I and Annexure-II are to be submitted in separate sealed envelopes.

The quotations and other documents will be opened on **Dt. 12-03-2025 at 11.45 AM** in presence of the quotationers / their representatives in the office of the Controller of Examination, IGIT, Sarang.

The terms of delivery along with any extra charges e. g. GST etc. should be indicated clearly in the quotation. The material may be delivered to IGIT Sarang on FOR basis. Mode of payment as per standard rule of IGIT Sarang is through NEFT/RTGS system, accordingly the quotationers need to mention their **Bank Account Number, IFSC Code no,** and Name of the bank positively at the time of submission of quotation. The authority will make pre-supply verification of the materials. The authority reserves the right to reject any or all the quotations without assigning any reason thereof.

By Order

Controller of Examination

**Controller of Examination
IGIT, Sarang**

List of items to be supplied (along with the format)

Serial No.	Description of Materials	Rate quoted excluding all taxes (per unit price) (in INR)	GST	Total amount Per unit (in INR)
1	DRUM CARTRIDGE FOR XEROX VERSA LINK B7052 MACHINE			
2	TONER CARTRIDGE FOR XEROX VERSA LINK B7052 MACHINE			
3	SERVICE CHARGE FOR XEROX VERSA LINK B7052 MACHINE			

TERMS AND CONDITIONS

1. Institute refers to Indira Gandhi Institute of Technology, Sarang, Dhenkanal, Odisha-759146.
2. Financial Bids shall always be both in the figures and words. No revision of financial bid is allowed once the bid is opened.
3. No alteration or overwriting is permitted in the rates quoted. Any conditional offer with the words such as 'subject to', 'prior sale' etc. will be ignored. Ambiguity must be avoided in filling the quotation and the language used in filling the quotation forms must be clear and precise. The quotationer not complying with these conditions may be rejected.
4. The Technical Bid and the Financial Bid formats to be submitted by the quotationer are given in the Annexure-I and Annexure-II respectively.
5. The quotation along with all relevant documents has to reach the **Office of the Controller of Examinations, Indira Gandhi Institute of Technology, Sarang, Dhenkanal, Odisha-759146 on or before Dt. 11.03.2025 upto 1.00 PM by Registered Post/ Speed Post only.** Quotations received beyond the above scheduled date and time are liable to be rejected.
6. The quotations (both the technical bid and financial bid) along with the relevant documents will be opened in the Office of the Controller of Examination, IGIT, Sarang on **Dt. 12.03.2025 at 11.45 AM** in presence of the quotationers and/or their representatives.
7. The selected Quotationer shall be required to supply the articles within 10 days from the issue of the purchase order failing which the purchase order shall be liable to be cancelled.
8. The institute authority reserves the rights to accept or reject any or all quotations without assigning any reason thereof.
9. The materials should be delivered to the Controller of Examination, Indira Gandhi Institute of Technology Sarang F.O.R destination Ex- Go down as per terms within 10 days of issue of this order.
10. The materials are to be carefully packed and insured against breakage / pilferage and losses during transit.
11. Inspection of goods before delivery shall be allowed to our representative, if allowed.
12. Defective supplies will be rejected and returned at the cost of suppliers.
13. GST/CGST may be charged extra, if payable as per rules. As the institution is an Educational Institution and the materials purchased are solely for the purpose of imparting education and related works, central sale tax may be charged at a concessional rate. Necessary declaration will be furnished, if required.
14. Mode of payment as per standard rule of IGIT Sarang is through NEFT/RTGS system, accordingly the quotationers need to mentioned their Bank Account Number, IFSC Code no, and Name of the bank positively at the time of submission of quotation. Full payment will be made on receipt of materials in good condition.
15. No advance will be paid for the above supply.
16. Bill prepared in triplicate named **Director, IGIT Sarang** should be submitted to the Director, attention of The Controller of Examination, IGIT, Sarang.
17. Any legal disputes pertaining to the purchase order will be subjected to jurisdiction of Dhenkanal court within the state of ODISHA.

18. All correspondences arising out of this order should be addressed to the Director, IGIT, SARANG attention of The Controller of Examination, IGIT, Sarang noting the number and date of order.
19. Valid up to date GSTIN Clearance certificate /IT return certificate be submitted along with the bill / acceptance of the order.
20. The firm should furnish PAN copy of the firm.
21. Please mention the discount that is offered for educational institute on the quoted price.
22. Decision of committee will be final towards L1 for procurement of the individuals/group of items.
23. The Quotation cover should be superscribed as "**Quotation for drum cartridges and toner cartridges for Examinations**".

By Order
Controller of Examination

Short quotation call**TECHNICAL BID**

(to be submitted by the Firm in the letter head of the quotationer)

To,

Ref No:

Date:

Format for qualifying details

General Details of the Bidder			
Serial No.	Particulars	Remarks /Documents submitted	
1.	Name of the firm		
2	Official Address		
3	Name of the Contact Person(s) with designation		
4	Contact Information: Email: Mobile No:		
5	Company Status:- Proprietor/ Partner/ Pvt. Ltd Company (enclose details)	Company incorporation certificate	
6	Turnover of the agency for the last three years: Annualized average financial turnover equivalent to Indian National Rupee during the last three financial years	Year : INR (in Lakhs) 2021-22: 2022-23: 2023-24:	
7	Indian Income Tax Return Acknowledgement	Financial Year: 2022-23 Financial Year: 2023-24	
8	Income tax- PAN no.		
9	GST/ GSTIN as applicable		
10	GST Clearance copy -Service Tax Registration		
11	Similar work order of last three years to any Govt. Institution/ University		

Date:

Place:

Signature of the authorized person and seal

(In the letter head of the quotationer)

FINANACIAL BID

1. Name of the Firm:
2. Official Address:
3. Contact Person with designation:
4. Contact Info: E mail:
Mobile No:
5. Tax Clearance upto:
6. TIN/PAN:
7. Technical Specification of the items:

Serial No.	Description of Materials	Rate quoted excluding all taxes (per unit price) (in INR)	GST	Total amount Per unit (in INR)
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3	SERVICE CHARGE FOR XEROX VERSA LINK B7052 MACHINE			

Date:

Place:

Signature of the authorized person and seal