

1921

INDIRA GANDHI INSTITUTE OF TECHNOLOGY  
DEPARTMENT OF TRAINING & PLACEMENT CELL  
SARANG-759146, DIST: Dhenkanal, Odisha

Ref. No. IGIT/CDC-1102

Date: 24/09/2021

**Call for Quotation**

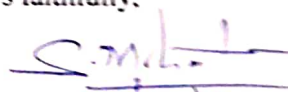
Dear Sir,

Sealed quotations in company letter head are invited from Authorized Organizations for the articles mentioned below on or before 08.10.2021 (5.00 PM). Quotation number and date should be super scribed on the sealed envelope and sent by Registered post / speed post/ postal services to Director, INDIRA GANDHI INSTITUTE OF TECHNOLOGY, SARANG-759146, DIST: DHENKANAL, ODISHA, INDIA.

Quotation received after the due date, or without seal shall not be considered. Photocopy of valid authorization certificate, PAN and GST registration are also required to be enclosed. The terms of delivery along with any extra charges e.g. GST etc. & mode of payment should be indicated clearly in the quotation. The bidder should submit the catalogue with the quotation.

Quotation Opening Time: 08.10.2021 (5.00 PM).

Yours faithfully,

  
24/09/2021  
Director  
IGIT, SARANG

C.C to: -

1. Professor I/C Website for uploading the quotation in IGIT website.

## CONDITIONS

- i. In case, after Pre-bid meeting (wherever applicable) any modification(s) / addition(s) / deletion(s) or any alternation in the requirement(s) etc. is required, the same will be placed on the IGIT website-[www.igitsarang.ac.in](http://www.igitsarang.ac.in), therefore, all the bidders are advised to visit our website before filling / submitted their Quotations.
- ii. The offered rates will be valid initially for a period of one year. The Institute can place repeat order on same terms & conditions within this period.
- iii. Acceptance of Quotation will be intimated to the successful Firm through a Letter of Intent (LOI) duly signed by the authorized signatory of the institution.
- iv. This Quotation is valid up to 180 days from the issue of quotation notification.
- v. IGIT's officials can review the progress of work and can instruct regarding quality aspect.
- vi. The rates quoted by the bidder should be a complete package of training programme inclusive of all applicable tax, duty(ies), transportation to IGIT, sarang and nothing extra / additional shall be payable on these rates.
- vii. Conditional Quotation will not be accepted.
- viii. Successful bidder will be required to submit schedule of activities to complete the work order (day wise/Date wise) with technical bid document.
- ix. The authority reserves the right to accept or cancel any or all Quotations without assigning any reason there-of.
- x. The bidder may add the purchase order received from any organization in this aspect.

**Quotation for appointment of professional service provider**  
**for the Computer Centre**

Sl. no	Description of materials	Amount charges per month	GST %	Total Amount per month
1	Maintenance / Service contract for a period of six months			
Grand Total				

Apart from above, the service provides shall be governed by the following terms and conditions.

1. Maintenance service includes file cleanup, upgrading and installing new windows or programs and general inspections to be done by the service provider.
2. We will open two no. of computer centres in the New Academic building for staff and students from 8 AM to 8 PM (Every day) including Holiday. The number of computers in one Centre is 120.
3. The service provider shall help the staff and students, if any difficulties arises in the computer.

**SIGNATURE OF QUOTATIONER WITH SEAL AND DATE**