

INDIRA GANDHI INSTITUTE OF TECHNOLOGY

SARANG-759146, DIST: Dhenkanal, Odisha

Ref. No. IGIT/ CDC-01/ 256

Date: 19/10/2023

Call for Quotation

Dear Sir,

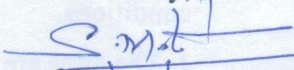
Sealed quotations in company letter head are invited from Original Equipment Manufacturer / Authorized Distributor / Authorized Dealer for the articles mentioned (Appendix-I & II) on or before 03.11.2023(4.30 PM). **Quotation number and date should be superscribed on the sealed envelope** and sent by Registered post / speed post / Postal Service 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. The materials will have to be delivered within 30 days from the date of placing order unless otherwise directed failing which the purchase order is liable to be cancelled. The Appendix-I & II should be submitted mandatorily along with other required documents.

Photocopy of valid authorization certificate, PAN/TIN card 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. Payment shall be made after successful installation. The material will be delivered to IGIT Sarang on FOR basis. The bidder should submit the manuals with the quotation.

OPENING OF QUOTATION : 03.11.2023(5.00 PM)

Yours faithfully,


19/10/2023
DIRECTOR
IGIT SARANG

C.C :

1. Professor-in-Charge, Website for upload in IGIT Website.

Sl. No.	ITEM	No. of Users required	Quoted rate per user should be mentioned (Excluding of all taxes)	GST % and Amount
1.	Requirements for Learning Materials System for Training & Placement activities of students. 1. Requirements for Learning Materials System for Training & Placement activities of students 2. Articles on Companies Placements, Coding, Placement papers etc. 3. Organizing Resume Writing and Interview(s) skills development sessions. 4. Gathering information about job details and all relevant recruitment materials. 5. Previous questions of Recruitment of different companies.	260 Nos.		

SIGNATURE OF QUOTATIONER WITH SEAL AND DATE

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

1. The rates are to be clearly mentioned in the quotation as per one student excluding all taxes.
2. Similar three work order / Invoice received for the last three years from Educational Institutions is to be provided along with the Quotation.
3. All the above quantity is to be billed as per the actual candidate Login submitted by the T & P Cell.
4. Payment will be done after successful installation and verification. No advance payment will be made.
5. The details of the software manuals/structures are to be attached with the Quotation.

Note: The organization may call for any type of query to the Department of Career Development Centre (Training & Placement), IGIT Sarang

CONDITIONS

- i) In case, after Pre-bid meeting (wherever applicable) any modification(s) / addition(s) / deletion(s) or any alternation in the requirement(s) / specification(s) etc. is required, the same will be placed on the IGIT website-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 Quotation through a Letter of Intent (LOI) duly signed by the authorized signatory of the institution.
- v) This Quotation is valid up to 180 days from the issue of quotation notification.
- vi) The supplier will provide one year on site guarantee, and under guarantee period all the damages items shall be repaired / replaced by the supplier at their cost and risk.
- vii) IGIT's officials can visit the work place of successful bidder and can review the progress of work and can instruct regarding quality aspect.
- ix) The rates quoted by the bidder shall be complete for supply and installing of the finished items as per the specification(s) and shall be inclusive of all applicable tax, duty(ies) loading, unloading, packing, transportation to IGIT, sarang installation etc. and nothing extra / additional shall be payable on these rates.
- xi) Conditional Quotation will not be accepted.
- xii) Successful bidder will be required to submit schedule of activities to complete the work order (day wise/Date wise) with technical bid document.
- xiii) The supplier has to ensure the rectification of defects within three days of the complaint during the period of guarantee.
- xiv) AMC charges will be mentioned in the Quotation.
- xv) The Quotationer is required to submit one year on site Guaranty i.e. to replace, the damaged equipments during the guarantee period or repair.
- xvi) The authority reserves the right to accept or cancel any or all Quotations without assigning any reason there-of.
- xviii) All items should Certify ISO standard or any other recommended standard.**