



Ref. No. IGIT/T & P/192

Date: 11/09/2024

Call for Quotation

Dear Sir,

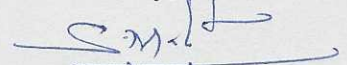
Sealed quotations in company letter head are invited from Original Equipment Manufacturer / Authorized Distributor / Authorized Dealer for the articles (Placement Brochure) mentioned below (Annexure-I) on or before 23.09.2024 (4.30 PM). Quotation number and date should be superscribed on the sealed envelope and sent by Registered post / speed post / Postal service under Indian postal service only by addressing 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 / Items will have to be delivered within 30 days from the date of placing the order unless otherwise directed failing which the purchase order is liable to be canceled.

Photocopy of the valid authorization certificate, PAN, and GST registration is 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 Annexure -I. 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.

Quotation Opening Time: 23.09.2024 (5.00 PM)

Yours faithfully,


10/09/2024
DIRECTOR

IGIT SARANG

Copy to: -

- 1) Professor-in-Charge Institute website for kind information. He is requested to make it displayed on the institute website.
- 2) Accounts officer for information and necessary action.

Sl. No.	ITEM	SPECIFICATION	QUANTITY	Quoted rate (Inclusive of all taxes)	Rate	Cost (Inclusive GST)
1	PLACEMENT BROCHURE	Pages 36, Printing: Multi color, Paper : 350 gsm, Finishing : Matt lamination, spot lamination & Perfect Binding Matching envelopes with multi color printing	250	N.B: Please furnish the PAN/ GST / IT clearance certificate Please indicate clearly following information F.O.R- IGIT SARANG with included all charges , Guarantee period , Free service period at IGIT Sarang. (Payment shall be made after successful installation.)		

GST to be mentioned by the QUOTATIONER

SIGNATURE OF QUOTATIONER WITH SEAL AND DATE

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.
- xix) Submission of Three work order / Invoice of along with the Quotation is mandatory. Similar nature projects mean the implementation of this type services provided to any Government/ Public Sector enterprises / Universities.