



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

NO.IGIT/ACA-EXAM-492-A

Date- 19.06.2024

Short Quotation Call Notice

Sealed/Quotation along with sample copy are invited from the reputed printing firms/Suppliers with a minimum turnover of 10 lakhs per annum for printing of institution prospectus for IGIT, Sarang-2024-25. The sealed Quotations should reach in the office of the Dean, Academic & Examination, IGIT Sarang on or before 15.07.2024, by 1:30 P.M through speed post only. The bidders are requested to collect the sample copy of prospectus from the office on any working days positively. The bidding amount must be based on the quality at par with the sample copy provided by the office. The details of the terms and conditions are mentioned below. The authority reserves the right to accept or reject any or all Quotations without assigning any reason thereof.

Handwritten signature and date: 19/06/2024
Deputy Registrar

i. List of Items to be Supplied:

1. Institute prospectus – 1500 copy (As per the sample received from office)

ii. Documentary proof in a sealed Envelope-

1. Proof of GST Number.
2. Proof in support of annual turnover of last 03 years.
3. GST Return Last Three years.
4. Sample as received from the institute office.
5. Quoted rate (In a separate sealed envelope)

All these items to be placed in one envelope.

iii. Conditions:

1. The materials should be delivered at Indira Gandhi Institute of Technology, Sarang, within 15 days from the date of issue of the order.
2. The materials are to be carefully packed and delivered at IGIT, Sarang within the above stipulated period.
3. GST/CGST may be charged extra, if payable as per rules. As the Institute is an Educational Institute and the materials purchased are solely for the purpose of imparting education and conducting research work. Central sales Tax may be charged at the concessional rate necessary declaration will be furnished, if required.

P.T.O.....

4. Inspection of goods before delivery shall be allowed to our representatives, if required.
5. Defective supplies will be rejected and returned at the cost of suppliers.
6. Payment will be made by crossed cheque on State Bank of India. IGIT, Sarang Full payment will be made on receipt of materials in good condition and balance will be paid on successful testing of items (or 45 days of receipt the same whichever is earlier).
7. Bill prepared in triplicate, should be submitted to The Director, Indira Gandhi Institute of Technology, Sarang, attention of Dean (Academic & Examination).
8. Any legal disputes pertaining to this purchase order will be subjected to jurisdiction of Talcher Courts within the State of Odisha.
9. All correspondences arising out of this order should be addressed to the Principal, Indira Gandhi Institute of Technology, Sarang, attention of Dean (Academic & Examination) mentioning the number and date of the order/quotation call noticed.