



INDIRA GANDHI INSTITUTE OF TECHNOLOGY
SARANG- 759 146
DIST.- DHENKANAL(ODISHA)
Ph : (06768) 267115

No IGIT/ Post / sty - 733

Dated: 31.5.2018

QUOTATION CALL NOTICE

To

Dear Sir,

Sealed quotations are invited for the works mentioned below on or before **20th June, 2018**. Quotation number and date should be superscribed on the sealed envelope and sent by **Speed Post** to the Registrar, INDIRA GANDHI INSTITUTE OF TECHNOLOGY, Sarang-759 146.

Quotations received after the due date or without seal shall not be considered. The work will have to be completed within 10 days/ 30 days from the date of placing order unless otherwise directed failing which the purchase order is liable to be cancelled.

The terms of delivery along with any extra charge Sales Tax/VAT^{gst} etc. and mode of payment should be indicated clearly in the quotation.

Yours faithfully,


31.5.18
REGISTRAR
31.5.18

Sl. No.	ITEM	Specification	Quantity	Remarks
1.	Staff Attendance Register		100 nos.	
2.	Fly Leaf		2000 nos.	
3.	Students Attendance Sheet		5000 nos.	
4.	File Board		300 nos.	
5.	Note Sheet(100, per Book)		100 Books	
6.	Dak Despatch Register		20 nos.	
7.	Student Feed Back Form		10000 nos.	
8.	Money Receipt Book		50 nos.	
9.	Envelope(Medium size)		2000 nos.	
10.	Envelope(A/3)		500 nos.	
11.	C.L. Appln. Form		3000 nos.	
12.	Quotation Form		2000 nos.	
13.	Cheque Forwarding Letter		3000 nos.	
14.	T.A. Bill Form(100, per Book)		20 Books	
	(Sample may please be seen from the Establishment Section)			