



INVITATION LETTER

Ref No: IIITM/Answerscript/2022-23/03

Date: 23-January-2023

Sub: Invitation for Quotations for supply of Answer Script at IIIT Manipur.

Sir,

1. You are invited to submit your most competitive quotation for the following item

SL	Item Name/Particulars	Quantity
1	<b>End Semester Answer Script:</b> <b>Specifications:</b> I. Inner writing page un-ruled with margin and logo (Top Centre) with page numbers (Bottom, Center) in the of 80 GSM white paper of the size of 210 MM x 280 MM (trimmed A4 size) II. 4 pages of cover sheets with design as per institution requirement in single colour of orange (color will decide later on) of 100 - 105 GSM. Total Pages: Cover Page (4) + Inner writing page (32) = 36 (specimen enclosed in <b>Annexure A</b> )	5,000
2	<b>Assessment Answer Script:</b> <b>Specifications:</b> I. Inner writing page un-ruled with margin and logo (Top Centre) with page numbers (Bottom, Center) in the of 80 GSM white paper of the size of 210 MM x 280 MM (trimmed A4 size) II. 4 pages of cover sheets with design as per institution requirement in single colour of orange (color will decide later on) of 100 - 105 gsm. Total Pages: Cover Page (4) + Inner writing page (8) = 12 (specimen enclosed in <b>Annexure B</b> )	10,000

2. Quotation

- 2.1 The contract shall be for the full quantity as described above.
- 2.2 All duties and other levies payable by the supplier under the contract shall be included in the unit Price.
- 2.3 Applicable taxes shall be quoted for all items.
- 2.4 The prices quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- 2.5 The Prices should be quoted in Indian Rupees only.
3. Each bidder shall submit only one quotation.
4. Quotation shall remain valid for a period not less than **60** days after the last date of quotation submission.
5. Evaluation of Quotations: The Purchaser will evaluate and compare the quotations determined to be Substantially responsive i.e. which
  - 5.1 are properly signed; and
  - 5.2 Confirm to the terms and conditions, and specifications.





6. The Quotations would be evaluated for all items together.
7. Award of contract The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the best price and quality.
  - 7.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of Contract.
  - 7.2 The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be Incorporated in the purchase order.
8. Payment shall be made in Indian Rupees as follows:

**Satisfactory Delivery & Acceptance - 100% of total cost**
9. You are requested to provide your offer latest by **5:00 pm** on **04-February-2023**. Quotations received after the due date will be rejected.
10. Sealed quotation to be submitted/ delivered at the address mentioned below,

**The Registrar**  
**Indian Institute of Information Technology Senapati, Manipur**  
**Mantripukhri, Imphal – 795002, Manipur, India**
11. The address of the firm submitting the quotation, the officer to whom the quotation is addressed and *the Quotation No: IIITM/Answerscript/2022-23/03* should be mentioned on the sealed cover.

We look forward to receiving your quotation and thank you for your interest in this project.

23/1/23

Registrar (i/c)  
IIIT Manipur



**FORMAT FOR QUOTATION SUBMISSION**  
(In letterhead of the supplier with seal)

To  
The Registrar  
Indian Institute of Information Technology Senapati, Manipur  
Mantripukhri, Imphal – 795002, Manipur, India

SN	Particular of Items	Quantity	Rate	Amount
01				
02				
03				
04				
05				
06				
07				
08				
09				
10				
				Total
				GST
				Grand Total

We agree to supply the above-mentioned books in accordance with the technical specifications for a total Contract price of Rs. ----- (Amount in figures) (Rupees ----- amount in words) within 15 days of issue of purchase order. We confirm that the normal warranty/ guarantee 12 (twelve) months shall apply to the offered items and we also confirm to agree with terms and conditions as mentioned in the Invitation Letter.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Signature of Bidder:

Name:

Address:

Phone No. :

Email: