



भारतीय सूचना प्रौद्योगिकी संस्थान सेनापति, मणिपुर  
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY SENAPATI, MANIPUR  
Mantripukhri, Imphal – 795002, Manipur, India, [www.iiitmanipur.ac.in](http://www.iiitmanipur.ac.in)

INVITATION LETTER

Ref No: IIITM/FPA/2022-23/04

Date: 23-January-2023

Sub: Inviting Quotation for procurement of Hardware & Software- Fingerprint Based Handhold Device for students Attendance at IIIT Manipur

Sir,

1. You are invited to submit your competitive quotation for Hardware & Software- Fingerprint Based Handhold Device for students Attendance at IIIT Manipur with item wise detailed specifications as below.

Sr. No	Item Name/Particulars	Quantity
1	<b>Hardware &amp; software</b> Fingerprint Based Handhold Device with 4 hours Battery back up, Wi-Fi & LAN Communication, 3000 users capacity. Software for 1600 users capacity	4
2	<b>Remote Configuration of Software</b> Configuration of server including mapping of professor, Students, Subject and Time Table	1
3	<b>Site Installation</b> Installation, Configuration, enrolment & Integration with Software	1

(Specification enclosed in Annexure A)

2. **Quotation**
  - 2.1 All duties and other levies payable by the supplier under the contract shall be included in the unit Price.
  - 2.2 Applicable taxes shall be quoted for all items.
  - 2.3 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.
  - 2.4 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



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- 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. All supplied items should be under warranty of 24 months from the date of installation.
10. You are requested to provide your offer latest by **5:00 pm** on **05-February-2023**. Quotations received after the due date will be rejected.
11. 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**

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

  
Registrar (i/c)  
IIT Manipur



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**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 and install the above goods in accordance with the technical specifications for a total Contract price of Rs. ----- (Amount in figures) (Rupees ----- amount in words) within 30 days of issue of purchase order. We confirm that the normal commercial warranty/ guarantee of 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:

Phone No. :

Address:

Email: