



Ref no.: IIITM/NIQ/3T-BB/2025-26/133
Date.:10.03.25

INVITATION LETTER

To,
All Interest Vendors

Sub: Invitation Letter for Supply and Installation of 12 Nos of 3-Tier Bunk Beds for Security and Mess Staffs, IIT Manipur

Sir,

1. You are invited to submit your most competitive quotation for the following goods with item wise detailed specifications as below.

Sl.no	Particulars	Qty
1.	3 Tier bunk beds modular Specifications: - Railing / guard rail <ul style="list-style-type: none">• all tier bed Fixed Shape of tail board <ul style="list-style-type: none">• Rectangular Shape of headrest <ul style="list-style-type: none">• Rectangular Components assembly <ul style="list-style-type: none">• screws, bolt and washer Mode of supply <ul style="list-style-type: none">• Knocked Down - To Be Assembled At Consignee Site By Consignee Himself Bed Dimensions (Length x Width) (± 5 mm)-one Adults <ul style="list-style-type: none">• 2100 mm x 900 mm Height of entire structure (± 5 mm) – excluding Mosquito net holding rods (minimum ceiling clearance to be 760 mm) <ul style="list-style-type: none">• 2150 millimeter Height of lower tier (± 5 mm) (Buyer should be careful while selecting keeping in mind minimum ceiling clearance as required ideally 760 mm minimum) <ul style="list-style-type: none">• 150 millimeters Gap between beds (clear distance between the upper and lower bed bases in mm) (± 5 mm) <ul style="list-style-type: none">• 924 millimeters Structure of metal bed frame including legs and head / tails / railing /supporting structure <ul style="list-style-type: none">• MS hollow box square sections Vertical leg structure sections (tolerance ± 2 mm excluding wall thickness) <ul style="list-style-type: none">• Tube of size 40.6 mm X 40.6 mm with 1.2 mm wall thickness Supporting structure of horizontals sections (tolerance ± 2 mm excluding wall thickness)	12



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<ul style="list-style-type: none">• Tube of size 40.6 mm X 40.6 mm with 1.2 mm wall thickness Other joining horizontal structure sections (tolerance ± 2 mm excluding wall thickness) <ul style="list-style-type: none">• Tube of size 40.6 mm X 40.6 mm with 1.2 mm wall thickness Stair rail sections for upper level (tolerance ± 2 mm excluding wall thickness) <ul style="list-style-type: none">• Tube of size 25.4 mm X 25.4 mm with 0.6 mm wall thickness Stair step sections (tolerance ± 2 mm excluding wall thickness) <ul style="list-style-type: none">• Tube of size 25.4 mm X 25.4 mm with 1.2 mm wall thickness Material of mattress panel <ul style="list-style-type: none">• 18-gauge metal sheet Thickness of mattress panel <ul style="list-style-type: none">• 1.2 mm Upper bed support rail sections (tolerance ± 2 mm excluding wall thickness) <ul style="list-style-type: none">• Tube of size 25.4 mm X 25.4 mm with 1.2 mm wall thickness Head board sections (tolerance ± 2 mm excluding wall thickness) <ul style="list-style-type: none">• Tube of size - 40.6 mm X 25 mm with 1.2 mm wall thickness Tail board sections (tolerance ± 2 mm excluding wall thickness) <ul style="list-style-type: none">• Tube of size 40.6 mmx40.6 mm with 1.2 mm wall thickness Paint /Finish of Metal parts <ul style="list-style-type: none">• Enamel paint Finish of head board / Tail board <ul style="list-style-type: none">• Enamel paint Min Powder/paint coating thickness (Micron) <ul style="list-style-type: none">• 50 microns Warranty Minimum 1-Year Onsite Warranty	
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2. Quotation

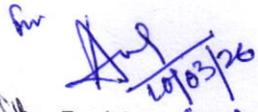
- 2.1 The contract shall be for the full quantity as described above.
 - 2.2 All duties and other levies payable by the supplier under the contract shall be included in the unit Price.
 - 2.3 Applicable taxes shall be quoted for all items.
 - 2.4 The prices quoted by the bidder shall be fixed for the 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.



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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, Installation & Acceptance - 100% of total cost
 - The quantity mentioned is approximate and likely to vary. However, payment will be made as per the work actual executed and measured.
 - Price inclusive of all applicable taxes and FOR, IIT Manipur, Mantripukhri, Imphal-795002, Manipur, India
9. All supplied items are under warranty of **12** months from the date of successful acceptance of items.
10. You are requested to provide your offer latest by **5:00 pm** on **24th March 2026**. Quotations received after the due date will be rejected.
11. Information brochures/ Product catalogue, if any must be accompanied with the quotation clearly indicating the model quoted for.
12. 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.
21. We look forward to receiving your quotation and thank you for your interest in this project.


Registrar (iit)

IIT Manipur



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FORMAT FOR QUOTATION SUBMISSION
(In letter head of the supplier with seal)

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

Sub: Supply and Installation of 12 Nos of 3-Tier Bunk Beds for Security and Mess Staffs

Category	Specification	Rate per unit	Total price for 12 unit
Type of bunk beds	3Tier bunk beds modular		
Railing / guard rail	all tier bed Fixed		
Shape of tail board	Rectangular		
Shape of headrest	Rectangular		
Components assembly	screws, bolt and washer		
Mode of supply	Knocked Down - To Be Assembled At Consignee Site By Consignee Himself		
Bed Dimensions (Length x Width) (±5 mm)-one Adults	2100 mm x 900 mm		
Height of entire structure (±5 mm) – excluding Mosquito net holding rods (minimum ceiling clearance to be 760 mm)	2150 millimeter		
Height of lower tier (±5 mm) (Buyer should be careful while selecting keeping in mind minimum ceiling clearance as required ideally 760 mm minimum)	150 millimeter		
Gap between beds (clear distance between the upper and lower bed bases in mm) (± 5 mm)	924 millimeter		
Structure of metal bed frame including legs and head / tails / railing /supporting structure	MS hollow box square sections		
Vertical leg structure sections (tolerance ± 2 mm excluding wall thickness)	Tube of size 40.6 mm X 40.6 mm with 1.2 mm wall thickness		
Supporting structure of horizontals sections (tolerance ± 2 mm excluding wall thickness)	Tube of size 40.6 mm X 40.6 mm with 1.2 mm wall thickness		
Other joining horizontal structure sections (tolerance ± 2 mm excluding wall thickness)	Tube of size 40.6 mm X 40.6 mm with 1.2 mm wall thickness		
Stair rail sections for upper level (tolerance ± 2 mm excluding wall thickness)	Tube of size 25.4 mm X 25.4 mm with 0.6 mm wall thickness		



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Stair step sections (tolerance ± 2 mm excluding wall thickness)	Tube of size 25.4 mm X 25.4 mm with 1.2 mm wall thickness		
Material of mattress panel	18 guage metal sheet		
Thickness of mattress panel	1.2 mm		
Upper bed support rail sections (tolerance ± 2 mm excluding wall thickness)	Tube of size 25.4 mm X 25.4 mm with 1.2 mm wall thickness		
Head board sections (tolerance ± 2 mm excluding wall thickness)	Tube of size - 40.6 mm X 25 mm with 1.2 mm wall thickness		
Tail board sections (tolerance ± 2 mm excluding wall thickness)	Tube of size 40.6 mmx40.6 mm with 1.2 mm wall thickness		
Paint /Finish of Metal parts	Enamel paint		
Finish of head board / Tail board	Enamel paint		
Min Powder/paint coating thickness (Micron)	50 microns		
Warranty	Minimum 1-Year Onsite Warranty		
	Total		
	GST		
	Grand Total		

We agree to supply the above goods 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 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 Supplier

Name:

Address:

Contact No.

Email: