



## INVITATION LETTER

**Quotation No:** IIITM/NIQ/Chair/2025-26/65

**Date:** 14/08/2025

**Sub:** Inviting Quotation for the supply of **Plastic Armless Chairs** at IIIT Manipur, City Campus

Dear Sir/Madam,

1. We invite quotations from reputed suppliers for the supply of Plastic Armless Chairs at IIIT Manipur, City Campus, Mantripukhri, Imphal, Manipur, with item wise detailed specifications as below.

SN	Item Description	Minimum Required Specifications	Quantity
1.	Plastic Armless Chair	<ul style="list-style-type: none"><li>• Made of 100% Polypropylene Material</li><li>• Product Dimensions: 41D x 55W x 88H Cms</li><li>• Weight: 2 Kg</li><li>• 110 kg weight capacity for secure and stable sitting</li></ul>	400

### 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. **Evaluation of Quotations:** The Institute will evaluate and compare the quotations determined to be Substantially responsive i.e. which are properly signed; and confirm to the terms and conditions, and specifications.
5. The Quotations would be evaluated for all items together.
6. **Award of Contract:** The Institute 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.
  - 6.1 Notwithstanding the above, the Institute 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.
  - 6.2 The bidder whose bid is accepted will be notified of the award of contract by the Institute prior to expiration of the quotation validity period. The terms of the accepted



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)

offer shall be Incorporated in the purchase order.

07. All supplied items are under warranty of **24** months from the date of successful acceptance of items.
08. You are requested to provide your offer latest by **3:00 pm** on **20-August-2025**. Quotations received after the due date will be rejected.
09. Information brochures/ Product catalogue, if any must be accompanied with the quotation clearly indicating as quoted for.
10. The bidder may submit a specimen of the product along with the Quotation.
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  
IIIT Manipur



**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: Quotation for the supply of **Plastic Armless Chairs** at IIIT Manipur, City Campus

Dear Sir,

I/We, the undersigned, hereby submit our rate quotation as detailed below for the supply of **Plastic Armless Chairs** at IIIT Manipur, City Campus. We have thoroughly examined and understood the terms and conditions, specifications, and other requirements mentioned in the tender document.

SN	Item Description	Quantity	Rate (in INR)	Amount (in INR)
1.	Plastic Armless Chair	400		
Total				
GST as applicable				
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 24 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: