



INVITATION LETTER

Ref.No: IIITM/NIQ/MFP/2025-26/71A

Date: 25.08.25

To,
All Interest Vendors

Sub: Invitation Letter for supply of Multi-function Inkjet Printers

Sir,

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

Sr. No	Item Name	Specification	Quantity
1	Ink Tank Colour Printer	<ul style="list-style-type: none">Printer type: Ink tank ; Functions: Print, Scan, Copy ; Printer output: Color ; Connectivity: USB ; Scanner: Yes ; Scanner resolution: 600 x1200 dpiOS Compatibility: Windows 10, Windows 8.1, Windows 7 SP1 ; Mobile connectivity: No ; Hardware Interface: USB 2.0 Hi-Speed ; Enlarge/reduce option: No ; Duplex: NoPage size : A4, A5, B5, Letter, Legal, 10.16 x 15.24cm, 12.7 x 17.78cm, 20.32x 25.4cm, Envelopes (DL, COM10), Square (12.7x12.7cm), Business Card, Custom size (width 55 - 215.9mm, length 89 - 676mm ; Max paper thickness: 64 to 275 GSM ; Maximum Input Sheet Capacity: 100 sheets (A4) ; Compatible ink: GI790 Cyan, Magenta, Yellow, Black ; Additional Printer Function: Borderless Printing ; Power wattage of printer: OFF: 0.2W, Standby (scanning lamp is off) (USB connection to PC): 0.6W, Standby (all ports connected, scanning lamp is off): 0.6W, Copying: 9W	20

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



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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, Installation & Acceptance - 100% of total cost
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 **12-September-2025**. 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,
IIIT Manipur

25/08/2025